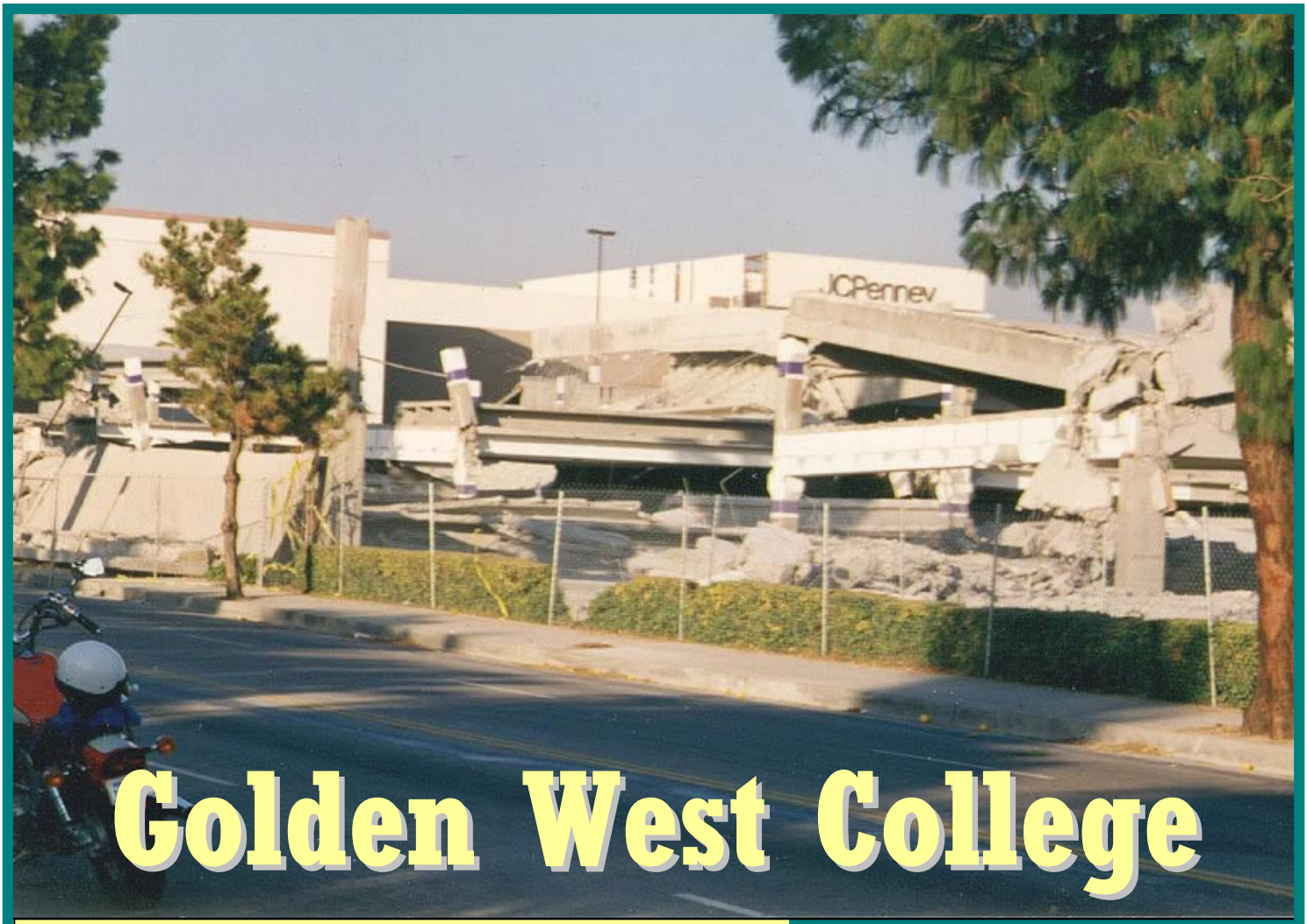

Golden West College

Emergency Response Plan

Golden West College
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Coast Community
College District

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I. Plan Overview

Golden West College is a 122-acre campus established in 1966. (See campus map, Appendix 1.) The community college provides a university-transferable curriculum as well as numerous high technology and vocational programs recognized both locally and nationally. The campus is located at 15744 Goldenwest Street in Huntington Beach.

The Golden West College Emergency Response Program has been coordinated with the Coast Community College District (District), City of Huntington Beach Emergency Management & Homeland Security Office (City), the County of Orange Sheriff Emergency Management Bureau (County) and the State of California Emergency Management Agency (Cal EMA). It meets all federal and state requirements for response to emergencies including following the:

- National Incident Management System (NIMS)
- State of California Standardized Emergency Management System (SEMS)
- Incident Command System (ICS)

Key campus employees have been and will continue to be trained in NIMS, SEMS and ICS which ensures a consistent nationwide approach to more effectively and efficiently respond to disasters. Campus personnel will follow these NIMS, SEMS and ICS principles and policies including: coordinating efforts with the District, the City and all other response agencies; standardization of terminology; interoperable communications and information systems; manageable span of control; management by objectives; use of Incident Action Plans; establishment and transfer of command; following an established chain of command; and use of intelligence and resource management in responding to disasters.

Select campus employees have also been trained in the CERT program. The American Red Cross teaches the CERT classes which include:

- Building a Team/Disaster Preparedness
- Fire Safety/Evacuation
- Basic Search & Rescue
- Disaster First Aid - 1
- Disaster First Aid - 2
- Team Roles/Security
- Drill

Golden West College's Emergency Response Program includes the following elements:

Hazard Analysis – A hazard analysis of the known major hazards that could impact Golden West College was conducted. All hazards were ranked by *chance of occurrence* and *effect on the college.* These rankings were utilized to create a planning and exercise priority list. This list and analysis will assist the campus in prioritizing its planning, training, and exercise efforts. (See page 8 for the hazard summary.)

Evacuation Maps – Maps have been developed for each facility on campus showing exit routes and fire safety systems. These maps will be utilized by students, faculty, and staff to

ensure an orderly evacuation from buildings. Campus Emergency Response Teams (CERT) trained *Building Marshals* will determine if and when to evacuate and provide leadership during the evacuation process.

Emergency Procedures Flip Chart – The Emergency Procedures guide has been developed for students, faculty, staff and *Building Marshal*s to use during an emergency. This quick reference guide is divided by threat, e.g. earthquake, active shooter, bomb threat, etc. and provides information on who to notify and how to react. Before an emergency occurs, take a few minutes and read how to react to each hazard.

Emergency Response Plan – This plan was developed for an emergency incident that requires additional resources above and beyond the Campus *Public Safety Officers* who respond to all the day-to-day emergencies. A Command Post may be set up to provide overall campus leadership and to manage the response. CERT trained personnel will act as *Division Supervisor*s, *Building Marshal*s and *Assistant Building Marshal* to provide leadership and decision making.

Emergency Operations Center (EOC) Plan – The EOC plan will be utilized for managing large-scale or long-term emergency responses. When the Command Post needs additional resources and support, the campus EOC will be set up to provide direction and control. (To be developed in 2010.)

These elements make up the emergency response program on the Golden West College campus.

This **Emergency Response Plan** was written for the following groups:

- Personnel assigned to work at the Golden West College Command Post
- CERT trained personnel assigned as Golden West College emergency *Division Supervisor*s, *Building Marshal*s, and Assistant Building Marshals (field teams)

A. Mission

The mission of this plan is to ensure that Golden West College has a comprehensive and standardized system **to manage and respond to an emergency.** The system effectively and efficiently deploys resources to preserve life, property, the environment as well as the social, economic and political structure of the campus.

This plan will be used for training and during emergency responses by the Command Post and field teams. It ensures that campus personnel are prepared to manage (Command Post responsibility) and respond (field team responsibility) to an emergency or disaster. It is meant to be read and understood *before* an emergency.

B. Scope

This plan is a campus-level plan that guides the emergency response of Golden West College personnel and resources during a major disaster. It is the official Emergency

Response Plan for Golden West College and supersedes previous plans and precludes employee actions not in concert with the intent of this plan or the emergency organization created by it. Nothing in this plan shall limit the use of good judgment and common sense.

C. Leadership Continuity

The Vice President (VP) of Administrative Services is designated as the *Incident Commander*. The *Incident Commander* will work out of the Command Post. Should the VP of Administrative Services not be available or unable to serve, the positions listed below, in order, shall act as the *Incident Commander*. Each will have the authority and powers of the *Incident Commander* and will serve until the VP of Administrative Services is again able to serve, or until a formal successor has been appointed by the College President or in his/her absence, the District:

Primary:	Vice President of Administrative Services
First Alternate:	Vice President of Student Services
Second Alternate:	Vice President of Instruction
Third Alternate:	Public Safety Coordinator
Fourth Alternate:	Evening/Weekend Operations Manager

D. Hazards

The following is an analysis of the known major hazards that Golden West College could experience. The most serious threats to the college were each reviewed, ranked by chance of occurrence and effect on the campus (worst case scenario), and then placed in a "planning priority list." This will help the campus prioritize its planning, training and exercise efforts. It is recommended that the campus plan and conduct training and exercises for the hazards with the greatest chance of occurrence and the worst effects.

PLANNING PRIORITY	HAZARD	CHANCE OF OCCURRENCE (1 - 10) *	EFFECT (1 - 10) **
#1	Earthquake	8	10
#2	Active Shooter or Hostage Incident	6	9
#3	Flood or Storm	9	6
#4	Hazardous Material Spills/Exposures (Fuel Tank Rupture, Pipeline Breakage, Fixed Facility Accident or Off Campus Transportation Accident)	8	6
#5	High Wind, Santa Ana Wind Condition or Tornado	9	5
#6	Aircraft/Train Accident	4	10
#7	Dam Failure (Prado Dam)	4	10
#8	Terrorism (Weapons of Mass Destruction and Bombings)	3	10
#9	Urban Fire and/or Explosion	5	7
#10	Epidemic/Pandemic	3	9
#11	Gas Leak (Natural Gas)	8	5
#12	Power Outage/Shortage	9	5
#13	Communication or Technological Failure	6	5
#14	Civil Unrest (Labor Strike or Protest March)	4	5
#15	Tsunami	3	5
#16	Radiological/Nuclear Incident	1	10

Chance of Occurrence and Effect numbers are rated from one to ten (1 to 10). Higher numbers signify a more likely chance of occurrence and a greater effect.

***Chance of Occurrence** is based on the history, geography and weather of the area.

** **Effect** is the worst case scenario based on potential for deaths, injuries, facility damage and disruption to the campus.

E. Warning and Communication Systems

Receiving Warnings

How will Golden West College receive warning?

The State of California has developed a system that government uses to warn citizens of an impending threat called Emergency Alert System (EAS). Using EAS, the City or County can disseminate emergency information to the public via AM/FM radio. The primary radio station is KWVE 107.9.

The City has a Warning Siren System located at each of the eight fire stations. Depending on the nature of the emergency, the sirens can sound individually or simultaneously. When the campus hears a siren sound, (other than at noon the last Friday of the month when the system is being tested) turn on an AM/FM radio and listen to the EAS for emergency broadcasts.

The County has purchased AlertOC, a system which will phone, text, or email those who register for the service any time there is a threat in their area. The County has given authority to the cities to activate AlertOC to warn their residents. Every Golden West College student, faculty, and staff member should sign up for these emergency alerts. Go to: www.AlertOC.org.

Disseminating Warnings on Campus

How will the college disseminate warnings on campus?

AlertU – AlertU is an emergency short message service (SMS) or text messaging and email technology used by colleges. Campus managers can communicate critical campus warnings and updates in real time by sending text messages to subscribers on their mobile devices. Given the importance of this communication system, students, faculty, and staff must be encouraged to sign up as the effectiveness of the system is directly linked to the number of students, faculty, and staff who have subscribed. Every Golden West college student, faculty and staff member should sign up for these emergency alerts. Go to: www.AlertU.org/gwc.

Activating the Warning System

If an emergency occurs on campus, how will the college warning system be activated?

Anyone discovering an emergency on campus must notify Public Safety and/or phone 9-1-1. If the campus personnel and students need to be warned of the emergency, Public Safety will request that Administration activate the AlertU system.

Marquee – On the corner of Goldenwest and Edinger, the college has placed a large marquee to provide information to the community. This marquee can be utilized to provide information to both the college community and the community at large.

Websites – Golden West College, the District and the City websites can all be utilized to provide information during emergency incidents.

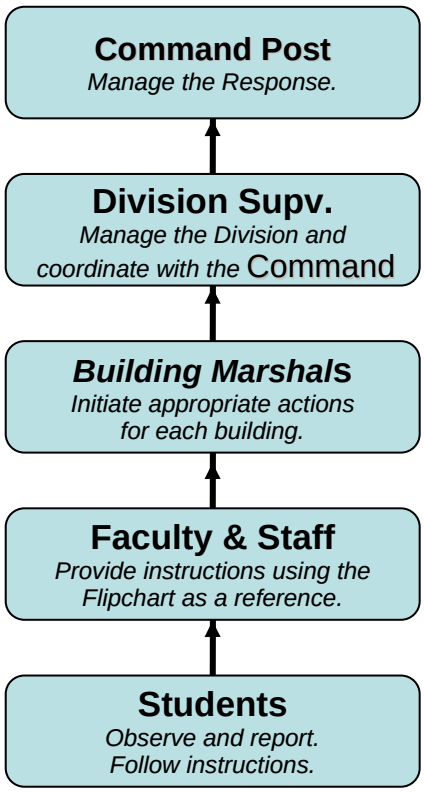
District Radio System – Make sure that warnings are also provided via the campus radio system. (See Communication Systems and Radio Frequencies, Appendix 2.)

F. Functional Roles

Every Golden West College employee and student can potentially play a role in the Campus Emergency Response Plan. Perhaps the most critical aspect of the plan is communication. When you discover an emergency, always report the incident to the Public Safety dispatchers at 714-895-8999 who will react immediately by sending *Public Safety Officers* to the incident and will phone 9-1-1 when necessary. Receiving accurate reports about the incident is essential to providing adequate emergency response. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of the evolving incidents.

Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings where they attend classes. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should follow the instructions of their *Building Marshal* and evacuate to their Assembly Areas in an orderly manner when directed to do so.



Role of Faculty and Staff

Every member of the faculty and staff should read and understand:

(1) The Emergency Procedures flip chart
(2) Building evacuation maps and routes
(3) Assembly Area location

Employees should be prepared to assess situations and use common sense in determining a course of action. The Emergency Procedures flip chart serves as guideline for emergency reporting procedures and what to do in an emergency. When an emergency requires immediate attention, staff and faculty should establish contact with their *Building Marshal* who will determine if evacuation is necessary. Faculty members are seen as likely leaders by students and should be prepared to direct their students to their Assembly Area in the event of an emergency.

Role of the *Building Marshal*s and *Assistant Building Marshal*

The *Building Marshal*s and *Assistant Building Marshal* are responsible for determining the proper course of action for their building in an emergency. They will notify building occupants of an emergency and provide command and control for evacuations. They then assess the situation, report injuries and damage, and provide status report updates to their *Division Supervisor*s.

Role of *Division Supervisors*

The campus has been divided into four divisions each with a *Division Supervisor*. The *Division Supervisor*s manage all incidents within an emergency Division (See Division Map, on 31). They collect and prioritize *Emergency Status Reports* from *Building Marshals* within their Division. *Division Supervisor*s communicate between the *Building Marshal*s and the Command Post reporting incidents and requesting resources.

Role of the Command Post

The Command Post uses Incident Command System (ICS) to manage the campus field response. Each *Division Supervisor* manages his/her division's incidents and makes resource requests to the Command Post. The Command Post fills resource requests, liaisons with Police, Fire and Paramedic and manages the emergency or in a major disaster, activates and reports to the Emergency Operations Center (EOC).

Every campus employee assigned a disaster response role must prepare themselves and their families for an emergency. Knowing your family is prepared will make it easier for you to concentrate on your campus response duties which may be ongoing for hours to days. Ensure you have three days of food, water, medications and basic necessities with you. Take the time TODAY to prepare!

G. Definitions

DEFINITIONS

All Clear
When a building has been searched and everyone is certain the building has no one left behind and the building has no facility problems, this is called ***All Clear***. The term is also used for announcing tha it is safe to re-enter facilities, "The buildings are ***All Clear*** and it is safe to reoccupy them."

Assembly Areas
An Assembly Area is a pre-selected location where students and employees report following a disaster. Each campus building has assigned Assembly Areas. Evacuation maps identify Assembly Area locations, and are posted in each facility. The *Building Marshal*s will provide students, faculty, and staff with additional information and instructions during an emergency incident.

Building Marshal*s and *Assistant Building Marshal
Each facility on campus has an assigned *Building Marshal* and at least three *Assistant Building Marshals*. They are CERT trained and responsible for determining the actions that will be taken for their building during an emergency. For example, if a moderate earthquake strikes, the *Building Marshal* will decide if the facility should be evacuated. They will initiate the evacuation process in a timely and orderly manner by notifying everyone in the building of the emergency and providing instructions to exit the building and report to their Assembly Area. Once everyone has evacuated to the Assembly Area, the *Building Marshal* is in charge of maintaining order and receiving reports from the *Assistant Building Marshal* on damage and injuries. The *Building Marshal* reports problems and requests resources to the *Division Supervisor*s.

Once their building is clear, the *Assistant Building Marshal*, *Building Marshal*s and eventually the *Division Supervisor*s will report to the Command Post to be assigned to one of the response teams: First Aid Team or Search & Rescue Team. They will then be dispatched to incidents.

Campus Emergency Response Teams (CERT)
CERT Training is a required course consists of 6 modules, a total of 20 hours covering basic disaster preparedness, fire suppression, basic triage, cribbing, light search & rescue operations, and a final exercise that allows students to practice all their learned skills. These courses support the California Government Code, Title 1, Section 3100 that "…all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

CERT trained positions on campus include: *Building Marshal*s, *Assistant Building Marshal*, *Division Supervisor*s, Search & Rescue Teams, First Aid Teams, *Public Safety Officers*, as well as some Command Post and EOC personnel.

DEFINITIONS

Command Post (CP)
A location (usually outdoors or in a vehicle) used to manage an emergency. The Command Post will be set up to manage a disaster initially and the EOC will only be activated when the incident is a long-term incident or when the *Incident Commander* orders it to be activated.

Command Post *Locations (See Appendix A – Campus Map)*:
1. Primary– North end of the Criminal Justice Building, Building 7
2. Secondary –Grass area behind the Community Services Building 1
3. Tertiary – Designated by the *Incident Commander*

Damage Assessment Unit
The Damage Assessment Unit is responsible for initiating, tracking and maintaining safety/damage assessment information. They are in the Planning Section and work at the Command Post. The Damage Assessment Unit Leader will collect safety and damage surveys from the M&O Branch Teams. They will document incidents and anything that may be unsafe. The Damage Assessment Unit works with the Operations and *Planning Chief*s to prioritize the response to incidents.

Division Rally Point
This is the physical location of each of the four *Division Supervisor*s. (See the Division map.)

***Division Supervisor*s**
The campus has been divided into four divisions (See map, page 31). Each division will have a *Division Supervisor* who will report to a pre-designated location. All *Building Marshal*s located within that division will report any facility damage, injuries, etc. to the *Division Supervisor*s. The *Division Supervisor* will prioritize all incidents within the division and then contact the Command Post to request resources for priority incidents. The *Division Supervisor*s will request and manage response teams including but not limited to Police, Fire, Paramedic, Ambulance, campus Search & Rescue Teams and campus *Public Safety Officers*.

Emergency Operations Center (EOC)
A facility used to manage a major disaster or long term emergency. Golden West College will utilize the following facilities as its EOC:
1. Primary EOC – Humanities/Building 13, Rooms 108 and 113
2. Secondary EOC – Community Services/Building 1
3. Tertiary EOC – Designated by the Director of Emergency Services

Field Incident Commander
The *Public Safety Officers* act as the *Field Incident Commanders* on a day-to-day basis for all incidents. In a major emergency, they will be assigned to the most serious incidents to act as *Field Incident Commanders*, managing that scene and working with Police and Fire Department personnel.

DEFINITIONS

First Aid Branch Director

The *First Aid Branch Director* works at the Command Post for the *Operations Chief*. In an emergency, he/she will ensure the First Aid Station is set up and ready to receive casualties. He/she will direct all casualties to the First Aid Station; supplement the station with additional first aiders and supplies; request and track the need for and response of paramedic and ambulances; coordinate medical transport and liaison between the First Aid Station and the Command Post.

The First Aid Team does not go search for injured people. The injured are brought to one centralized location, the First Aid Station, by the Search & Rescue Teams. This utilizes the limited number of medically trained personnel in a more efficient manner. The First Aid Station will be set up automatically in an earthquake on the grass to the north of the Nursing and Health Services, Building 36. In any other type of incident, the Command Post will determine: (1) if a First Aid Station is needed; and (2) where it will be located. If an incident only impacts one or a few buildings, the First Aid Station may be established closer to the incident.

Incident Commander

The *Incident Commander* is responsible for all aspects of the field response and recovery operations, including developing incident objectives and managing incident operations. He/she will manage and take responsibility for the faculty, staff, students and facilities. The *Incident Commander* is the ultimate decision maker on campus in an emergency and has the authority to commit campus personnel, resources and finances. When the EOC is activated, the EOC Director then becomes the decision maker.

Joint Information System/Joint Information Center

The Public Information Officer (PIO) must coordinate all press releases with the District PIO, the City PIO and the County PIO.

Jurisdiction Incident Management System (JIMS) Forms

The County has developed a reporting system for each city, county agency, special district, school district and college. Each agency completes the JIMS forms which include: J-1 Activation Emergency Notice Form; J-2 Status Form; J-3 Resource Request Form; J-4 Initial Damage Estimate Form and J-5 Deactivation Form. They are saved onto the county-wide Emergency Management software WebEOC which can be viewed by all other users.

DEFINITIONS

Maintenance & Operations (M&O) Branch Director

The M&O Branch Director works at the Command Post and organizes and leads the M&O Teams. In an emergency, he/she will immediately dispatch personnel to conduct a safety assessment of the campus. He/she will make every attempt to mitigate the hazards by closing off the dangerous area; closing buildings; ordering evacuations of dangerous areas; shutting off utilities; and taking all necessary precautions possible to protect life, property and the environment. Any damage or potential problem areas will be reported to the Command Post Operations and *Planning Chief*s. The Operations Chief and M&O Branch Director work together to prioritize the M&O Team responses to (1) life saving operations and (2) facility issues.

Public Safety Branch Director

The *Public Safety Branch Director* is in charge of the *Public Safety Officers* during an emergency. On a day-to-day basis, the *Public Safety Officers* run all emergencies, acting as *Field Incident Commanders* and providing liaison with the Huntington Beach Police and Fire responders. The Public Safety Branch Director manages and communicates with all *Public Safety Officers*. He/she will dispatch each *Public Safety Officer* either directly to the emergency (if there is only one incident site) or to report to a *Division Supervisor* (to *Division Supervisor* A, then B, then C, then D). The *Division Supervisor*s will utilize the *Public Safety Officers* as *Field Incident Commander*s. In the absence of a *Division Supervisor*, the *Public Safety Officer* will assume that duty.

Public Safety Officers

The *Public Safety Officers* will act as *Field Incident Commander*s by running emergency scenes. They will establish liaison with Police and Fire responders at the scene. In the initial phase of the emergency, they will check-in by radio to the Public Safety Branch Director who will dispatch them to each division.

Search & Rescue Branch Director

The Search & Rescue Branch Director works at the Command Post for the Operations Chief. He/she will form one or more Search & Rescue Teams that will: (a) put out small fires; (b) search for and rescue trapped victims; (c) help disabled persons evacuate from second story buildings; and (d) provide personnel for any physical jobs that need to be done. The Search & Rescue Branch Director will dispatch and track the teams.

DEFINITIONS

Unified Command
Although a single *Incident Commander* normally handles the command function, an ICS organization may be expanded into a Unified Command. The Unified Command is a structure that brings together the *Incident Commanders* of all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. The Unified Command links the organizations responding to the incident and provides a forum for these entities to make consensus decisions. For example, both Golden West College and the Huntington Beach Police Department are responsible for the security of the campus and may choose to join together and form a Unified Command to manage a security-related incident. Unified Commands are not limited to two agencies. In some instances Golden West College, Huntington Beach Police Department and Huntington Beach Fire Department may join together in a Unified Command. Under a Unified Command, the various jurisdictions and/or agencies will blend together throughout the operation to create an integrated response team.

The Unified Command is responsible for overall management of the incident. The Unified Command directs incident activities, including development and implementation of overall objectives and strategies, and approves ordering and releasing resources. Members of the Unified Command work together to develop a common set of incident objectives and strategies, share information, and maximize the use of available resources to enhance the efficiency of the response.

In some incidents Police and Fire may not be available to form a Unified Command. In this case, the college will be on its own and will operate under a single *Incident Commander*.

WebEOC
WebEOC is the interoperable emergency management software that all public agencies within the County used to report their EOC activation status, situation status, and their damage assessment reports. Each city, county agency, special district and school district completes a series of standardized reporting forms called Jurisdiction Incident Management System (JIMS). Golden West College has a logon for WebEOC and must complete the JIMS forms. http://webeoc.ocsd.org/eoc7/

H. Types of Responses

5 Day-to-Day Emergency – *minor incident*

- *Public Safety Officers* manage these types of incidents using standard operating procedures and staffing

4 Disruption of Campus – *minor incident*

- The Command Post is NOT activated
- Administration is notified of the problem and will make decisions
- Administration assigns Public Safety or M&O *Field Incident Commander*
- The *Field Incident Commander* will report back to Administration when the problem has been resolved
- This type of incident may become a Type 3 response if evacuation becomes necessary
- Administration will notify the district of any serious incidents

3 Command Post is Activated – *moderate incident*

- A short-term operation
- Police and Fire are available, if needed
- Report the campus' status on WebEOC by completing the JIMS Forms

2 Command Post and/or Campus EOC are Activated - *serious incident*

- Police and Fire are available, if needed
- A Unified Command may be established (the campus *Incident Commander* and the Police and/or Fire Incident Commander)
- A Joint Information Center may be established (campus/district/city)
- Report the campus' status on WebEOC by completing the JIMS Forms

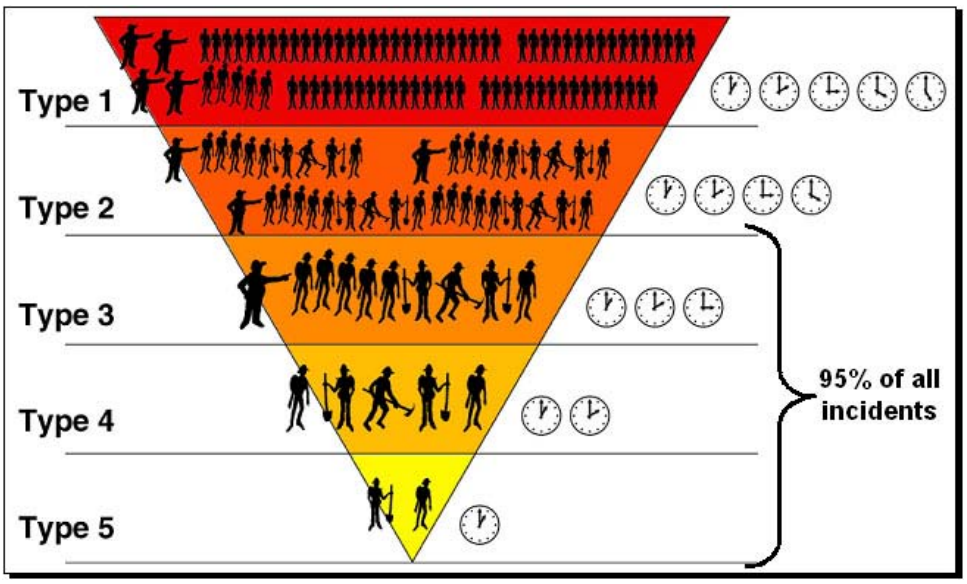
1 Command Post and Campus EOC are Activated - *catastrophic incident*

- Police and Fire are NOT available (or a limited response)
- A city-wide incident (county-wide or Southern California incident)
- Outside resources may not be available for days
- A long-term operation
- Report the campus' status on WebEOC by completing the JIMS Forms
- Send an Agency Representative to the City EOC to coordinate public safety resource needs

The National Incident Management System (NIMS) describes all incidents in "types." When there is an incident, cities can report to the counties, who in turn report to State and in major disasters to the Federal government.

A ***Type 5 Incident*** is a typical incident that the college's *Public Safety Officers* deal with on a regular basis. This would include: an injured individual, a disruptive person, or a crime in progress.

Public Safety Officers manage the incident and establish liaison with the Huntington Beach Police and Fire Departments.



A ***Type 4 Incident*** is a minor incident that does not require a Command Post to be set up. It is usually a disruption on campus such as a:

- Power failure
- Area flooding
- Gas leak
- Bomb threat
- Pandemic threat

Decision makers will be needed to determine if a facility or facilities will be closed or other actions are needed. It is not necessary to set up a Command Post to manage this level of incident; however, *Public Safety Officers* should defer higher level decisions to campus Administration. The most important aspect of this type of incident is that Administration must meet face-to-face with the personnel they assign to manage the incident. When a disruption is discovered, either Administration must: (1) meet the responders at the scene and take charge as the *Incident Commander*; (2) assign a *Public Safety Officer* or M&O Manager as the *Field Incident Commander* or have the responders meet in the Administrator's office. The incident and its potential issues should be described in detail. Administration should assign a campus *Public Safety Officer* or M&O Manager as the *Field Incident Commander*. Police and Fire must be notified, if needed. When the incident is complete the *Field Incident Commander* must report back (preferably face-to-face) to Administration.

Some incidents have long build-up periods such as a weather warning for an El Nino condition which could cause flooding or a pandemic. The key to success in managing this type of incident is for Administration to: appoint a planning committee of key personnel who would respond to this type of incident should it become serious; assemble the committee and meet regularly until the incident is resolved; and communicate with the faculty, students and staff that the campus is fully aware of the threat and that appropriate actions are being planned or taken. The Facilities and Security Committee may operate as the standing committee for these types of incidents. To ensure success, the campus must ***meet early*** when the threat is discovered; ***meet often*** to deal with arising issues; and ***communicate its***

actions to the campus community. If not, rumors of inaction and false information will spread throughout the campus, making more problems in the long run.

A Type 4 incident may become a Type 3 if an evacuation becomes necessary. In that case, Administration should activate the Command Post and activate this plan.

A ***Type 3 Incident*** is for a larger incident where the Command Post is needed to manage operations. Campus *Public Safety Officers* cannot handle this level of incident on their own. They need: decision makers (Administration); additional resources (*Building Marshal*s may need to be activated); and facilities may or may not be evacuated. Examples include:

- A campus demonstration where parking lots and classes are disrupted
- A moderate earthquake where facilities are evacuated and a damage assessment of the campus is conducted to determine if there are damaged buildings and injured persons
- A power failure that occurs during evening operations forcing the campus to shut down.

The Command Post will manage the incident using this plan; dispatch response teams where needed; and coordinate response efforts with the Huntington Beach Police and Fire Departments. The Command Post will also report to the District. This is usually a short term incident and will be cleared in a few hours. Police and Fire may or may not be needed, but are available.

A ***Type 2 Incident*** is a major disaster on campus. The Command Post is always activated and eventually the EOC may be activated. Huntington Beach Police and Fire Departments are available. The Command Post will be established as a Unified Command (if possible) with Police and/or Fire Department.

Type 2 Incidents include an active shooter. Huntington Beach Police will be the lead for any shooting type incidents and may or may not want to include the college representative in the Unified Command. The Police personnel are under a tremendous amount of pressure to resolve the incident and may not have the time to establish liaison with the college *Incident Commander*. If not included in the Unified Command, the college should coordinate through the City Liaison position and provide maps of the campus and any other needed resources.

Other Type 2 incidents may include:

- A 405 Freeway hazardous chemical spill that impacts the campus
- An Edinger flood channel break or overflow
- An aircraft accident
- Civil unrest or labor dispute
- Major earthquake

These types of incidents are localized as opposed to area-wide so Police and Fire resources should be available to assist the campus. It is imperative that in addition to coordination with on-scene resources, that coordination take place between the college and the District EOC, and between the college and the City EOC. To do this, WebEOC will be activated and the JIMS Forms will be completed. If the internet is down, the OA1 radio, in the Public Safety Office, will be utilized to provide updated reports and to request additional resources not provided by the Huntington Beach Police and Fire Departments.

A ***Type 1 Incident*** is a catastrophic disaster where Police and Fire are not available to participate in a Unified Command and will have very limited response resources available to the campus. Command Post personnel will move into the EOC and activate all additional needed positions. Since this type of incident usually causes an extended activation, the *Shelter Unit* position will need to be activated to provide basic necessities for workers.

A Type 1 Incident is a city-wide or area-wide disaster such as a:

- Major earthquake
- Prado Dam failure that could impact a large area of Huntington Beach and Orange County
- Pandemic that could impact large areas of the country
- Major area-wide terrorist incident or threat (chemical, biological, radiological, nuclear or explosive incident)

This type of incident is the most difficult for campus personnel. It is imperative that communication be established and coordination takes place between the college and the City EOC and between the college and the District.

In Summary

This plan is not for Type 5 incidents which will be handled by *Public Safety Officers*.

This plan should be activated for all other Types of incidents.

The keys to success are:

1. Notify Public Safety of an incident
2. Notify Administration of an incident and have them decide if the Command Post will be activated
3. Administration must act as the *Incident Commander* or assign a *Field Incident Commander*
4. The *Incident Commander* or *Field Incident Commander* must communicate what is occurring to all impacted employees and students
5. *Field Incident Commanders* must report back to Administration when the issue has been resolved

Command Section

Emergency Response Plan

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II. Command Section

A. Incident Command System

The Emergency Response Plan uses a management system known as the **Incident Command System (ICS)**. The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

- Provide an organizational structure that can expand and contract rapidly in response to the requirements of an emergency
- Provide management with the necessary control to direct and coordinate all operations and all agencies responding to emergency incidents
- Assign employees with reasonable expertise and training to critical functions without loss of precious time
- Allow the activation of only those positions needed to manage a particular incident or level of emergency
- Maintain span of control

The organizational structure of the ICS may not resemble the day-to-day organization of the college. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

B. Command Authority

Upon determination that an emergency exists, the individual designated by the college as the *Incident Commander* should activate the Incident Command Post (Command Post). Early activation is the key to success. The *Incident Commander* will activate the ICS positions needed to manage the emergency.

Incident Commander Responsibilities include:

- Making sound and timely decisions
- Ensuring safe work practices
- Taking command of assigned resources
- Motivating with a "can do safely" attitude
- Demonstrating initiative by taking action
- Communicating by giving specific instructions and asking for feedback
- Supervising the response to the incident
- Evaluating the effectiveness of the plan
- Understanding and accepting the need to modify plans or instructions
- Taking charge within their scope of authority
- Being prepared to step out of a tactical role and assume a leadership role
- Ensuring tasks are understood and performed

C. Organization

The ICS is made up of teams, or sections that include:

1. **Command Section** managed by the ***Incident Commander*** **-** The *Incident Commander* or Unified Command has overall responsibility for the field emergency activities including development and implementation of strategic objectives and for approving the ordering and release of mutual-aid resources. He or she also designates a leader for each of the other sections: *Operations, Planning, Logistics* and *Finance*. The *Public Information, Liaison,* and *Safety Officers* report to and directly assist the *Incident Commander.*

   The *Incident Commander* is responsible for the overall management of the emergency. Additionally the *Incident Commander* has the responsibility of operating and coordinating all emergency operations on the campus utilizing the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). He/She requests and manages mutual aid, providing a liaison to nearby jurisdictions and appropriate state and federal agencies. The *Incident Commander* manages the effective operations and coordination of the Command Post.

   Any functions not assigned by the *Incident Commander* remain the responsibility of the *Incident Commander*.

   - *Public Information Officer (PIO)* - The campus' *PIO* contacts the news media and provides news releases approved by the *Incident Commander*, assuring that official statements are issued only by those administrators authorized to issue such statements. They provide information to inquiries from the public, to relatives of victims of the disaster; provide tours of the incident site (when safe) to members of the news media operating on campus; and work with the Operational Area, City and District *PIOs* to ensure that a multi-agency Joint Information System (JIS) concept is followed.

   - *Liaison Officer* - Initiates and maintains contact with assisting and cooperating public or private agencies (e.g. American Red Cross, City, etc.), and helps coordinate mutual aid support.

   - *Safety Officer* - Monitors and evaluates all operations for hazards and unsafe conditions and develops measures for assuring personnel safety during emergency responses.

2. **Operations Section -** Manages the campus emergency response Branches, Divisions and Units, who are the field responders. They are responsible for the initial assessment and the implementation of field operations.

3. **Planning Section -** Responsible for initiating, evaluating, and analyzing all disaster information and providing updated status reports to *Incident Commander* and *Operations Chief*. They are also responsible for safety/damage assessment and developing specialized technical assessments of the event**.** They have and maintain the maps, charts, forms, etc.

4. **Logistics/Finance Section** - Responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.). The Logistics Section and Finance Section positions will be combined in the field, but expanded, as needed, in the EOC.

D. Training

Training is the key to the success of this plan and an essential part of the ICS. All ICS participants and alternates will receive NIMS, SEMS and ICS training, including IS-100, IS-200, IS-700 and the *Incident Commander*, General Staff and Command positions will also be trained in IS-300 and IS-400.

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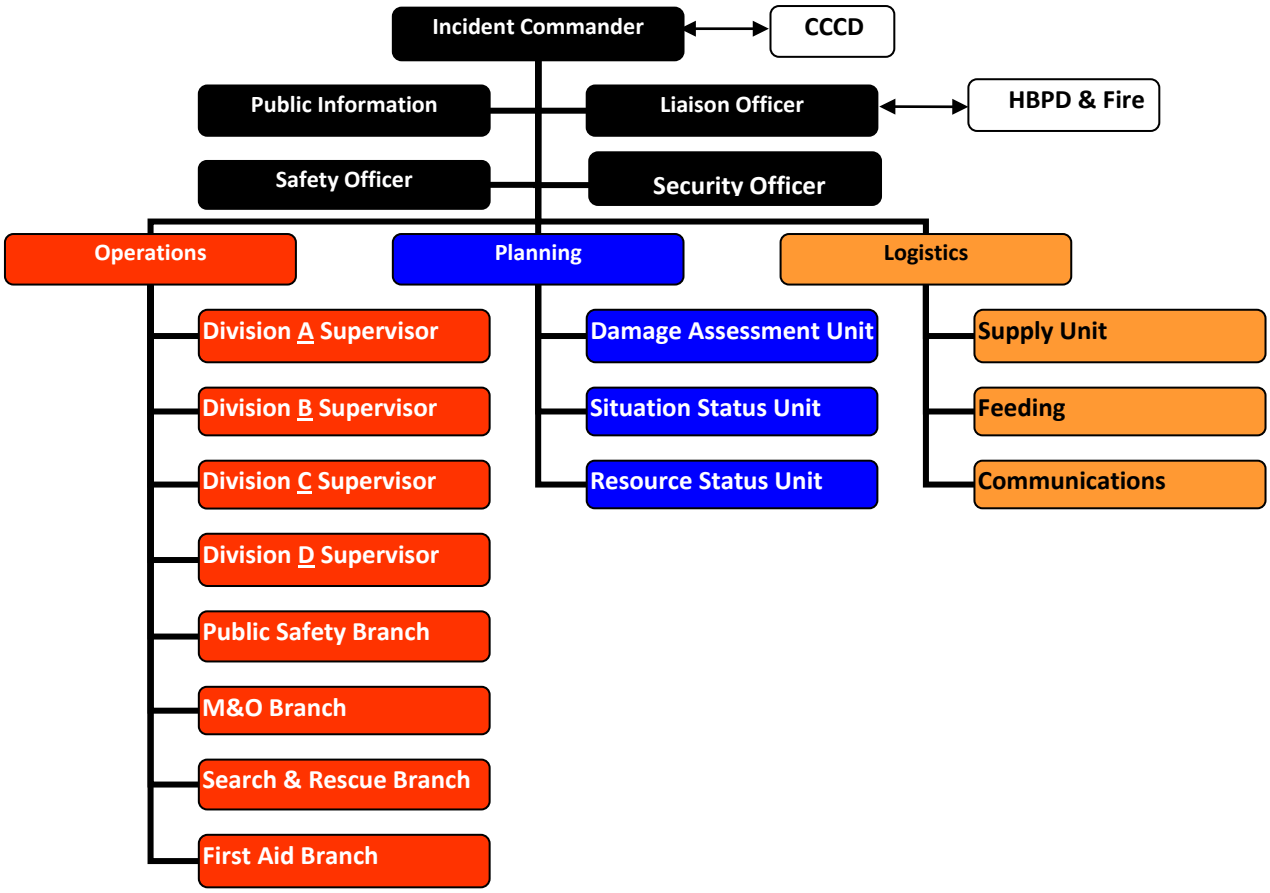
A. Incident Command Post Organization Chart

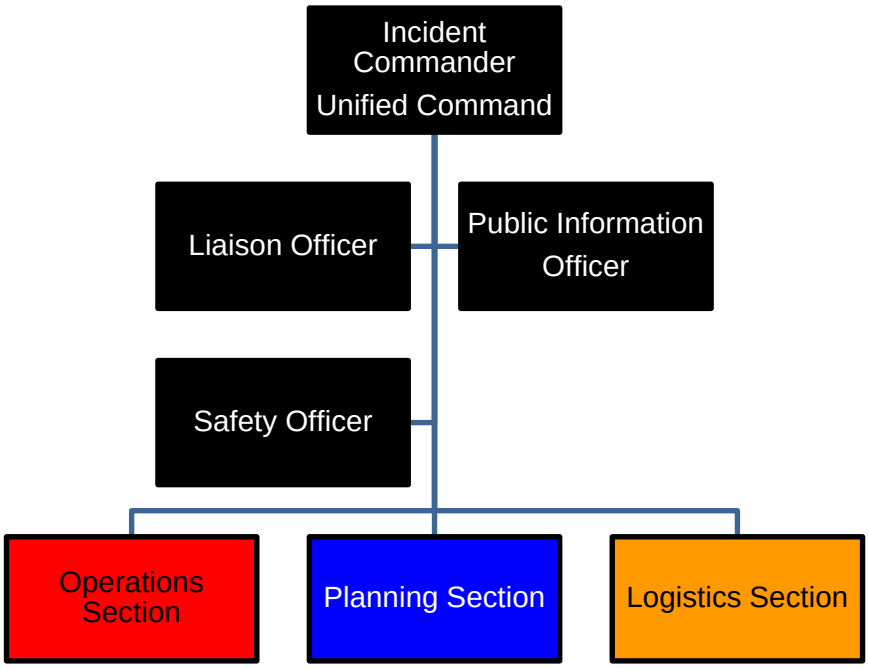


B. Command Section Organization Chart

The positions on the organization chart below in yellow make up the Command Section. The *Liaison Officer*, *Safety Officer* and *Public Information Officer* are the Command Staff. They all report directly to the *Incident Commander* and provide support to the *Incident Commander.*

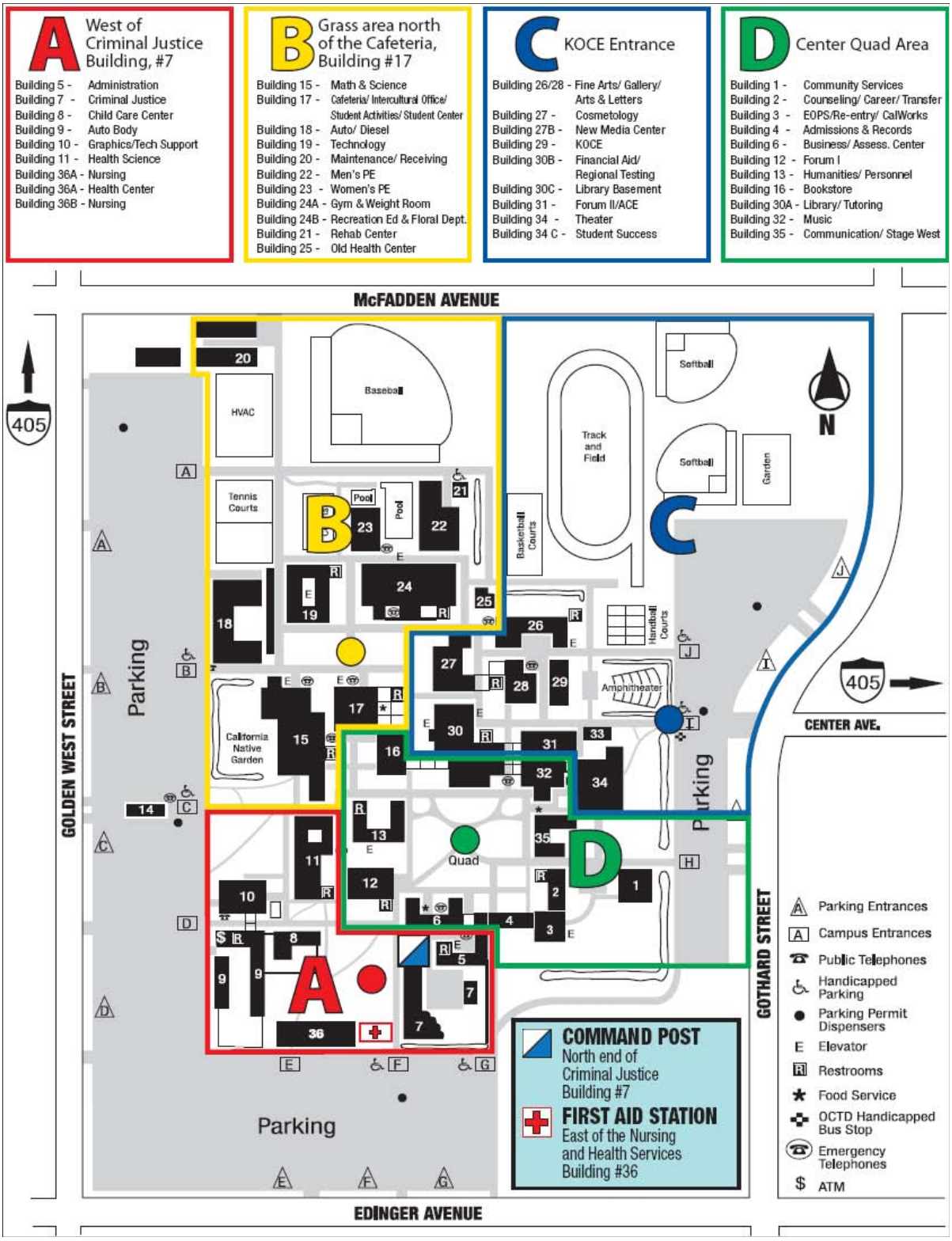
The Section Chiefs are the General Staff. They work directly for the *Incident Commander* and include: *Operations Chief*, *Planning Chief*, *Logistics Chief* (and the *Finance Chief*, if needed.)

If the *Incident Commander* does not activate all of these positions, he/she must fulfill the duties of any non-activated positions.



C. Campus Division Map

In order to maintain a manageable *span of control*, the campus has been divided into four divisions. A *Division Supervisor* will be assigned to manage each division.


A West of Criminal Justice Building, #7
Building 5 - Administration
Building 7 - Criminal Justice
Building 8 - Child Care Center
Building 9 - Auto Body
Building 10 - Graphics/Tech Support
Building 11 - Health Science
Building 36A - Nursing
Building 36A - Health Center
Building 36B - Nursing
B Grass area north of the Cafeteria, Building #17
Building 15 - Math & Science
Building 17 - Cafeteria/ Intercultural Office/ Student Activities/ Student Center
Building 18 - Auto/ Diesel
Building 19 - Technology
Building 20 - Maintenance/ Receiving
Building 22 - Men's PE
Building 23 - Women's PE
Building 24A - Gym & Weight Room
Building 24B - Recreation Ed & Floral Dept.
Building 21 - Rehab Center
Building 25 - Old Health Center
C KOCE Entrance
Building 26/28 - Fine Arts/ Gallery/ Arts & Letters
Building 27 - Cosmetology
Building 27B - New Media Center
Building 29 - KOCE
Building 30B - Financial Aid/ Regional Testing
Building 30C - Library Basement
Building 31 - Forum II/ACE
Building 34 - Theater
Building 34 C - Student Success
D Center Quad Area
Building 1 - Community Services
Building 2 - Counseling/ Career/ Transfer
Building 3 - EOPS/Re-entry/ CalWorks
Building 4 - Admissions & Records
Building 6 - Business/ Assess. Center
Building 12 - Forum I
Building 13 - Humanities/ Personnel
Building 16 - Bookstore
Building 30A - Library/ Tutoring
Building 32 - Music
Building 35 - Communication/ Stage West
McFADDEN AVENUE
EDINGER AVENUE
GOLDEN WEST STREET
GOTHARD STREET
CENTER AVE.
405
N
Baseball
HVAC
Tennis Courts
Pool
Track and Field
Softball
Garden
Basketball Courts
Handball Courts
Amphitheater
California Native Garden
Quad
Parking
COMMAND POST
North end of Criminal Justice Building #7
FIRST AID STATION
East of the Nursing and Health Services Building #36
Parking Entrances
Campus Entrances
Public Telephones
Handicapped Parking
Parking Permit Dispensers
Elevator
Restrooms
Food Service
OCTD Handicapped Bus Stop
Emergency Telephones
ATM

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D. Incident Commander Checklist

Incident Commander Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties
The Incident Commander is responsible for overall management of all field incident activities unless the EOC is activated, including:

- Activation of the Command Post, EOC and AlertU
- Establishment of the necessary Command Post organization appropriate for the incident
- Reviewing initial situation reports; working with *Operations* and *Planning* to set incident objectives; and approving the response actions (first verbal and later in writing)
- Supervising the General Staff (*Operations, Planning*, and *Logistics*) and the Command Staff (*PIO, Liaison*, *Security Officer* and *Safety Officer*)
- Working with the HB Police and Fire; The *Incident Commander* may operate as part of a Unified Command with the Police and/or Fire
- Ensuring that inter-agency and multi-agency coordination takes place

When the EOC is not activated:

- Makes a report to the District Emergency Management Coordinator or Assistant Supervisor of Facilities
- Works with the Huntington Beach City EOC, if activated
- Ensures the *Planning Chief* completes the JIMS forms on WebEOC, by fax or through the OA1 radio in the Public Safety office
- Directs the development, implementation and approval of the Incident Action Plan
- Approves all mutual aid requests prior to their submission (Requests go to the City for Police, Fire and Public Works and to the District for all other resources.

Y N N/A	CHECKLIST
☐ ☐ ☐	Report to the Command Post and check-in. Don't wait in the Check-in/ Check-out line, go to the front of the line and check in first. Pick-up your supplies and set up your work area. Put on your identification vest and safety equipment. The Command Post locations are: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐ ☐ ☐	When the *Safety Officer* arrives at the Command Post, he/she should determine if the site is safe. Conduct a safety assessment prior to beginning operations. Move Command Post to an alternate site, if necessary
☐ ☐ ☐	Assign a minimum of two *Security Officers* for the Command Post (one for the opening in the front and one for the opening in the back
☐ ☐ ☐	Make sure all your section positions have been filled; if not, recall personnel

☐ ☐ ☐	Test your radio and cell phone to ensure they are working
☐ ☐ ☐	Officially activate the Command Post by making an announcement
☐ ☐ ☐	Employ resources to (1) preserve life, (2) protect property, (3) protect environment and (4) protect the social, economic and political structure of the college. Assess incident priorities: ▪ Identify the type, locations and extent of the emergency ▪ Determine if Police and Fire are needed and/or have been requested ▪ Decide what immediate actions need to be taken
☐ ☐ ☐	Ensure all personnel have been notified to report to the Command Post. If not, begin calling them over the radio, phone, and if those systems fail, send runners to get them
☐ ☐ ☐	If Police and/or Fire are present, ask them if they want to form a Unified Command?
☐ ☐ ☐	Appoint the following positions; assume the responsibility for any unstaffed: *Operations Chief* _____*Planning Chief* _____ *Logistics/Finance Chief* _____ *PIO* _____*Liaison Officer* _____ *Safety Officer* _____ Security Officers _____
☐ ☐ ☐	Have *Operations* order *Public Safety Officers* to check if the four *Division Supervisors* have activated and determine if they need to be activated
☐ ☐ ☐	Notify the District of the incident and give them your contact information Notify: (1) District EOC (2) District Emergency Management Coordinator or (3) the District Assistant Supervisor of Facilities
☐ ☐ ☐	Set incident objectives (Remember SMART Objectives mean Specific, Measurable, Action-Oriented, Realistic and Time Sensitive)
☐ ☐ ☐	Determine if campus personnel and students need to receive a warning. If yes, assign the *PIO* to write a message and then assign someone to activate AlertU. Ensure everyone at the Command Post and the Public Safety dispatchers have been informed of the activation of AlertU
☐ ☐ ☐	Ensure the incident boundaries are within your control. Is it a GWC incident, City incident, or both? Only make decisions on the parts of the incident that are within the college boundaries. Request City assistance outside the college boundaries. (i.e. streets outside the college)
☐ ☐ ☐	If there is only one incident site (an explosion, fire in a building, shooting, etc.), the Command Post can be relocated closer to the scene
☐ ☐ ☐	Approve any outside resource requests (non-GWC resources)
☐ ☐ ☐	Provide direction to the *PIO* on what information needs to be disseminated to the students, faculty, staff, the public, the media, etc.
☐ ☐ ☐	Authorize release of information to the media. If operating under a Unified Command, ensure all member of the Unified Command approve the releases
☐ ☐ ☐	Continue to manage the incident until everything gets back to normal. Never leave the Command Post without doing the following (1)assigning someone as the Incident Commander, (2) passing off the vest to that individual and (3) announcing to your Section Chefs and Command Staff who will be acting as Incident Commander. Make sure your Section Chief also follow this rule
☐ ☐ ☐	Notify the *Planning Chief* if you want a written Incident Action Plan

E. Liaison Officer Checklist

Liaison Officer Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- Act as the point of contact for assisting and cooperating organizations
- Establish liaison with Police, Fire, Paramedic, Public Works, etc. as they arrive on scene
- Communicate with responding Police and/or Fire and have them decide if:
  - They will act as the *Incident Commander*
  - They will form a Unified Command with the *GWC Incident Commander, or*
  - The *GWC Incident Commander* will be in charge
- Liaison with Red Cross, City responders, and all mutual aid responders
- Conduct VIP and visitor briefings

Y	N	N/A	CHECKLIST
☐	☐	☐	Report to the Command Post and check in. Pick-up your supplies and set up your work area. Put on your identification vest and safety equipment Command Post locations: *Primary:* Outside, north end of the Criminal Justice Building, #7 *Secondary:* Grass area behind Community Services Building, #1
☐	☐	☐	Test your radio and cell phone to ensure they are working
☐	☐	☐	As Police and Fire arrive on the scene, ask them if they wish to operate in a Unified Command, as the *Incident Commander*, or if they want the college to act as the *Incident Commander*. Notify the GWC *Incident Commander* of their decision
☐	☐	☐	Contact responding agencies and determine whether they are cooperating (operating in a support mode "outside" the organization), or assisting (assigning equipment and/or personnel to the organization).
☐	☐	☐	Contact and brief any assisting/cooperating agencies and mutual aid providers
☐	☐	☐	Identify *Agency Representatives* from each agency and set up a communications link; note their cell phone numbers, radio frequencies, email addresses, etc.

☐ ☐ ☐	Assign any *Agency Representatives* a work site at the Command Post close to the *Liaison Officer*
☐ ☐ ☐	Interview *Agency Representatives* concerning resources and capabilities, and restrictions on use; ask for a list of resources available; provide this information to *Logistics*
☐ ☐ ☐	Monitor emergency incident operations to identify potential inter-organizational problems. Keep the *Incident Commander* apprised of such issues
☐ ☐ ☐	Receive and bring to the attention of the *Incident Commander* or Unified Command any complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction
☐ ☐ ☐	Participate in the Planning Meetings. Note any inter-organizational problems to be solved once the meeting has ended
☐ ☐ ☐	Provide contact information to the Planning Section to be included in the Incident Action Pan
☐ ☐ ☐	Work with the *PIO* and determine which of you is available to give VIP and Visitor Orientations and Briefings
☐ ☐ ☐	Ensure that positive and effective interagency coordination exists throughout the incident
☐ ☐ ☐	Keep agencies that are supporting the college response operations aware of emergency incident status
☐ ☐ ☐	Continue to monitor emergency incident response operations to identify current or potential inter-organizational problems
☐ ☐ ☐	When the incident comes to a close, work with cooperating/assisting agencies to demobilize
☐ ☐ ☐	Notify adjacent jurisdictions/agencies of planned time for deactivation
☐ ☐ ☐	Ensure that all required forms or reports are completed prior to deactivation
☐ ☐ ☐	Obtain office email addresses and phone contacts should additional information be needed
☐ ☐ ☐	***Post-Event*** Be prepared to attend an incident critique and provide input to the After Action/Corrective Actions Report

F. Public Information Officer Checklist

Public Information Officer Name: _____
Assistant *PIO*s: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties:

- Manages all media issues (field, Command Post and EOC)
- Prepares public information statements and press releases
- In large incidents, works as part of a *Joint Information System* to coordinate media releases with the District, City, and County to ensure consistent information
- Controls and corrects misinformation and rumors
- Communicates to the campus employees and students as well as the community at large
- Coordinates and runs special meetings, briefings, press conferences, etc.

Y	N	N/A	CHECKLIST
☐	☐	☐	Report to the Command Post and check in. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐	☐	☐	Test your radio, cell phone, Blackberry, etc. to ensure they are working
☐	☐	☐	Ideally you will have two working phones; one for incoming media inquiries and one for secure internal communications (don't give this number to anyone outside the campus)
☐	☐	☐	Report to the *Incident Commander* to receive a briefing and instructions. Will the EOC be set up? If yes, report to the EOC and assign personnel to work with the *Incident Commander* collecting information
☐	☐	☐	Prepare for media phone calls by either answering the phone yourself or assigning personnel to answer the phones. Write and provide to any employees exactly what they are to say (and not say). Get all media releases approved by the EOC Director or *Incident Commander* prior to release
☐	☐	☐	Prepare for media who may respond to the campus by either being available on scene or assigning personnel to speak to them and provide tours

☐ ☐ ☐	If a Joint Information Center (JIC) is established, ensure that it is adequately staffed. Coordinate EOC-JIC information flow
☐ ☐ ☐	Prepare media statements to be **APPROVED** for release by the *Incident Commander* if the Command Post is activated and the EOC Director if the EOC is activated. ▪ The priority is to provide warnings of an impending threat (i.e. stay off the campus due to xyz; evacuation has been ordered due to xyz, etc.) ▪ List **confirmed** damage; numbers of deaths, injuries, trapped, etc. ▪ Place all media statements on your website. This will cut down on the numerous media and public phone calls
☐ ☐ ☐	Determine who will act as the Spokesperson for the campus. If the President and *Incident Commander* are not available, the PIO must act as the campus Spokesperson. Continually brief and update the Spokesperson with accurate and timely information that has been APPROVED by the *Incident Commander* or Director. Write a prepared statement for the Spokesperson and ask the *Incident Commander* to be available for questions
☐ ☐ ☐	In most cases you will have joint press conferences with the Police and Fire Department. If so, work with the other agency *PIO*s to coordinate an agenda, topics, and confirm that you are all providing the same information. Only speak for your agency
☐ ☐ ☐	Ensure your field personnel and Command Post personnel are briefed as the situation changes; have them set up a media area that is roped off from the response activities and keep them away from any deceased or injured
☐ ☐ ☐	Monitor any inaccuracies that appear in print, radio, or television stories and respond with a WRITTEN correction
☐ ☐ ☐	Plan for an extended EOC and field activation and determine staffing needs. Long after the field activities have ended, the *PIO* Team is activated and responding to media inquiries
☐ ☐ ☐	Never release names of the deceased. Let the Police Department release fatality information
☐ ☐ ☐	Understand CA State Penal Code 409.5b provides the right to access by the media to any incident with public access (this does not include the Command Post or EOC). The only restrictive authority to limit media access at an incident is for the protection of a crime scene or to safeguard lives and limit further property damage. However, at a field incident, if an appropriate area has been designated for the media, most media representatives will follow public safety guidelines and cooperate in order to gain access to information
☐ ☐ ☐	Plan memorials and special events to commemorate any major emergency incidents where deaths occurred on campus
☐ ☐ ☐	***Post-Event*** Be prepared to attend an incident critique and provide input to the After Action/Corrective Actions Report

G. Safety Officer Checklist

Safety Officer Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____

General Duties

- Ensure the Command Post location is safe for activation
- Monitor and evaluate all operations for hazards and unsafe conditions and develop measures for assuring personnel and work site safety
- Ensure all responders have proper personal protective and safety equipment
- Exercise emergency authority to stop or prevent unsafe acts
- Develop a safety plan and include safety directives in each Incident Action Plan
- If the EOC is to be activated, survey Humanities 108 and 113 to ensure the facility is safe

Y	N	N/A	CHECKLIST
☐	☐	☐	Report to the Command Post and check in. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐	☐	☐	Determine if the Command Post area is safe for operations. If not, move the Command Post either away from the buildings or to the alternate site prior to beginning operations
☐	☐	☐	Test your radio and cell phone to ensure they are operating
☐	☐	☐	Overall Priorities include: Employ resources to preserve life, property, the environment as well as the social, economic and political structure of the organization. Conduct emergency operations SAFELY
☐	☐	☐	Verify that (1) Search & Rescue Teams are sizing up buildings prior to entry; (2) Search & Rescue Teams are safely transporting the injured; and The First Aid Station is using Universal Precautions (masks, goggles, gloves, etc.)
☐	☐	☐	Advise the *Incident Commander* immediately of any unsafe or hazardous conditions and advise on practices and procedures to overcome obstacles
☐	☐	☐	Participate in both Planning and Operations meetings and provide safety messages at the end of all meetings. Go out to the largest/most dangerous incidents and ensure they are operating safely
☐	☐	☐	Work with Operations to give CERT Teams a safety briefing
☐	☐	☐	***Post-Event*** Ensure that all required forms or reports are completed prior to deactivation
☐	☐	☐	Be prepared to provide input to the After Action/Corrective Actions Report

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H. Security Officer Checklist

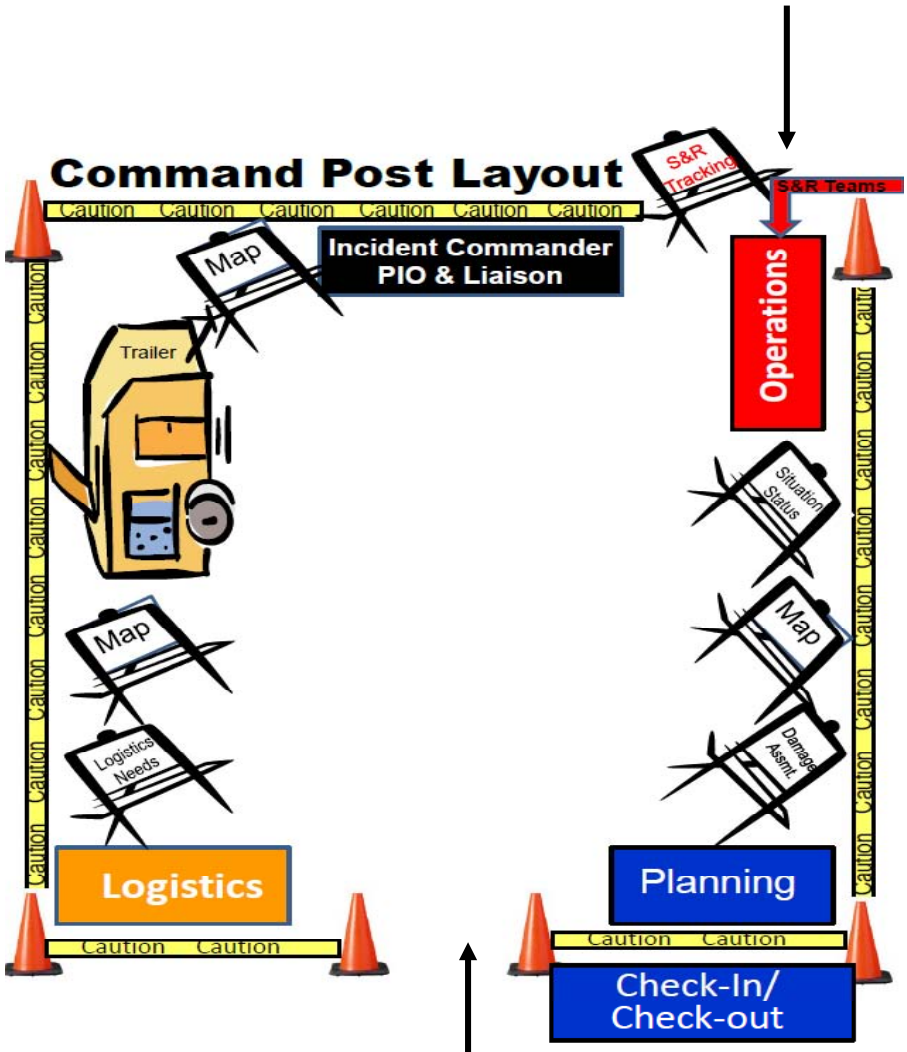
Security Officer Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____

General Duties

- Ensure the Command Post location is secure for activation
- Deny access to anyone who does not have official authorization to enter

Y	N	N/A	CHECKLIST
☐	☐	☐	Report to the Command Post and check in. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐	☐	☐	Provide 24-hour security for the Command Post
☐	☐	☐	Control personnel access to the Command Post in accordance with policies established by the Incident Commander
☐	☐	☐	Determine the current Command Post or EO security requirements and arrange for staffing as needed
☐	☐	☐	Set up a minimum of one Security personnel in the front entrance and one in the back where Search & Rescue Branch Director works. • Search & Rescue Branch Director may need additional personnel to keep Search & Rescue Teams organized as they approach the Command Post • Check in/Checkout Recorder may need additional personnel to organize Building Marshals as they report to the Command Post
☐	☐	☐	Discuss with the Liaison Officer what representatives they wish to meet with and where they wish to meet when Agency Representatives show up (police, fire, American Red Cross, District, City, etc.)
☐	☐	☐	Provide executive and V.I.P. security as appropriate and required
☐	☐	☐	Provide recommendations to the Incident Commander, as appropriate
☐	☐	☐	Prepare and present security briefings for the Incident Commander and staff, as needed
			See Command Post layout and Security Officer needs on next page

Security Officer



Security Officer

Operations Section

Emergency Response Plan

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III. Operations Section

The Operations Section manages the tactical operations of various campus-specific responses involved in the disaster/emergency, including:

- Deploys resources to effectively and efficiently preserve life, property, and the environment
- Carries out the objectives of the Incident Action Plan
- Works closely with Police and Fire to ensure a coordinated incident response

- The response elements may include but are not limited to the following branches and field units:

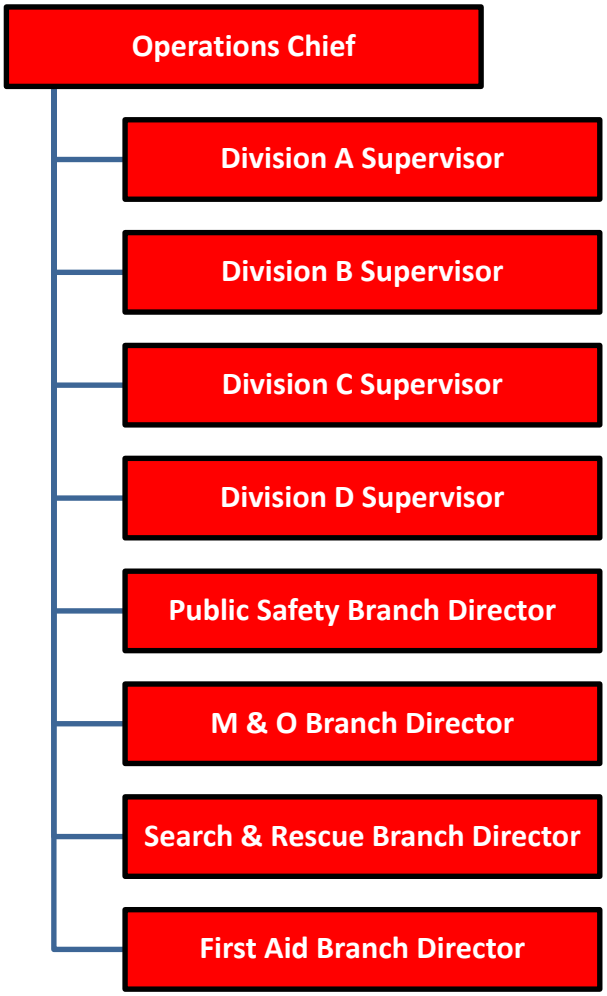
- *Division Supervisor*s (Division A, B, C, and D)
  - *Building Marshals* (one per building on campus)
    - *Assistant Building Marshals* (ideally three per building; with the *Building Marshal* that makes two persons per floor and they should work in a Buddy System)
- *Search & Rescue Branch Director*
  - *Search & Rescue Teams*
- *First Aid Branch Director*
  - First Aid Station
  - *First Aid Team*
- *Public Safety Branch Director*
  - *Public Safety Officers*
- *M&O Branch Director*
  - *M&O Teams*

Objectives

The Operations Section is responsible for coordination of campus response elements for the duration of the incident. They are also responsible for carrying out the objectives of the Incident Action Plan; and requesting and managing additional resources, as needed.

Not all field units will be needed in every disaster. Only those that are needed will be activated. For example, if an evacuation is ordered, *Building Marshal*s, *Assistant Building Marshals* and *Division Supervisor*s may be the only field elements activated. The *Division Supervisor*s will report to the Command Post where there may only be an *Incident Commander* in a minor incident.

A. Operations Section Organization Chart



B. Operations Section Chief Checklist

Operations Chief Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties of the Operations Chief

- Supervises the Operations Section
- Gathers initial damage/safety assessment information
- Manages field operations including personnel, resources and mutual aid assigned to the Operations Section
- Works with the *Logistics Chief* for needed supplies and services
- Ensures that field level multi-department and multi-agency coordination takes place
- Works closely with the City and District to ensure that sufficient resources are ordered and ensures that duplicate resources are not ordered
- Sets operational objectives
- Develops strategy and tactics to carry out the objectives
- Organizes, assigns and supervises tactical resources

Y	N	N/A	CHECKLIST
☐	☐	☐	Report to the Command Post and check in. Don't wait in the Check-in/ Check-out line, go to the front of the line and check in first. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment Command Post locations: *Primary:* Outside, north end of the Criminal Justice Building, #7 *Secondary:* Grass area behind Community Services Building, #1
☐	☐	☐	The first person to arrive at the Command Post should determine if the site is safe prior to beginning operations. Ensure the *Safety Officer* has conducted an assessment of the Command Post site prior to beginning operations. If necessary, move the Command Post to a safe location
☐	☐	☐	**Overall Priorities include:** Employ resources to preserve life, property, the environment as well as the social, economic and political structure of the organization
☐	☐	☐	Make sure all of your section positions needed have been filled; if not, recall personnel
☐	☐	☐	Ensure all personnel in the Operations Section have been notified to report to the Command Post. If not, begin calling them over the radio, phone, and if those systems fail, send runners to get them. Recruit and assign a Deputy Operations Chief

Y	N	N/A	CHECKLIST
☐	☐	☐	Set up Command Post Security; use caution tape to set up a perimeter
☐	☐	☐	Test your radio and cell phone to ensure they are working. Use **"Alpha", "Bravo", "Charlie", and "Delta** when naming your Division on the radio
☐	☐	☐	Request the Damage Assessment Branch conduct a drive around of the campus to get an initial situation report
☐	☐	☐	Conduct a *Division Supervisor* roll call: ☐ Division A activated ☐ Division C activated ☐ Division B activated ☐ Division D activated
☐	☐	☐	If a *Division Supervisor* does not respond, send a *Public Safety Officer* to that Division to get an initial assessment and report. (Divisions that do not report may be an indication that they are the most seriously impacted.) Have the *Public Safety Officer* operate as the *Division Supervisor* until relieved
☐	☐	☐	Start and maintain a log of significant events, phone/radio calls, and decisions made
☐	☐	☐	Request an initial situation report from each division looking for major incidents. Log all Incidents, Hazards and Resource Requests ☐ Division A ☐ Division C ☐ Division B ☐ Division D
☐	☐	☐	Once initial reports are received from the *Division Supervisor*s, set the Operations Section objectives and provide them to the *Incident Commander* for approval and then to the *Planning Chief* to be documented. Operational goals should consider: (1) Life Saving (2) Stabilize the incident by mitigating the hazards to prevent further issues (3) Protect property and the environment
☐	☐	☐	Request your Branch Directors assess their available resources and personnel. They should send any unneeded *Building Marshal*s and *Assistant Building Marshals* to the Command Post
☐	☐	☐	First Aid Station **- In an earthquake or any campus-wide incident:** The First Aid Station should be set up on the grass between the Nursing Building, # 36 and the Criminal Justice Building, #7 **In all other types of incidents:** Decide if a First Aid Station will be needed. If yes, where will the First Aid Station be set up? If an incident involves one building or area, set up the station a reasonable distance from the incident where the incident doesn't impact the station but close enough to make transporting the injured easier. When in doubt, use the Nursing/Health Services grass area
☐	☐	☐	Start matching your available resources to the *Incidents* using each resource as effectively as possible. Have the Search & Rescue Teams search for trapped individuals. Have the First Aid Team set up the First Aid Station
☐	☐	☐	If there is only one major incident (an explosion, fire in a building, shooting, etc.) in one building or area, a *Public Safety Officers* can act as the *Field Incident Commander* or if Police and/or Fire are on the scene, the *Public Safety Officer*s can fill other ICS positions. Once the Command Post has released the students, faculty and unneeded staff, the Command Post can relocate closer to the scene if they choose or they can move into the EOC

☐ ☐ ☐	Work with the Safety Officer to get him to the largest/most dangerous incidents
☐ ☐ ☐	Anticipate Police, Fire and Paramedic needs and request these resources. If cell phones are inoperable, have the amateur radio operator request the resources via the Huntington Beach Fire Department RACES located in the HB EOC
☐ ☐ ☐	The Childcare facilities may need additional assistance; when not in a fenced area, they will need addition security; request the Criminal Justice students assist with this task
☐ ☐ ☐	Continually monitor Operations Section activities, reprioritize, and move resources, as needed. When time permits, radio each Division Supervisor and let them know what resources they are getting and how long it will take for a response. Two way communications is very important.
☐ ☐ ☐	Brief the *Incident Commander* and the *Planning Chief* as the situation change
☐ ☐ ☐	Periodically review the Damage Assessment board and keep abreast of facility issues and how they may relate to your teams
☐ ☐ ☐	Participate in the development of the Incident Action Plan.
☐ ☐ ☐	Never leave the Command Post unless you appoint a replacement. Make an official transfer of command by: briefing your replacement on all ongoing incidents, hazards, resource requests, and other pertinent information; pass on your vest; announce to the *Incident Commander* and your immediate subordinates who your replacement will be
☐ ☐ ☐	Remind all Command Post personnel to take proper breaks, remain hydrated, to continue to take their normal medications, and to ensure their field personnel are doing the same. Make sure Logistics is providing sufficient water, food and basic necessities for all working personnel.
☐ ☐ ☐	Keep the Division Rally Points open as long as needed. Advise each Division if and when to return to classrooms, send employees and/or students home, or what course of action should be taken
☐ ☐ ☐	If the campus is to be evacuated, evacuate one division at a time to prevent traffic jams in the parking lot. Evacuate Division A, C, B, and then D
☐ ☐ ☐	***Post-event***: Replace vest, emergency equipment and supplies. Turn in all forms and notes to the Planning Section.
☐ ☐ ☐	Document any other observations related to this incident
☐ ☐ ☐	***Post Event:*** Participate in a debriefing and development of an After Action/Corrective Actions Report based on successes and lessons learned.

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C. Division Supervisor Checklist

Division Supervisor Name: _____
Division: **A**, **B**, **C**, **D** (circle one)

Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_

Y N N/A	CHECKLIST
☐ ☐ ☐	Assist *Building Marshal*s in determination of response actions: ❑ Evacuate the building ❑ Shelter-in-place ❑ Lock-down ❑ Evacuate the campus ❑ Other _____
☐ ☐ ☐	Phone campus Public Safety 714-895-8999 and/or 9-1-1 to report any major incidents and what action you are taking
☐ ☐ ☐	Obtain your Emergency Supply Kit and your clipboard which includes: checklist, campus maps, forms and your Employee Procedures Booklet. Put on your vest and the proper safety equipment needed for the type of emergency
☐ ☐ ☐	Establish the *Division Rally Point* at the pre-designated location
☐ ☐ ☐	As soon as the campus Command Post is activated, they will conduct a roll call. Respond to the roll call by stating, "(To) Command Post; (From) this is Division ___ ; we are activated (or are not-activated and why)"
☐ ☐ ☐	Select recorder to maintain a log of all events (who, what, when, where and why?)
☐ ☐ ☐	Keep track of and manage all emergency response activities within your Division and make radio reports to the Operations Chief periodically or as the situation changes. Use **"Alpha", "Bravo", "Charlie", and "Delta** when naming your Division on the radio. When reporting information to the Command Post, report "Situation #1… (pause) Situation #2… (pause), etc.
☐ ☐ ☐	Establish contact with *Building Marshal*s. Using the radio provided, take roll to determine if all *Building Marshal*s have activated. If not activated, try to get hold of them by phone giving them instructions on whether to evacuate and what further actions should be taken. If *Building Marshal*s cannot be reached, send runners with written messages
☐ ☐ ☐	Monitor building evacuations and Assembly Areas
☐ ☐ ☐	Receive the completed ***Emergency Status Report*** forms from each *Building Marshal*s. Divide the ***Emergency Status Reports*** into two piles

	(1) **Serious Incidents** or (2) No Serious Incidents
☐ ☐ ☐	Don't wait until all reports are in. As you receive reports of ***Serious Incidents*** radio the ***Incident*** and ***Resource Requests*** to the Command Post. Only deal with the ***Serious Incidents*** until you have gotten them under control and then move to the reports of *No Serious Incidents*
☐ ☐ ☐	The goal is to have all buildings declared *All Clear* by every Building Marshal
☐ ☐ ☐	Do not allow anyone to re-enter buildings if any unsafe condition is suspected, or as directed by emergency responders. Assist campus Public Safety to establish perimeters as needed
☐ ☐ ☐	Have employees and students stay in their Assembly Areas until given further instructions. Coordinate re-entry of building when an *All Clear* notice is given by the Command Post
☐ ☐ ☐	Once you receive reports of *No Serious Incident(s)* from *Building Marshal*s they should send you their *Assistant Building Marshals*. Keep one or more at your Division Rally Point to assist you and send the rest to the Command Post
☐ ☐ ☐	Serve as the point-of-contact for all incidents within your Division. Assign and track campus Public Safety, Police, Fire and CERT Teams who respond to incident(s) within your Division. Report to the Command Post when Police, Fire and other resources arrive at the scene. Manage the Incidents within your Division
☐ ☐ ☐	Determine and identify all available resources within your Division. Check with each *Building Marshal* and update the Command Post
☐ ☐ ☐	If you have to leave your assigned area for any reason, assign a *Building Marshal* to take your place
☐ ☐ ☐	Use the Emergency Status Report form to track all ***Incidents*** and ***Resource Requests***. Establish liaison between the *Building Marshal*s and the Command Post. Keep the Operations Chief apprised of all activities. When all buildings are clear, have this form delivered to the Operations Chief
☐ ☐ ☐	Initiate and maintain an information log tracking all events (who, what, when, where and why). This may be assigned to someone else who can record information received, decisions made, and actions taken. This information should be complete and accurate
☐ ☐ ☐	Keep the *Division Rally Points* open until advised by the Operations Chief to close down
☐ ☐ ☐	Replace vest and emergency equipment. Turn in all forms and notes to the Command Post
☐ ☐ ☐	***Post-event***: Document any other observations related to this incident worth reporting
☐ ☐ ☐	Participate in a debriefing and development of an After Action/Corrective Actions Report based on successes and lessons learned

Understanding the Division Supervisor's Responsibilities

Pre-Emergency Responsibilities

- Read and understand this plan
- Study the Campus Division Map and become knowledgeable about your Division
  - Learn the locations of buildings
  - Meet the *Building Marshal*s within your Division
  - Learn where all emergency supplies are located within your Division
  - Learn the proper evacuation procedures
  - Read the Emergency Procedures flipchart and keep it in an accessible location
  - Know when and how to phone Public Safety
  - Become familiar with specific threats within your division
- Check and update your emergency supplies monthly
- If you are assigned a radio, conduct a monthly radio check-in with all *Building Marshal*s in your Division (second Tuesday of each month at 9 AM). Radio lead by month includes:
  - Division A Supervisor – January
  - Division B Supervisor – February
  - Division C Supervisor – March
  - Division D Supervisor – April
  - Division A Supervisor – May
  - Division B Supervisor – June
  - Division C Supervisor – July
  - Division D Supervisor – August
  - Division A Supervisor – Sept.
  - Division B Supervisor – October
  - Division C Supervisor – Nov.
  - Division D Supervisor – Dec.

Primary Responsibilities:

- Collect all Emergency Status Report forms from all *Building Marshal*s within your Division
- Prioritize all Emergency Status Reports within your Division
- Radio the Command Post with a list of **Serious Incidents** within your Division and a list of resource requests
- Relay information between the Command Post and *Building Marshal*s
- Manage your Division and all Incidents within the Division

Report To:
Operations Section Chief in the Command Post

General Duties:

1. Assist *Building Marshal*s in determining to evacuate or shelter-in-place
2. Establish the Division Rally Points at the pre-designated locations
3. Keep track of and manage all emergency response activities within your Division and make radio reports to the Operations Chief periodically or as the situation changes
4. Phone campus Public Safety 714-895-8999 and/or 9-1-1 to report any major incidents
5. As soon as the campus Command Post is activated, they will conduct a roll call. Respond to the roll call and all radio messages with (to) Command Post; (from) This is Division ___
6. Collect an Emergency Status Report form from each *Building Marshal*. Divide them into two piles, (1) **Serious Incidents** (2) or No Serious Incident(s). Only deal with the **Serious Incident** until you have gotten them under control and then move to the reports of No Serious Incident

7. Don't wait until all reports are in. The minute you receive a report of a Serious Incident(s), call the Command Post, describe the Incident and make resource requests

8. Establish communication with each *Building Marshal* in your Division. If you do not receive a report from a building, send someone to that building to request it. If there is no *Building Marshal* present, assign someone to act as the *Building Marshal*, and provide them with the necessary forms and checklists

9. Once you receive reports of *No Serious Incident(s)* from *Building Marshal*s, request they send their *Assistant Building Marshal* to you. Keep one or more, as needed, at your Division Rally Point to assist you and send the rest to the Command Post to check in

10. Assign and track campus Public Safety, Police, Fire and CERT Teams who respond to incident(s) within your Division. Report when resources are on the scene

11. Initiate and maintain an information log tracking all events (who, what, when, where and why). This may be assigned to someone else who can record information received, decisions made, and actions taken. This information should be complete and accurate

12. Receive instructions and information from the Command Post regarding:
    - Field response activities
    - Medical treatment
    - Locations of the Command Post, EOC, Shelter Facilities, etc.
    - Whether or not to release students, faculty, and/or staff
    - Dangerous areas that should be avoided

    Use radios, runners or other communication methods to distribute this information to the *Building Marshal*s who will in turn distribute it to their *Assistant Building Marshal* and when appropriate to the students, faculty and staff

13. Obtain updates on the status from each *Building Marshal* regarding:
    - Injuries
    - Hazards and damage
    - Resource requests/responses
    - Situation Updates

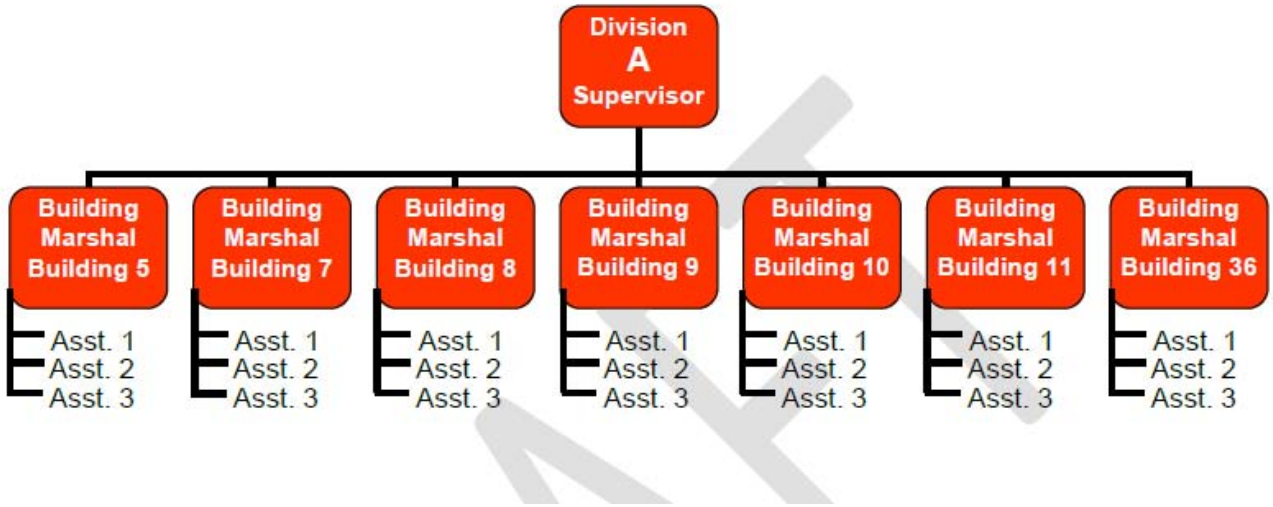
14. Complete the Division Supervisor Tracking Form.
    - When reports come in from *Building Marshal*s, use the Division Supervisor Tracking Form to track Incidents and Resources. Radio your resource requests to the Operations Chief at the Command Post.
    - For example: "(To) Operations, (wait for radio confirmation);(From) this is Division A Supervisor; I have a report; building x, clear; building y, clear; building z, on-going operations, etc.; or Division A, *All Clear* ."
    - When all buildings are clear, have this form delivered to the Operations Chief

15. Keep the Division Rally Point open until the *Operations Chief* tells you to close down

Safety is always your primary concern!

D. Division Organization Charts

Division A Organization Chart

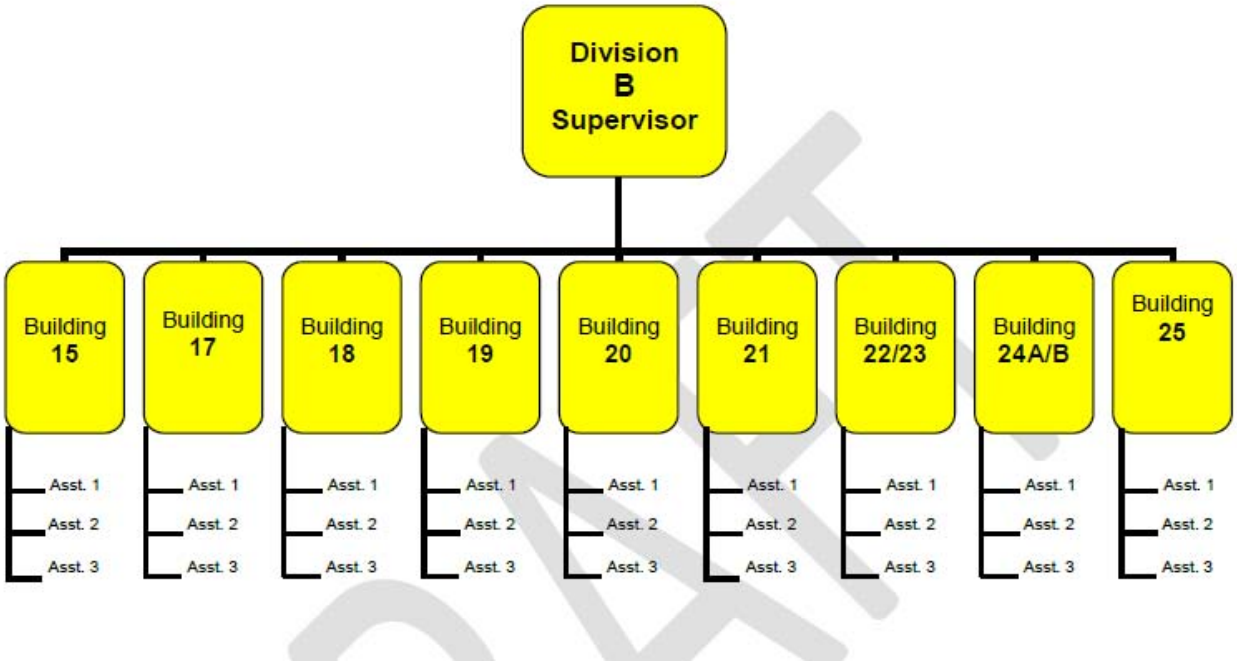


Division A Buildings

By Building #
Building 5 – Administration Building
Building 7 – Criminal Justice
Building 8 – Child Care Center
Building 9 – Auto Body
Building 10 – Graphics/Tech Support
Building 11 – Health Science
Building 36 – Nursing/Health Services

Alphabetical Listing
Administration Building – Building 5
Auto Body - Building 9
Child Care Center - Building 8
Criminal Justice - Building 7
Graphics/Tech Support - Building 10
Health Science - Building 11
Nursing/Health Services - Building 36

Division B Organization Chart



Division B Buildings

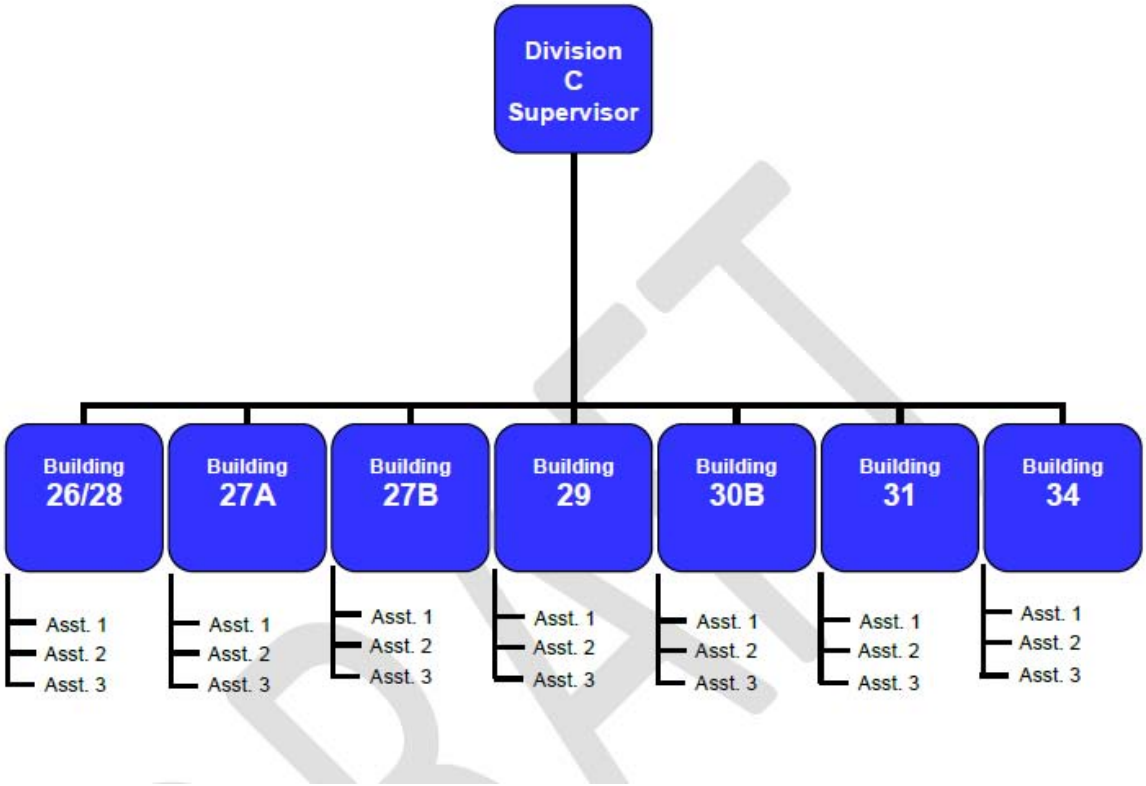
By Building #

Building 15 – Math/Science
Building 17 – Cafeteria/International Cultural Center/Student Activities/Student Center
Building 18 – Automotive/Diesel
Building 19 – Technology
Building 20 – Maintenance/Receiving
Building 21 – Rehab Center
Building 22 – Men's PE
Building 23 – Women's PE
Building 24A – Gym/Weight Room
Building 24B – Recreation Ed/Floral Dept.
Building 25 – Old Health Center

Alphabetical Listing

Automotive/Diesel – Building 18
Cafeteria/International Cultural Center/Student Activities/Student Center – Building 17
Gym/Weight Room – Building 24A
Maintenance/Receiving – Building 20
Math/Science – Building 15
Men's PE – Building 22
Old Health Center – Building 25
Recreation Ed/Floral Dept. – Building 24B
Rehab Center – Building 21
Technology – Building 19
Women's PE – Building 23

Division C Organization Chart

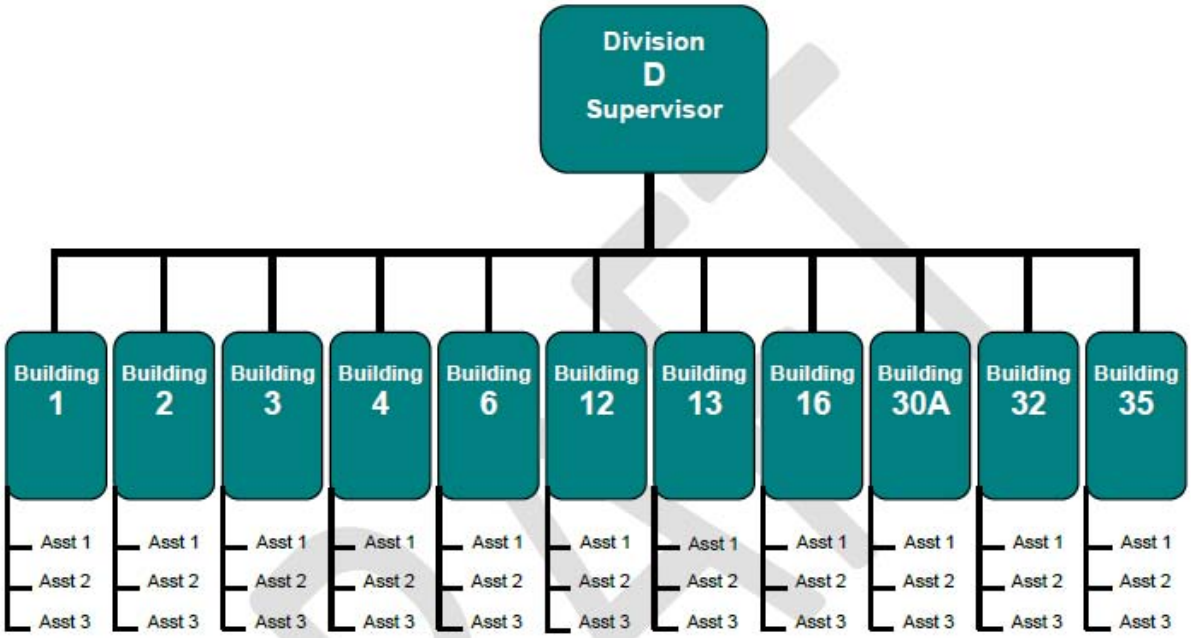


Division C Buildings

By Building #
Building 26/28 – Fine Arts/Fine Arts Gallery
Building 27A – Cosmetology
Building 27B – New Media Center
Building 29 - KOCE
Building 30B – Financial Aid/Regional Testing
Building 31 – Forum II/ACE
Building 34 - Theatre

Alphabetical Listing
Cosmetology – Building 27A
Financial Aid/Regional Testing – Building 30B
Fine Arts/Fine Arts Gallery – Building 26/28
Forum II/ACE – Building 31
KOCE – Building 29
New Media Center – Building 27B
Theatre – Building 34

Division D Organization Chart



Division D Buildings

By Building #

Building 1 - Community Services
Building 2 – Counseling/Career and Transfer
Building 3 – EOPS/Re-Entry/Calworks
Building 4 – Admissions and Records
Building 6 – Business/Assessment Center
Building 12 – Forum I
Building 13 – Humanities/Personnel/Staff Lounge
Building 16 - Bookstore
Building 30A – Library/Tutoring Center/International Students/Student Success
Building 32 – Music
Building 35 – Communication/Stage West

Alphabetical Listing

Admissions and Records – Building 4
Bookstore – Building 16
Business/Assessment Center – Building 6
Communication/Stage West – Building 35
Community Services – Building 1
Counseling/Career and Transfer – Building 2
EOPS/ Re-Entry/Calworks – Building 3
Forum I – Building 12
Humanities/Personnel/Staff Lounge – Building 13
Library/Tutoring Center/International Students/Student Success – Building 30A
Music – Building 32

E. Building Marshals Checklist

Building Marshal Name: _____
Building # _____/Name _____
Division **A**, **B**, **C**, **D** (circle one)

Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

- Make sure you get familiar with your building, fire safety equipment , and Stryker Chair locations by walking through all its rooms and stairwells prior to an emergency.
- Recruit and train Assistant Building Marshals as personnel changes occur

Y N N/A	CHECKLIST
	If you feel an earthquake, yell "Drop, Cover and Hold" as you do the same If you hear shooting, "lockdown" your facility
	Based on the nature of the emergency, determine which response action is appropriate for your building: ▪ Evacuate the building ▪ Shelter-in-place (for a hazardous chemical spill) ▪ Lock-down (shooting incident) ▪ Conduct First Aid ▪ Evacuate the campus ▪ Call Public Safety ▪ Other
☐ ☐ ☐	If someone is injured or having a medical problem, assist them to the level of your training. Ask them if they want you to phone 9-1-1
☐ ☐ ☐	Ask a co-worker to phone 9-1-1 AND phone campus Public Safety at 714-895-8999 to report any serious incident and what action you are taking
☐ ☐ ☐	Obtain your Emergency Supply Kit and your clipboard which includes: checklist, campus maps, forms and your Employee Procedures Booklet. Put on your vest and the proper safety equipment
☐ ☐ ☐	Activate your *Assistant Building Marshals* and have them assist you. Have them relay your instructions to everyone in the building; supervise them and give them instructions
☐ ☐ ☐	Manage the building evacuation, if needed. Send evacuees to your primary Assembly Area. If primary assembly area is not safe, move to a safe location and advise the *Division Supervisor* of any changes. Make sure that all persons move a safe distance from the building. (Move twice the height of the building in distance away from the building. This is considered the building collapse zone.)

☐ ☐ ☐	The goal of the Building Marshal is to declare your building *All Clear* once you have everyone out and there are no facility problems or damage
☐ ☐ ☐	Assist persons with disabilities or assign someone to do so. If the person must remain in the building, when you get outside, notify the *Assistant Building Marshal* of the location and the assistance needed. Request the *Assistant Building Marshal* to help with the disabled person's evacuation. If they are unable to, report the incident to the Command Post
☐ ☐ ☐	Establish contact with your *Division Supervisor* to let them know you are activated. Report any major incidents or hazardous conditions (fire, hazmat, structural problems, falling hazards, etc.) via radio to the *Division Supervisor*
☐ ☐ ☐	If the radio is not working, select a dedicated runner to relay messages
☐ ☐ ☐	Use your ***Building Marshal Accountability Worksheet*** to determine if any employees are missing. Have each faculty member check their roll sheets
☐ ☐ ☐	Once outside in your Assembly Area, collect reports from your *Assistant Building Marshals* and then complete the ***Emergency Status Report*** form. It is important to check "Serious Incident(s)" or "No Serious Incident(s)" box **What constitutes a Serious Incident?** ▪ Shooting on campus ▪ Building collapse ▪ Fire ▪ A trapped victim ▪ A seriously injured or unconscious victim ▪ Unsafe situation that could cause death or injury
☐ ☐ ☐	Look after safety of evacuees in the Assembly Area. Request any needed resources from your *Division Supervisor*
☐ ☐ ☐	Do not allow anyone to re-enter the building if any unsafe condition is suspected, or as directed by emergency responders
☐ ☐ ☐	Maintain communications with the *Division Supervisor* regarding the status of the incident. Work with the *Assistant Building Marshal* to keep evacuees informed as much as possible
☐ ☐ ☐	Try to determine by radio reports if the incident is escalating or de-escalating? Plan accordingly
☐ ☐ ☐	If you have a serious incident, the Building Marshal and/or the Assistants should stand outside the door where victims are trapped or injured and wait for the Search & Rescue Team. If possible (and safe), have the Assistants, faculty or staff stay with the most serious victims. Victims often feel abandoned and scared when they are left alone.

☐ ☐ ☐	Once your Assembly Area is orderly, send your unneeded *Assistant Building Marsha(s)* to report to your *Division Supervisor*. Make sure you do not release them until your building is "All Clear." If the *Division Supervisor* needs the *Assistant(s)*, they can work for him/her. If not, the *Division Supervisor* will send the *Assistant(s)* to the Command Post . Once your Building is "All Clear" report to your Division Supervisor. Assist them if they need you; if not, report to the Command Post to be dispatched as a response team member
☐ ☐ ☐	Provide support to and follow the instructions of emergency responders, campus Public Safety, your *Division Supervisor*, and the Command Post.
☐ ☐ ☐	Coordinate the re-entry of the building when an "all-clear" notice is given by *Division Supervisor* or other authorized person
☐ ☐ ☐	When necessary or at the end of your shift, request release from duty from the *Division Supervisor*. If emergency is continuing, hand-off vest and other equipment to replacement and provide a comprehensive briefing
☐ ☐ ☐	***Post-event*** Document any other observations related to this incident worth reporting
☐ ☐ ☐	Replace vest, emergency equipment. Replenish supplies as necessary
☐ ☐ ☐	Be prepared to attend an incident critique and provide input to the After Action/Corrective Actions Report

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Understanding the Building Marshal's Responsibilities

Pre-Emergency Responsibilities

- Read and understand this plan
- Become familiar with:
  - Your building evacuation map and exit routes
  - Locations of building fire extinguisher and fire alarm pull stations
  - Location of first aid kits and emergency supplies
  - Any special hazards within your building
  - Proper evacuation procedures
  - When and how to phone Public Safety
- Recruit, assign and train a minimum of three *Assistant Building Marshals*, two per floor (including you)
- Check and update your emergency supplies monthly
- If you are assigned a radio, conduct a radio check-in monthly with your *Division Supervisor* (second Tuesday of each month at 9 AM)

Primary Responsibilities:

- Determine when and how to (1) drop, cover and hold, (2) evacuate your building, (3) shelter-in-place, (4) lock-down, (5) provide basic first aid, and/or (6) evacuate the campus
- Notify campus Public Safety 714-895-8999 and/or 9-1-1 to report an incident and what actions you are taking. Campus Public Safety will liaison with the Police and Fire Department so it is imperative that they are informed of any on-campus incidents
- If an evacuation is necessary, order the evacuation, notify your *Assistant Building Marshal* and/or pull the fire alarm
- Lead the evacuation or other response actions
- Provide the *Assistant Building Marshal*'s their assignments. Don't try to do everything; instead manage the situation by giving instructions to others
- Manage the Assembly Area when you evacuate
- Have your *Assistant Building Marshal* respond to the incidents they are able to deal with, but leave the more serious incidents for the CERT Teams, Police, Fire, etc.
- When an incident is beyond your scope, use the *Emergency Status Report* to make a Resource Request
- Complete the Emergency Status Report and have the form delivered to the *Division Supervisor*. The form is used to report Incidents and make Resource Requests
- Manage the Assembly Area and keep the employees and students informed
- Update the *Division Supervisor* on an on-going basis

Reports To:
Division Supervisor: **A, B, C, D**

General Duties:

1. Based on the type of the emergency, determine which response action is appropriate:
   - Drop, cover and hold
   - Evacuate your building
   - Shelter-in-place
   - Lock-down
   - Provide first aid
   - Call Public Safety and/or 9-1-1
   - Evacuate the campus

2. Notify your *Assistant Building Marshal* of your decision. Have them relay your instructions to everyone in the building

3. Have an *Assistant Building Marshal* or co-worker phone 9-1-1 and campus Public Safety to report any serious incidents. Always notify campus Public Safety when you have phoned 9-1-1. The *Public Safety Officers* will meet and escort police and fire to the scene

If evacuating:

4. Always work in a "buddy system" with two persons

5. Immediately check evacuation routes (hallways) to ensure they are safe to enter before directing people to evacuate. Note any findings (smoke, heat, damage, or any other hazards) that will impede or prevent safe evacuation or rescue operations, and determine alternate routes to be used and notify your *Assistant Building Marshal* as soon as possible

6. Calmly give clear instruction to employees, students and visitors in your area to evacuate the building, what route to take, and the location of their Assembly Area

7. On your building map, record anyone left behind and all potential hazards. Note names/and or locations of injured people that cannot be evacuated so a *Search & Rescue Team* can come back and rescue them. Describe the person – male/female, age, clothing, etc.

8. Encourage employees to take their personal items with them (purses, car keys, etc.) as building access may be limited

9. Supervise the evacuation of the building or other response actions. If evacuating, go to your Assembly Area. If the primary assembly area is not appropriate, move to a safe location and advise the *Division Supervisor* of any changes

10. Have other employees assist people with disabilities or injuries that require help during the evacuation. Enlist the help of others so you can continue with your duties.

11. Ensure that teams sweep all offices, bathrooms and meeting rooms in your area, not skipping any areas

12. After a room or office is cleared, close the doors

13. When your *Assistant Building Marshal* reports to you, document their findings and update them on the overall current situation and location of any hazards

14. When evacuating, note the building's general condition for use on the ***Emergency Status Report***

15. Ensure the safety (as much as possible) of everyone in the building or evacuees at the Assembly Area. If necessary, move personnel away from fires and dangerous areas. Manage the scene and be aware of changes as they occur. Safety is always the primary concern

16. Have the *Assistant Building Marshal* stop people from reentering the building if any unsafe conditions such exist such as fire, structural damage or release of hazardous materials is suspected

17. Immediately notify the Command Post of any serious hazardous conditions. Ensure that the evacuees are safe from exposure

18. Phone campus Public Safety 714-895-8999 and/or 9-1-1 to report any serious incidents. If the phones do not work, use your radio and report the incident(s) to the Command Post

19. Announce any major incidents over your radio to your *Division Supervisor* and other *Building Marshals* and have them stay clear of dangerous areas

20. Have the *Assistant Building Marshals* respond to any incidents they can safely manage being careful not to enter an unsafe structure

21. Begin documenting *Incidents/Hazards* and *Resource Requests* on the ***Emergency Status Report***. Collect reports on any hazardous conditions or person's left behind from the *Assistant Building Marshal*. Note approximate location of individuals and hazards whenever possible. Provide as much information as possible. Estimate the number of trapped and injured, size of fire, chemical spill, etc.

22. After completing the ***Emergency Status Report***, have it taken to the *Division Supervisor* at the Division Rally Point. Continue to assess the situation and provide updates to the *Division Supervisor* as necessary

23. The Command Post will make decisions on what the next course of action should be. They will provide instructions to the *Division Supervisor* who will relay them to the *Building Marshal*s. Instructions may include:
    - Classes will be resumed or have been canceled
    - When and if it is safe to reenter the buildings
    - The campus is being evacuated

24. The Command Post will determine if and where the First Aid Station will be set up. In a campus wide emergency, it should be set up on the grass on the north of the Nursing and Health Services building. Once the First Aid Station is set up, have volunteers and *Assistant Building Marshals* take people with minor/moderate injuries to the First Aid Station. The Fire Department will transport the more serious injuries. If the Fire Department cannot respond, campus personnel will have to transport

25. Send any unneeded *Assistant Building Marshals* to report to the *Division Supervisor*. The *Division Supervisor* may reassign them within the Division or if not needed, will send them to the Command Post to be assigned to a CERT Team

26. Provide support to and follow the instructions of emergency responders, campus Public Safety, and the Command Post

27. Initiate and maintain a log (who, what, when, where, and why)

28. Following the "all-clear" notification, communicate with *Assistant Building Marshals* and have them assist with reopening and reentering the building, if appropriate

Safety is always your primary concern!

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F. Assistant Building Marshal Checklist

Name: _____
Building # _____ /Name_____
Building Marshal Name:_____

Division **A**, **B**, **C**, **D** (circle one)

Note: Please use this checklist during drills and emergency incidents as a guideline. Submit completed checklist to the *Building Marshal* following the drill/incident for documentation.

Date: _____ Time: _____
Reason for Evacuation or Emergency Response: ☐ Drill ☐ Emergency
Incident: _____

Y N N/A	**CHECKLIST**
☐ ☐ ☐	If you feel an earthquake, yell "Drop, Cover and Hold" as you do the same
☐ ☐ ☐	When you discover an emergency, report it to your *Building Marshal*. Work together to determine which response action is appropriate for your building: ❑ Evacuate the building ❑ Shelter-in-place (hazardous chemical spill) ❑ Lock-down (shooting incident) ❑ Conduct First Aid ❑ Evacuate the campus ❑ Other _____
☐ ☐ ☐	If your *Building Marshal* is not present, take over his/her responsibility
☐ ☐ ☐	Ask the *Building Marshal* if you should phone campus Public Safety 714-895-8999 and/or 9-1-1 to report any major incidents and what action you are taking
☐ ☐ ☐	If evacuating, facilitate evacuation by directing people to nearest safe exit. Route people to the primary Assembly Area unless unsafe to do so. If the primary Assembly Area is not appropriate, work with the *Building Marshal* and agree on an alternate safe Assembly Area location
☐ ☐ ☐	Work side-by-side with either the *Building Marshal* or another *Assistant Building Marshal* (a buddy system). Thoroughly sweep the area and check for persons in all labs and rooms in your building or floor for effective evacuation. Check for persons in restrooms
☐ ☐ ☐	***Write down*** the location of any trapped or injured person. You can make a list and/or mark it on your building map

☐ ☐ ☐	If someone is trapped or has a serious injury, try dialing 9-1-1 and request help. Do not move the person. Note their location and continue your sweep. Report them to the *Building Marshal* immediately upon arriving at your Assembly Area (This is a ***Serious Incident)***
☐ ☐ ☐	Assist persons with disabilities. If the elevator is out of service and the person cannot be easily evacuated from the building, note their location, tell them you will be back for them, and continue your sweep. Report them to the *Building Marshal* immediately upon arriving at your Assembly Area
☐ ☐ ☐	Note all incidents and resource needs. Once outside, provide preliminary reports to the *Building Marshal*. He/she will utilize this information to complete the ***Emergency Status Report*** form
☐ ☐ ☐	The goal of the Building Marshal is to declare your building *All Clear* once you have everyone out and there are no facility problems or damage. Help the Building Marshal worked towards this goal
☐ ☐ ☐	When you arrive at your Assembly Area, immediately report to your *Building Marshal*: 1. Any individuals left behind 2. Serious hazards that could cause injury 3. Status of the evacuation or the incident
☐ ☐ ☐	Report any hazardous conditions (fire, structural damage, shootings, falling hazards, hazardous spills, etc.) to the *Building Marshal*
☐ ☐ ☐	Do not leave the *Building Marshal* unless you are responding to his/her orders. Once you have completed that order, immediately report back to the *Building Marshal* that the order is complete and that you are available for reassignment
☐ ☐ ☐	Assist the *Building Marshal* to stop re-entry into the building if hazardous conditions are suspected or until “all-clear” notice is made
☐ ☐ ☐	Assist Police, Fire, and campus *Public Safety Officers*
☐ ☐ ☐	Assist the *Building Marshal* with communications to evacuees on status of the event
☐ ☐ ☐	Once your Assembly Area is orderly, prepare to report to your *Division Supervisor*. If the *Division Supervisor* needs you, you will work for him/her. If not, he/she will send you to the Command Post. When you arrive at the Command Post, check in.
☐ ☐ ☐	Assist and support recovery activities
☐ ☐ ☐	If emergency is continuing, hand-off vest and other equipment to replacement and provide briefing
☐ ☐ ☐	***Post-event*** Document any other observations related to this incident worth reporting
☐ ☐ ☐	Replace vest, emergency equipment. Replenish supplies as necessary
☐ ☐ ☐	Participate in a debriefing and development of an After Action/Corrective Actions Report based on successes and lessons learned

G. Public Safety Branch Director Checklist

Public Safety Branch Director Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

The *Public Safety Branch Director* is responsible for:

- Conduct a roll call
- Assign and supervise the *Public Safety Officers* to respond to the emergency
- Determine if the Public Safety dispatchers should be moved to the Command Post and if so, give them the order to report
- Relay damage reports from the *Public Safety Officers* to the Damage Assessment Unit Leader and ensure they are logging them
- Review the damage assessment information from M&O and Division Chiefs as it gets reported; Relay that information to the *Public Safety Officers*
- Have the *Public Safety Officers* sent to each *Division Supervisor* to confirm they are activated and if not activated, the *Public Safety Officer* should act as the *Division Supervisors*
- Activate *AlertU*
- Assign *Public Safety Officers* as *Field Incident Commanders* to the most serious incidents
- Work with the *Operations Chief* to agree on *Public Safety Officer* incident priorities

Y	N	N/A	CHECKLIST
☐	☐	☐	Report to the Command Post. Pick up your supplies and set up your work area. Put on your ICS position vest and safety equipment ▪ Command Post – Outside, north end of the Criminal Justice Building, #7 ▪ Command Post, Alternate -Behind Community Services Building, #1
☐	☐	☐	Test your radio and cell phone to ensure they are working
☐	☐	☐	Determine if AlertU should be activated to notify campus personnel
☐	☐	☐	Employ resources to (1) preserve life, (2) protect property, (3) protect environment and (4) protect the social, economic and political structure of the college. Assess incident priorities: ▪ Identify the type, locations and extent of the emergency ▪ Determine if Police and Fire are needed and have been requested ▪ What immediate actions need to be taken?
☐	☐	☐	Conduct a roll call to determine: ▪ If all on-duty *Public Safety Officers* are safe and uninjured ▪ How many *Public Safety Officers* are on duty

☐ ☐ ☐	Determine if Public Safety Dispatchers should report to and work out of the Command Post. If so, order them to report
☐ ☐ ☐	Assign and supervise the *Public Safety Officers* to respond to the emergency o ***Priority 1***: (a) Send an officer to each Division (A, then B, then C, and then D) to ensure that all *Division Supervisors* are activated; (b) if not activated, the *Public Safety Officer* should determine if a *Division Supervisor* is needed; if needed, the Public Safety Officer should act as the *Division Supervisor* o ***Priority 2:*** Send an *officer* to each Division to observe and report the conditions o ***Priority 3***: Send a *Public Safety Officers* to the worst incidents and act as the *Field Incident Commanders* o ***Priority 4:*** Have the *Public Safety Officers* establish liaison with Police and Fire on the scene
☐ ☐ ☐	When the *Public Safety Officers* are working in a Division, they should periodically report to both the *Public Safety Branch Director* and to the *Division Supervisor* where the incident is located
☐ ☐ ☐	If there is only one major incident (an explosion, fire in a building, shooting, etc.) in one building or area, a *Public Safety Officers* can act as the *Field Incident Commander* or if Police and/or Fire are on the scene, the *Public Safety Officer*s can fill other ICS positions. Once the Command Post has released the students, faculty and unneeded staff, the Command Post can relocate closer to the scene if they choose or they can move into the EOC
☐ ☐ ☐	Remind the *Public Safety Officers* who are acting as *Field Incident Commanders* to anticipate resource shortages
☐ ☐ ☐	Anticipate aftershocks, weather changes (wind, rain, etc.) resources shortages, nightfall, etc.
☐ ☐ ☐	***Post-Event*** Collect all logs from your field personnel and turn them over to the *Planning Chief*
☐ ☐ ☐	Participate in the incident critique and in development of an After Action/ Corrective Actions Report***;*** Write your section of the report

H. Maintenance and Operations (M&O) Branch Checklist

M&O Branch Director Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties
The *M&O Branch Director* is responsible for:

- Forming and assigning M&O Damage Assessment Teams to conduct initial damage assessment
- Assigning and supervising M&O resources to respond to the emergency
- Shutting off damaged or leaking utilities
- Conducting detailed damage assessments of all facilities and infrastructure; documenting damage and take photos prior to cleanup
- Working with the Operations Chief to agree on incident priorities
- Managing cleanup and repairs throughout the recovery process, preparing the campus to resume normal operations
- Document all damage. Determining if the campus is eligible for State and FEMA financial reimbursement by contacting the District. Completing any necessary State and FEMA financial claims paperwork

Y N N/A	CHECKLIST
☐ ☐ ☐	Report to the Command Post. Don't wait in the Check-in/ Check-out line, go to the front of the line and check in first. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment Command Post – Outside, north end of the Criminal Justice Building, #7 Command Post, Alternate -Behind Community Services Building, #1
☐ ☐ ☐	Test your radio and cell phone to ensure they are working
☐ ☐ ☐	Employ resources to (1) preserve life, (2) protect property, (3) protect environment and (4) protect the social, economic and political structure of the college. Assess incident priorities: ▪ Identify the type, locations and extent of the emergency ▪ Determine if Police and Fire are needed and have been requested ▪ What immediate actions need to be taken?
☐ ☐ ☐	***Damage Assessment*** Instruct all M&O employees to report to the M&O building and check in

☐ ☐ ☐	Request that *Damage Assessment Teams* be assembled and dispatched to survey the campus. The teams should consist of a grounds person and a maintenance person. Have them complete a list of damage/incidents and deliver them to the Command Post - *Damage Assessment Unit*. Assign them to the following locations:
☐ ☐ ☐	**M&O Team #1** - Request the Command Post trailer be moved to the Command Post located at the north end of the Criminal Justice Building #7
☐ ☐ ☐	**M&O Team #2** - Division A survey
☐ ☐ ☐	**M&O Team #3** - Division B survey
☐ ☐ ☐	**M&O Team #4** - Division C survey
☐ ☐ ☐	**M&O Team #5** - Division D survey
☐ ☐ ☐	**M&O Team #6** - Utilities and Hazardous Chemicals
☐ ☐ ☐	a. Shut off damaged or leaking utilities b. Power sub-station c. Two water main water feeds (east and west sides of campus) d. Two natural gas feeds (M&O and the center field) e. Any construction sites on campus f. Underground Storage Tanks (Fuel and Diesel and M&O) g. Hazardous waste storage pad (M&O and Math/Science Building) h. Propane Tank (at M&O) i. Compressed gas cylinders (Nursing, Math/Science and M&O) j. Chemistry Department (Math/Science building) k. Biology Department (Math/Science building) l. Automotive/Diesel Technology (Fuel, oil, additives, brake cleaning solvents) m. Auto Body and Collision Technology (Solvent, paints, compressed gas) n. Reprographics - Solvents o. Swimming pool - chemicals
☐ ☐ ☐	When initial reports have been received from the *M&O Teams* and the *Division Supervisor*s, participate in a Planning Meeting which should include: *Damage Assessment Unit Leader*, *Planning Chief*, *Operations Chief*, the *Incident Commander* and the *M&O Branch Director*. This group will set the overall operational priorities

☐ ☐ ☐	***Short-term Objectives*** Once the priority Incidents have been agreed upon, manage the M&O response to the incidents. For example: distinguish small fires before they spread; shore up or close off any dangerous facilities; shut off damaged or leaking utilities; identify additional hazards; and provide information to *Building Marshal*s to keep people out of hazardous area
☐ ☐ ☐	Dispatch your personnel to assess, report and provide the proper response
☐ ☐ ☐	Manage, communicate with and track your teams. Remind them to keep all team members safe
☐ ☐ ☐	Utilize your resources as efficiently and effectively as possible
☐ ☐ ☐	Be flexible; priorities will change as new information is learned
☐ ☐ ☐	Recruit additional employees, CERT or students to assist with simple, non-risky tasks
☐ ☐ ☐	Document damage and pass it on to the *Damage Assessment Unit*
☐ ☐ ☐	***Mid-term Objectives*** Conduct detailed damage assessments of all facilities and infrastructure, document the damage on FEMA forms, take photos prior to cleanup, track personnel hours, supplies and materials
☐ ☐ ☐	Clean up debris, broken windows, spilled chemicals, etc., making repairs and ensuring the campus is safe to resume normal operations
☐ ☐ ☐	***Long-Term*** Complete FEMA financial reimbursement paperwork and work with FEMA and the Finance Section to ensure the college receives all eligible funds
☐ ☐ ☐	***Post-Event*** Participate in a debriefing and development of an After Action/Corrective Actions Report based on successes and lessons learned

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I. M&O Teams Checklist

M&O Team Leader Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties
The *M&O Team Leader* is responsible for:

- Leading an M&O Damage Assessment Team
- Conducting surveys of the campus:
  - Conducting a **Size-up** and *rapid* **Safety Assessment Survey** of all facilities on campus to determine if it is safe to enter the building. Look for damage, hazardous chemicals, or incidents that may cause injury
  - **Searching** every building interior in your assigned Division looking for trapped or injured victims
  - After all life-saving operations are complete, conduct a *detailed* **Damage Assessment Survey** documenting all damage
- Shutting off damaged or leaking utilities
- Cleaning up and repairing the campus to prepare to resume normal operations

Y N N/A	CHECKLIST
☐ ☐ ☐	Immediately report back to the M&O Office. Pick up your supplies and get your assignment. Put on your identification vest and safety equipment which should include a hard-hat, leather gloves, flashlight, grease pencil, clipboard with checklist, maps, etc.
☐ ☐ ☐	Drive your team to your assigned area. Work together with a minimum of two personnel. Begin an exterior **size-up** to determine if you can enter the building: • ***Overhead Hazards*** o Leaning building o Utility poles o Wires o Trees o Signs • ***Ground Level Hazards***

	o Uneven surfaces o Surface water o Downed Wires o Natural gas leaks o Smoke o Sharp object • ***Below Grade Hazards*** o Debris o Confined spaces o Flooding o Toxic air • ***Horizontal Lines*** o Uneven window line o Foundation not level o Check paint lines • ***Vertical Lines*** o Building leans o Doors out of plumb o Compare it to the building next to it • ***"X" cracking around windows*** • ***Liquefaction*** • ***Anything out of the ordinary***
☐ ☐ ☐	**CONDUCT A *RAPID* <u>SAFETY ASSESSMENT</u>** • **REPORT ANY OF THE ITEMS LISTED BELOW TO THE COMMAND POST BY RADIO ---IMMEDIATELY!** Go to your assigned Division and begin a methodical sweep through the buildings looking for: • Trapped and/or injured persons • Fires • Building damage • Hazardous chemicals spills/strange odor • Gas and water leaks • Electrical system problems (smell, smoke or cracking) • Anything unsafe that may cause injury Request the Command Post close off and post the UNSAFE structures.
☐ ☐ ☐	**Make notes and report the following to the Command Post in person after completing surveys:** • Power outages • Broken glass • Debris • Minor damage
☐ ☐ ☐	**Conduct a detailed <u>Damage Assessment Survey</u>**

J. Search & Rescue Branch Director Checklist

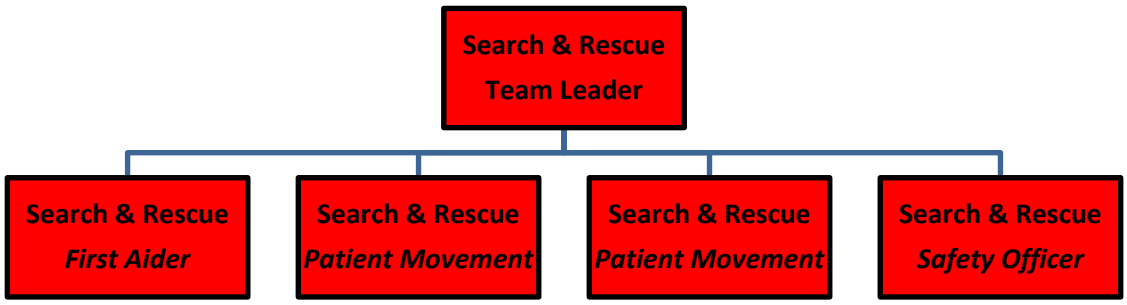
Search & Rescue Branch Director Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

The *Search & Rescue Branch Director* is responsible for:

- Working with the *Resource Status Unit* in the Planning Section to form *Search & Rescue Teams*. *Resource Status* is responsible for checking in team members
- Working with the *Operations Chief* to learn the priority incidents that will need teams
- Working with *Damage Assessment* and *Situation Status* to learn what hazards exist and relaying the hazards to the *Search & Rescue Teams*
- Conducting safety briefings prior to dispatching teams
- Assigning and supervising *Search & Rescue Teams* to
  - Respond to reported trapped and injured persons
  - Conduct a systematic search of all buildings
- Reassigning and reprioritizing teams when necessary

Y	N	N/A	CHECKLIST
☐	☐	☐	Report to the Command Post. Pick-up your supplies and set up your work area. Put on your identification vest and safety equipment ▪ Command Post – Outside, north end of the Criminal Justice Building, #7 ▪ Command Post, Alternate - Behind Community Services Building, #1
☐	☐	☐	Test your radio and cell phone to ensure they are working. Make sure you set up communications between each team and yourself
☐	☐	☐	Employ resources to (1) preserve life, (2) protect property, (3) protect environment. Assess incident priorities: ▪ Identify the type, locations and extent of the emergency ▪ Determine if Police and Fire are needed and have been requested ▪ What immediate actions need to be taken?
☐	☐	☐	Meet with the *Operations Chief* and determine if *Search & Rescue Team(s) are* needed. Find out how many sites need teams and work with *Operations* to set the *Search & Rescue* priorities of the incident. This will change as more information is collected

☐ ☐ ☐	The *Resource Status Unit* checks in all responding team members. When individuals who have had the CERT Search & Rescue training have checked in, they will be assigned you. Have them pick up their Search & Rescue gear and standby ready to be dispatched. It may not be known yet if a team is needed, but the team should be formed, outfitted and ready to be dispatched, just in case they are needed
☐ ☐ ☐	 Ask the *Operations Chief* how many *Search & Rescue Teams* will be needed. Form *Search & Rescue Teams* as shown. Appoint a *Search & Rescue Team Leader*
☐ ☐ ☐	***Priority #1*** Go to the location where the trapped and/or injured person(s) were reported to be left behind. Rescue the lightly trapped before rescuing the heavily trapped. ***Priority #2*** Do a building-by-building, slow and methodical search to ensure no one was left behind. (Trapped and injured victims have an 80% chance of survival if rescued and taken to professional medical facilities within the first 24 hours) Prior to dispatching teams, give them a Safety Briefing. If you are dispatching Police Academy personnel, have only the Team Leader approach the Command Post. The rest of the personnel can wait on the grass area.
☐ ☐ ☐	Anticipate aftershocks, rain, wind change, resources shortages, nightfall etc.
☐ ☐ ☐	Develop a plan in case one of the team members is injured. If notified of an injury, implement the plan immediately
☐ ☐ ☐	Searching and rescuing are not the only duties the team can perform. They are the most physically fit team and should take on jobs that require physical ability. They can also assist with evacuations of a building or Division; parking lot closures and traffic control; campus security; setting up specialized areas for press, VIPs, etc. Use this team and M&O personnel for whatever physical field work is needed

☐ ☐ ☐	When a team has completed a rescue, notify the *Operations Chief* and make sure the information gets posted on the Planning boards
☐ ☐ ☐	Determine if your teams have encountered any deaths, serious injuries, etc. and are in need of crisis counseling. If so, request a crisis counselor through the District EOC
☐ ☐ ☐	Once your teams move to Priority #2 above, the search should be: ▪ Systematic, effective and thorough ▪ Avoid unnecessary duplication of effort ▪ Provide documentation of search results ▪ Mark search information on exterior doors
☐ ☐ ☐	Collect all logs from your field personnel and turn them over to *Planning Chief*
☐ ☐ ☐	***Post-Event*** Participate in a debriefing and development of an After Action/Corrective Actions Report based on successes and lessons learned

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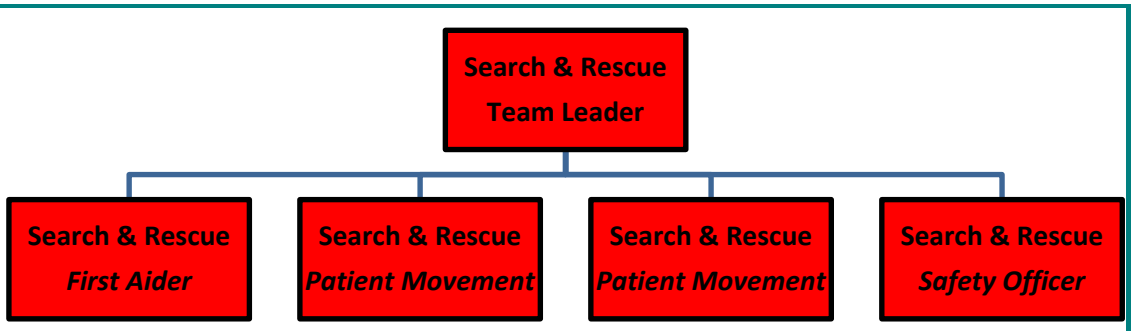
K. Search & Rescue Team Leader Checklist

Search & Rescue Team Leader Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties
The *Search & Rescue Team Leader* is responsible for:

- Reporting to the Command Post and volunteering to be a *Search & Rescue Team Leader*
- Collecting your team and reporting to and working under the direction of the *Search & Rescue Branch Director*
- Receiving a *Safety Briefing* from the *Search & Rescue Branch Director* to learn what hazards exist and what areas should be avoided
- Conducting safety briefings with your team prior to being dispatched
- Being dispatched to priority incidents that will need rescue operations or other specialized responses
- Conducting LIGHT Search & Rescue, not HEAVY rescue. If a person is trapped under furniture or lightly trapped under debris, attempt a rescue if it can be done safely. If a building has collapsed, it is a HEAVY rescue incident and you must notify and wait for the Fire Department
- Assigning and supervising *Search & Rescue Teams* to:
  - Respond to known trapped and injured
  - Conduct a systematic search of all buildings
- Briefing the Fire Department when/if they arrive on the scene and turn over responsibility or work with them
- Supervising the *Search & Rescue Team* keeping safety as a priority

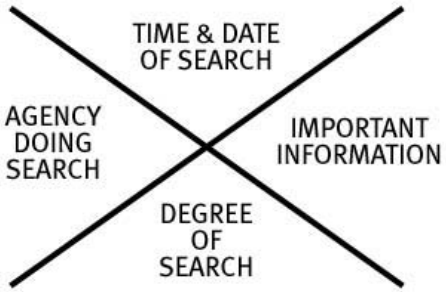
Y N N/A	CHECKLIST
☐ ☐ ☐	Report to the Command Post *Resource Status Unit*. Pick up your supplies and set up your work area. Put on your identification vest and pick up your Search & Rescue safety equipment. ▪ Command Post – Outside, north end of the Criminal Justice Building, #7 ▪ Command Post, Alternate -Behind Community Services Building, #1
☐ ☐ ☐	Check in to the *Resource Status Unit*; let them know that you are Search & Rescue trained; volunteer to act as a *Search & Rescue Team Leader*
☐ ☐ ☐	Test your radio and cell phone to ensure they are working.

☐ ☐ ☐	 Team members will check in at Resource Status and form Search & Rescue Teams as shown. Appoint a Team Leader and set up a team as shown
☐ ☐ ☐	Wear your personal protective equipment: ▪ Latex gloves under leather gloves ▪ Hard hat ▪ Eye protection ▪ Hard-soled shoes ▪ Long-sleeved shirt and long pants
☐ ☐ ☐	Respond by making the following your priorities: (1) preserve life, (2) protect property, (3) protect environment. Assess incident priorities: ▪ Identify the type of problem, location and extent of the emergency ▪ When you arrive, size-up the scene and the facility prior to entrance ▪ Determine if Police and Fire are needed and have been requested ▪ Don't rush in; instead STOP (Stop, Think, Observe, and Plan) ▪ What immediate actions need to be taken?
☐ ☐ ☐	***Priority #1*** Go to the reported or known trapped and injured first. Rescue the lightly trapped before rescuing the heavily trapped ***Priority #2*** Perform a building-by-building, methodical search to ensure no one was left behind. (Trapped and injured victims have an 80% chance of survival if rescued and taken to professional medical facilities within the first 24 hours)
☐ ☐ ☐	Assess the situation and size up the building to determine the feasibility of rescue operations. Do not enter unsafe structures. Do not take chances with your team's safety. If the rescue is beyond your capability, notify the Command Post to call in the Fire Department. To help you decide if you can effect a safe rescue, look for large cracks in the building especially an "**X**" coming from around windows and doors (not safe)
☐ ☐ ☐	Before entering the building, the doorway must be marked with a large slash (**/**) to let other Teams know there is a search in progress with personnel inside the structure

☐ ☐ ☐	If the structural integrity of the building is in doubt, request M&O personnel to the rescue scenes to advise on structural, electrical and mechanical hazards during rescue operations
☐ ☐ ☐	Rescue the greatest amount of people in the shortest time frame SAFELY. ▪ Untrained, well-intentioned spontaneous responders often become victims themselves so stop volunteers from entering buildings ▪ Potential rescue efforts should be planned and practiced in advance ▪ Decisions to attempt rescues should be based on sound decision making, not emotion
☐ ☐ ☐	Remember the simple steps to Search & Rescue ***Size-Up*** ▪ *Step 1*: Gather facts; learn what is known about the rescue, the victim(s) and the hazards in the building; *listen carefully and ask questions* ▪ *Step 2*: Assess damage to the building

If Structure Damage Is…	**The Rescuer's Mission is to…**
Light: Superficial or cosmetic damage (e.g. broken glass, fallen plaster, contents damaged)	Locate, triage and prioritize the removal of the victims to First Aid Station
Moderate: Questionable structural stability (e.g. fractures, tilting, foundation movement or displacement)	Locate, stabilize and immediately evacuate victims to a safe area while minimizing the # of rescuers inside buildings
Heavy: Obvious structural instability (e.g. partial or total wall collapse, ceiling failure…)	Secure the building perimeter and control access into the structure (prohibited entry by anyone other than the Fire Department)

▪ *Step 3*: Identify your resources (personnel, tools, time)
▪ *Step 4*: Establish the rescue priorities: Search & Rescue involves several equally and important steps:
  - Searching for and locating potential victims
  - Employing appropriate rescue techniques
  - Providing rapid first aid
  - Transporting the victim out of the building
▪ *Step 5*: Develop a rescue plan and verbalize it. The Team Leader develops a plan and gives specific tasks and assignments to the team members. Using the table above, state the level of damage to the building
▪ *Step 6*: Conduct the rescue
▪ *Step 7*: Evaluate your progress. If mistakes were made, let the team know who did what wrong. Do NOT make the same mistakes in the next rescue. Remove anyone from the team who will not follow instructions or you feel will put the team or victims at risk

☐ ☐ ☐	Once you move to Priority #2 above, an effective search is ▪ Systematic and thorough o Call out to victims o Listen Carefully o Triangulate o Use the Buddy System ▪ Avoid unnecessary duplication of effort ▪ Provide documentation of search results ▪ Mark search information on exterior doors
☐ ☐ ☐	Upon entering, the building, the Team should either know exactly where they are going or they need to maintain contact with the right-hand wall and completely search the building in this manner. Team members should stay together at all times. (Use the "Buddy System). Search for victims
☐ ☐ ☐	Conduct the rescue, triage the victim, and perform ***rapid*** first aid, move the patient if you can do it safely; remembering your team's personal safety at all times. Once the victim is transported to the First Aid Station, a more extensive triage and first aid can be done
☐ ☐ ☐	Secure the injured victim onto a stretcher and transport to the First Aid Station. Use additional volunteers, if available, to carry stretchers so the team can continue to search for and rescue other victims
☐ ☐ ☐	 Change the large slash (***/***) on the doorway to an (**X**) when the structure has been completely searched and the team has cleared the building Only mark this information on the door of a completely searched building
☐ ☐ ☐	If rescue operations continue after darkness or in poorly lit buildings, request portable lighting
☐ ☐ ☐	Communicate to the *Search & Rescue Branch Director* every time you are entering or exiting a building; to report your progress; to request additional personnel or support resources; to have the Command Post notify the First Aid Station that an injured victim is on their way to the First Aid Station; when a fatality is discovered (leave the deceased in place and do not name the individual over the radio); or to request your next assignment
☐ ☐ ☐	If deceased are discovered, do not announce it to the general public. State on the radio to your team leader; "Code Black" and what building. Do not move the deceased; call in the Police Department and they will take charge
☐ ☐ ☐	Anticipate aftershocks, rain, wind change, resources shortages, nightfall etc.
☐ ☐ ☐	***Post-Event*** Collect all logs from your field personnel and turn them over to Planning Section
☐ ☐ ☐	Participate in the incident critique and in development of an After Action/ Corrective Actions Report. Write your section of the report

L. First Aid Branch Director

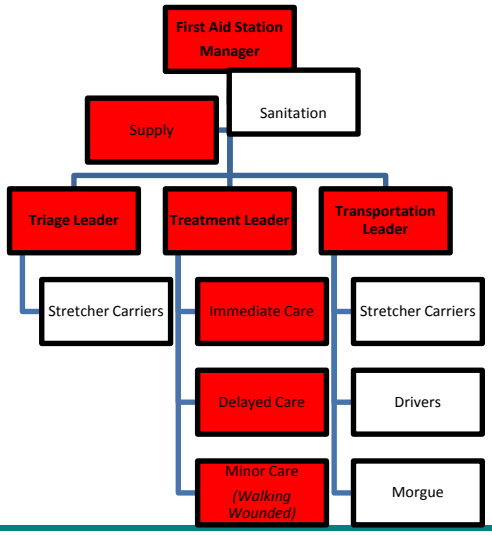
First Aid Branch Director Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

The *First Aid Branch Director* is responsible for:

- Report to and work out of the Command Post
- Working with the *Operations Chief* to decide if the First Aid Station will be needed
- Activate the First Aid Station/Team and request it be set up
- When the station is ready for patients, announce it to the Command Post and *Division Supervisors*
- Provide first aid to the level of the station's training, abilities and supplies
- Prepare any serious injured to be transported
- Contact the Fire Department and request medical transport
- If the Fire Department does not have available resources, coordinate medical transport to the nearest available hospital
- Set up a *Morgue* if needed
- Keep the First Aid Station open until all of the injured are cared for
- Cleanup and properly dispose of any biohazards
- Arrange crisis councilors for any team members who may need this service

Y N N/A	CHECKLIST
☐ ☐ ☐	Report to the Command Post. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment Command Post – Outside, north end of the Criminal Justice Building, #7 Command Post, Alternate - Behind Community Services Building, #1
☐ ☐ ☐	Test your radio and cell phone to ensure they are working
☐ ☐ ☐	Check in at the *Check-in/Check-out* table and let them know that you are the *First Aid Branch Director*
☐ ☐ ☐	Ask the Operations Chief if the First Aid Station will be needed
☐ ☐ ☐	Confirm the area between the Criminal Justice and Nursing buildings is safe for a First Aid Station
☐ ☐ ☐	Activate the First Aid Station/Team; request the First Aid Station be set up

☐ ☐ ☐	The First Aid Team should be set up as shown. All RED boxes are medical professionals and all WHITE boxes can be students or staff 
☐ ☐ ☐	Never go looking for injured persons because it will waste precious medical resources. Stay at the First Aid Station so everyone knows exactly where to find medical assistance
☐ ☐ ☐	When the station is ready for patients, announce it to the Command Post and have the *Operations Chief* announce it to the four *Division Supervisors*
☐ ☐ ☐	Provide first aid and prepare any serious injuries for transport
☐ ☐ ☐	Set up a Morgue if there are deceased in the First Aid Station. (Never bring deceased from building; leave them where found and do not touch anything in the area unnecessarily; notify the Command Post of the deceased
☐ ☐ ☐	Request paramedics and ambulances for the seriously injured. Ensure requests are being forwarded to either the Fire Department or the City EOC via ham radio. Once the Fire Department is on scene, establish liaison between the First Aid Station and the Fire Department. Let them know how many patients are ready for transport
☐ ☐ ☐	If paramedics and ambulances are not available, help the First Aid Station coordinate transport of the serious injured to local hospitals. Have the ham radio operator in the Command Post get hold of the City EOC to find out where to transport the patient to. One alternative may be to call Shoreline Ambulance (local ambulance transport company) at 17762 Metzler (Slater/Gothard) at (714) 847-9107 or 852-7355
☐ ☐ ☐	The **closest hospitals** to Golden West College are: ▪ Huntington Beach Medical Center, 17772 Beach Blvd., Huntington Beach ▪ Orange Coast Memorial Medical Center, 9920 Talbert, Fountain Valley ▪ Fountain Valley Regional Hospital, 17100 Euclid, Fountain Valley ▪ Los Alamitos, 3151 Katella, Los Alamitos ▪ Hoag Hospital, One Hoag Drive, Newport Beach
☐ ☐ ☐	Anticipate aftershocks, rain, wind change, resources shortages, nightfall etc.
☐ ☐ ☐	Collect all logs from your personnel; turn them over to the Planning Section
☐ ☐ ☐	***Post-Event*** Participate in the incident critique and in development of an After Action/ Corrective Actions Report; write your section of the report

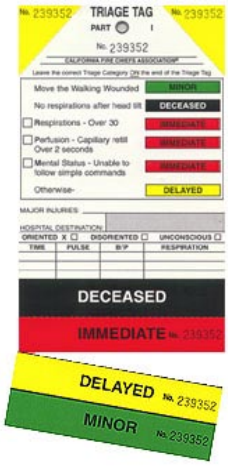
M First Aid Station Manager Checklist

First Aid Station Manager Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

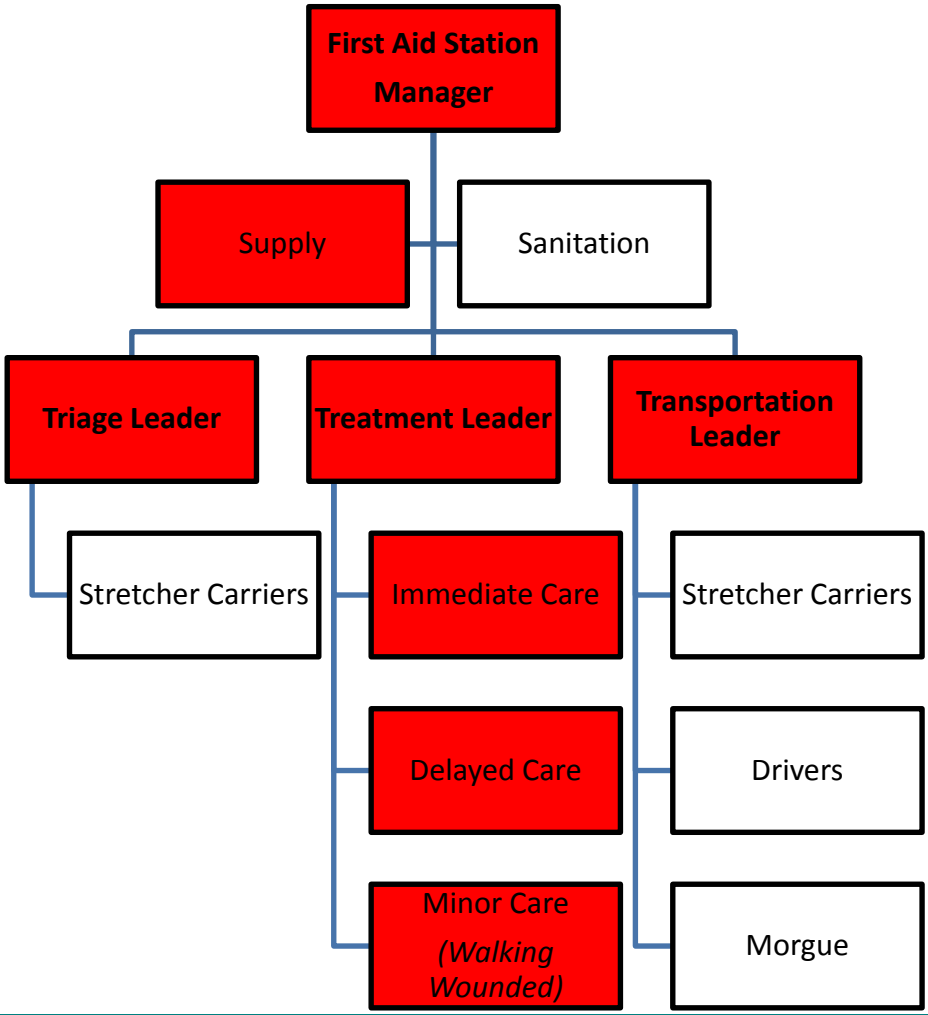
The First Aid Station *Manager* is responsible for:

- Working with the *First Aid Branch Director* to determine if the First Aid Station is needed
- Setting up and laying out of the First Aid Station
- Managing the First Aid Station including: Providing direction and control; assigning personnel, ensuring supplies are not contaminated; setting up security; maintaining constant liaison with the Command Post
- Never leaving the First Aid Station without appointing a replacement
- Do not leave the First Aid Station to look for the injured; stay put so everyone knows exactly where to find medical assistance
- Using the START Triage system including RPM (respiratory, profusion, and mental status), triage tags and a START First Aid Station



Y N N/A	CHECKLIST
☐ ☐ ☐	Report to the Command Post. Pick up your supplies and set-up your work area. Put on your identification vest and safety equipment Command Post – Outside, north end of the Criminal Justice Building, #7 Command Post, Alternate -Behind Community Services Building, #1
☐ ☐ ☐	Test your radio and cell phone to ensure they are working
☐ ☐ ☐	Employ resources to (1) preserve life, (2) protect property, (3) protect environment and (4) protect the social, economic and political structure of the college. Assess incident priorities: ▪ Identify the type, locations and extent of the emergency ▪ Determine if Police and Fire are needed and have been requested ▪ What immediate actions need to be taken?
☐ ☐ ☐	Never go searching for injured persons; it will just cause confusion and waste your limited medical resources. Stay put so everyone knows exactly where to find the First Aid Station

☐ ☐ ☐	Confirm the area between the Criminal Justice and Nursing buildings is safe for a First Aid Station
☐ ☐ ☐	Set-up your First Aid Station using colored tarps and order: Triage – Blue (Set up Triage first) Treatment / Immediate - Red Treatment / Delayed – Yellow Treatment / Minor – Green Transport / Red Morgue – Black (only set up morgue if you need it. The college has 8 body bags, if needed) See the recommended First Aid Station layout following this checklist. Clearly identify the areas with colored tarps and signs. Have the Police Academy assist you in the First Aid Station set up.
☐ ☐ ☐	Form your First Aid Team. Assign all positions in this order; list names: ☐ 1. Triage Leader (RN) _____ ☐ 2. Treatment Leader (RN) _____ ☐ 3. Immediate Care Leader (RN) _____ ☐ 4. Delayed Care Leader (RN) _____ ☐ 5. Minor Care (Walking Wounded) Leader _____ ☐ 6. Supplies _____ ☐ 7. Triage Area support (stretcher carriers, record keepers) _____ ☐ 8. Immediate Care support (RNs and/or Nursing Students and record keepers) ☐ 9. Transportation Leader (RN) _____ ☐10. Sanitation _____ Have all patients placed on the **blue Triage** tarp until they are triaged. Provide Record Keepers for all key personnel
☐ ☐ ☐	The injured may start arriving before you can get fully set up so have them lay the injured down on the ***Triage*** tarp. Divide up your workers and start assigning them: 1. The one with the most medical experience should begin ***Triaging*** the patients and sending them to the correct area for treatment 2. Your second worker (with the second most medical experience) should be assigned to ***Immediate*** 3. Your third most medically experienced should be assigned to ***Delayed*** 4. Assign one worker to the ***Minor****/Walking Wounded* area 5. Use Triage Tags on only ***Immediates*** and ***Delayed***.

	The First Aid Team should be set up as shown. All RED boxes are medical professionals and all WHITE boxes can be nursing students or staff. 
☐ ☐ ☐	Set-up blankets, first aid kits, supplies, etc. Do not let any volunteers or non-trained personnel near the supplies. They must be kept clean and sanitary. Volunteers can only help by moving patients under your direction
☐ ☐ ☐	Ensure your First Aid Team puts on their personal protective equipment prior to treating the injured including: latex gloves, goggles and face mask
☐ ☐ ☐	If the area is chaotic and you can't get control, request a *Public Safety Officer* or Criminal Justice personnel to provide station security. Ask several volunteers (preferably Criminal Justice students) to secure each side of the First Aid Station and keep people out. No one should enter the area without the First Aid Station Manager's permission. One well-intentioned individual can accidently contaminate all of your medical supplies
☐ ☐ ☐	As the station gets set up, keep assigning personnel including: record keepers, stretcher carriers, and medical personnel or nursing students who can be assigned very specific medical tasks such as: *Supply* or *Sanitation* positions.

☐ ☐ ☐

Triage Area

The Triage Leader will sort patients and have them moved to the proper Area for treatment

- Do not complete triage tags on the ***Minor*** patients until time permits
- The first patients to the First Aid Station will most likely be the **Minor**/ Walking Wounded; the more serious will have to be transported by the *Search & Rescue Teams* and this may take 20+ minutes.
- Have all injured placed on the **Triage** tarp
- Sort victims by seriousness of injury using the S.T.A.R.T. Triage System; 1) Respiration, 2) Perfusion, and 3) Mental Status or RPM
- Complete triage tags on victims (***Delayed*** or ***Immediate*** only)
- Start a log, listing each individual's name, status (student, faculty, staff or visitor), injuries and which Area they have been assigned
- Have stretcher carriers (or volunteers) move victims to the appropriate area (***Minor***, ***Delayed*** or ***Immediate***)
- When there are no more patients in ***Triage***, go to the **Minor**/ Walking Wounded Area and begin triaging

Patient #	Name	Status	Injuries	Assigned to

☐ ☐ ☐

Treatment Area

The Treatment Leader manages the patients assigned to the ***Immediate, Delayed, and*** **Minor**/Walking Wounded Areas

- Assign someone to manage the supplies and keep them sanitary
- Never touch unused supplies after touching a patient
- Set-up bio trash receptors
- Change latex gloves after treatment of each individual
- Re-evaluate your ability to treat each patient. Monitor patients frequently for change in status. Some patients may get worse without professional medical care so move them to the ***Immediate*** Area
- Treat injuries to the best of your ability utilizing supplies at hand

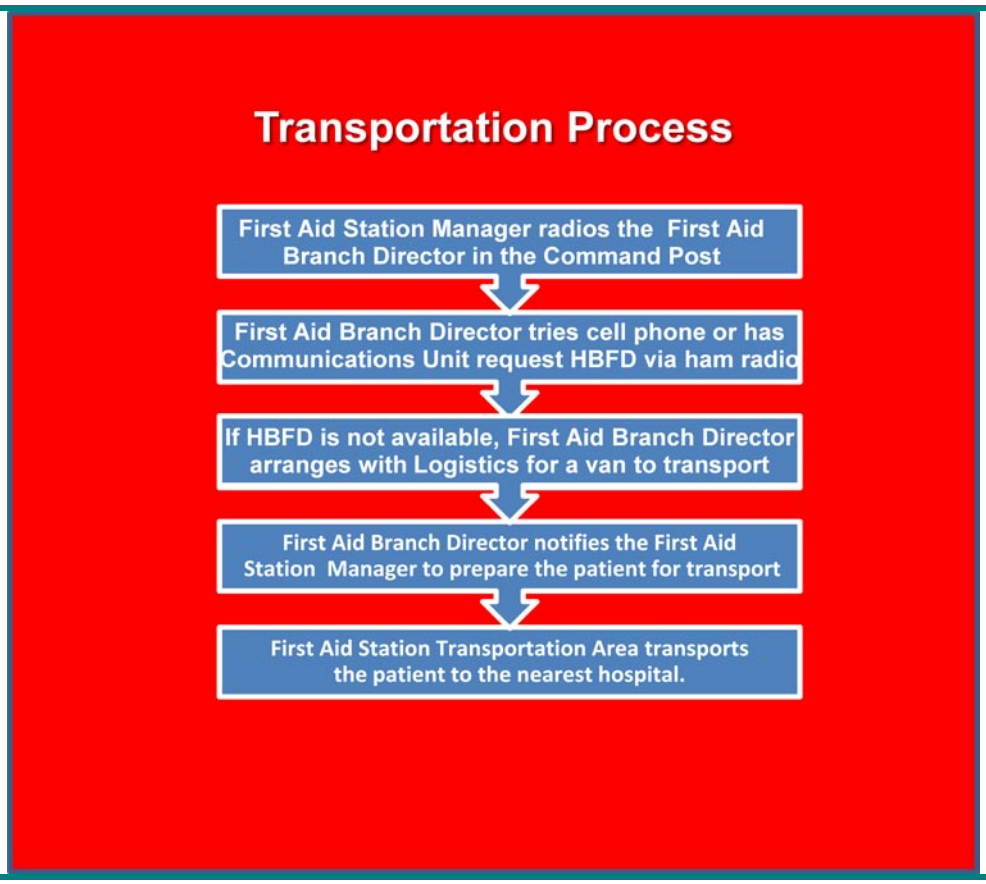
Send patients who are in need of professional medical treatment to the ***Transportation Area***

☐ ☐ ☐

Transportation Area

Have the Command Post or Public Safety call 9-1-1; request a paramedic and ambulance or a minimum of an ambulance

- If phones are down, try amateur radio or other forms of communications
- If there are no paramedics or ambulances available, ask if HB Hospital is accepting patients and if not what other hospitals are accepting patients
- Take the *Triage Tag* and any other medical treatment information with you to the hospital
- Prepare the patient for transport to the hospital
- Recruit volunteers with vans, pickup trucks, etc.
- Carefully prepare the patient for transport; move the patient to the van; and send a First Aid Team member with the patient, if you have sufficient personnel



☐ ☐ ☐

The **closest hospitals** to Golden West College are:

- Huntington Beach Medical Center, 17772 Beach Blvd., Huntington Beach
- Orange Coast Memorial Medical Center, 9920 Talbert, Fountain Valley
- Fountain Valley Regional Hospital, 17100 Euclid, Fountain Valley
- Los Alamitos, 3151 Katella, Los Alamitos
- Hoag Hospital, One Hoag Drive, Newport Beach (do not travel PCH after an earthquake due to liquefaction potential)

☐ ☐ ☐

Recovery - Closing the First Aid Station

- Properly dispose of contaminated first aid supplies
- Clean all reusable supplies with a solution of one part household bleach to ten parts water or an approved disinfectant
- If/when you move the First Aid Station indoors, prepare to also handle emotionally disturbed individuals. Ask the Command Post to recruit psychologists, ministers and any professionals available to assist
- Stay open as long as needed for minor first aid and crisis counseling
- Keep in mind that 3-5 days after a major earthquake, large aftershocks may strike and the station may need to be activated once again, so do not postpone cleaning, refilling, and storing supplies

☐ ☐ ☐

The *First Aid Station Manager* must continually communicate with the Command Post letting them know:

- Numbers of injured
- The First Aid Station's operational status (overloaded)
- If you need additional personnel; use all nursing students first then

	request help o Use the Criminal Justice students to secure the area (they are trained in security), move stretchers (they are physically fit), and provide transportation to hospitals (they take evasive driving classes)
☐ ☐ ☐	Anticipate aftershocks, rain, wind change, resources shortages, nightfall etc.
☐ ☐ ☐	Collect all logs from your field personnel and turn them into the Planning Section
☐ ☐ ☐	***Post-Event*** Participate in the incident critique and in development of an After Action/ Corrective Actions Report; write your section of the report

N. First Aid Station Layout

The First Aid Station has three basic areas: Triage Area, Treatment Area and Transport. Set up the First Aid Station using colored tarps laying out colors as on the triage tag: **Triage is blue; Minor/Walking Wounded is green; Delayed is yellow; and Immediate and Transport are red;** Using the START Triage System, check each patient for (1) Respirations (2) Profusion and (3) Mental Status or RPM. Complete the START triage tag. Have the patient moved to the appropriate treatment area. A **Morgue** will only be set up if needed.

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Planning Section

Emergency Response Plan

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IV. Planning Section

The Planning Section is responsible for collecting, displaying, evaluating, and disseminating emergency information and providing updated status reports to the *Incident Commander* and Section Chiefs. They are also responsible for initial and updated safety/damage assessment information. This section functions as the primary support for the decision-makers. They develop an Incident Action Plan necessary to cope with the changing field events and anticipate problems and issues.

The Planning Section will ensure that initial safety/damage assessments are initiated, that information is reported and compiled in an expeditious manner. They will display the information in a manner in which effective decisions can be made by the Command Post. They develop the "big picture" and help determine hardest hit areas of campus. They work with the decision-makers to set priorities and re-evaluate the situation as it changes.

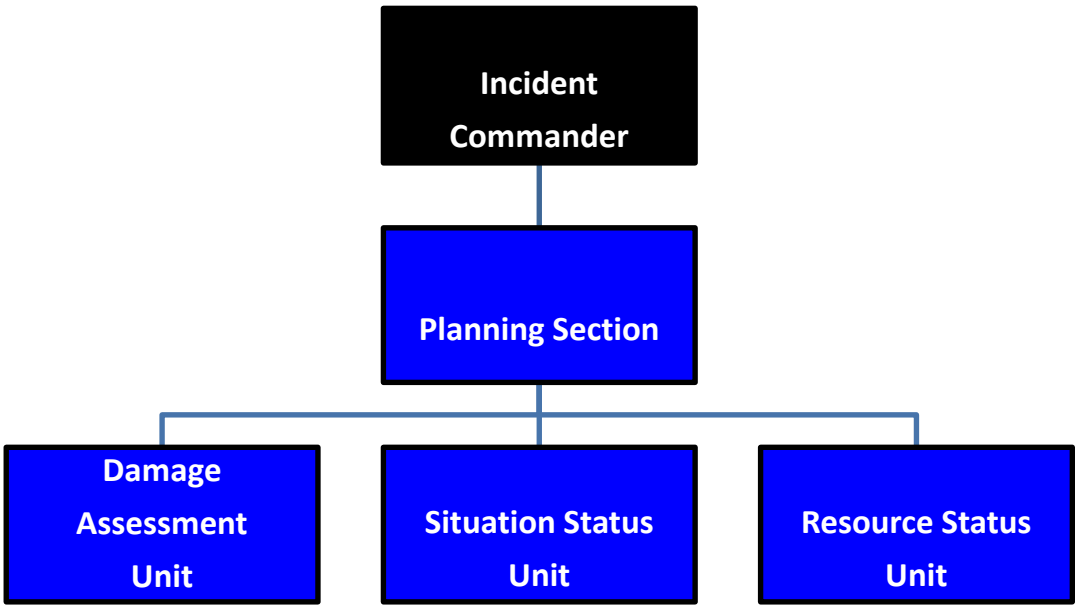
When the response phase of the emergency has ended, they will compile facility and campus damage and submit the sites to the Finance Section in preparation for FEMA claims. They will manage construction projects in the recovery phase.

The *Planning Section Chief (Planning Chief)* reports to the *Incident Commander*. The section is comprised of specific functions, called Units which are led by *Unit Leaders*. It is essential that each ICS participant understands the reporting procedures and follows them throughout the course of the incident. The Units within the Planning Section who report to the *Planning Chief* are:

- Damage Assessment Unit
- Situation Status Unit
- Resource Status Unit

The Section Organization Chart

The blue boxes represent the Planning Section positions



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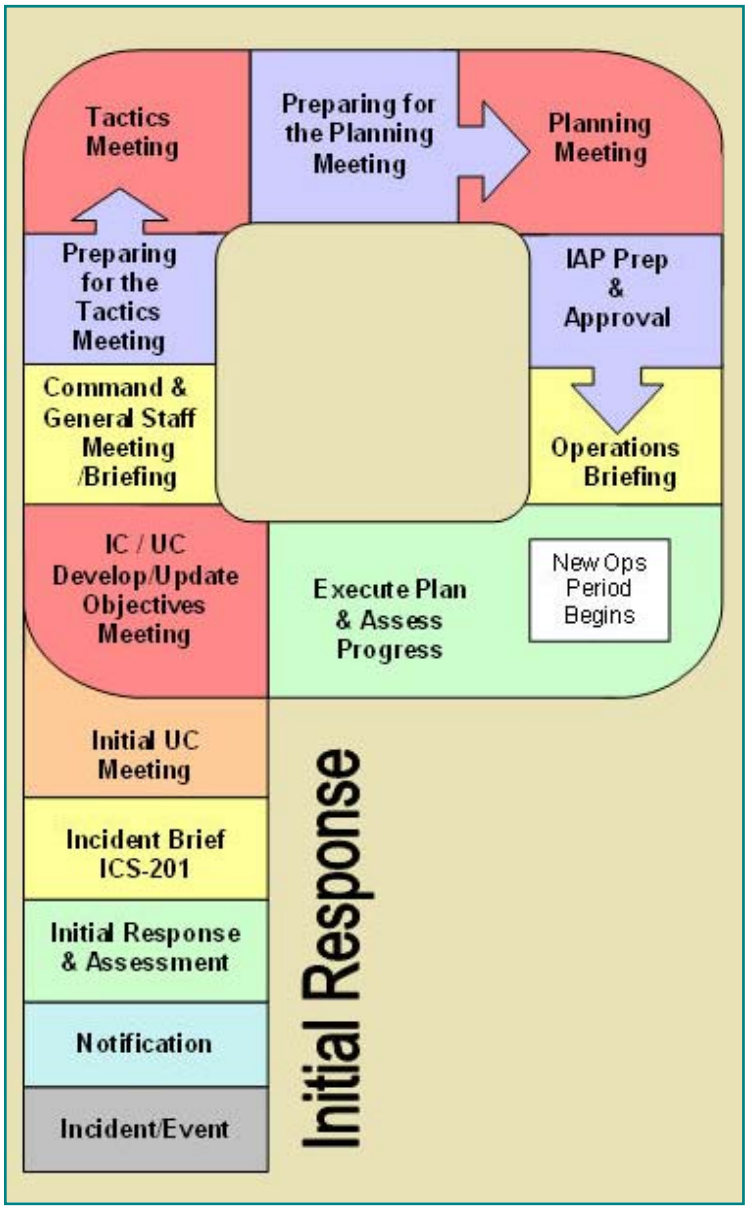
Incident Action Plans

Using Incident Action Plans (IAPs) will provide specific direction to the Command Post personnel by providing them with information on the objectives and steps required to achieve those objectives. IAPs are developed for a specified operational period, usually 12-hour periods during life-saving operations and 24-hour periods during the recovery operations.



The IAP will be communicated verbally in the initial response phase. It will progress into a written document only in a major emergency.

The planning process should provide the following:

- Current information that accurately describes the incident situation (Damage Assessment and Situation Status)
- Measurable objectives and assignments to carry out the objectives (Damage Assessment)
- Lists of resources, their assignments and locations (Resource Status)
- Maps, Safety Plan, First Aid Plan, Communications Plan, etc.
- Weather information

The "Planning P" seen above will help the *Planning Chief* organize the planning process.

The Planning Section is responsible for development of the IAP and for facilitation of IAP planning meetings. The District and Golden West College follow the NIMS/SEMS incident planning process illustrated above. IAPs should contain the following information:

- List of measurable objectives to be accomplished
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives
- Assignments and actions necessary to implement the strategy
- Operational period designation (the time frame necessary to accomplish the actions)
- Organizational elements to be activated to support the assignments
- Logistical or other technical support required

Deactivation

The Planning Chief will be responsible for managing and planning for deactivation of the Command Post.

As individuals are released from the field or Command Post, they will perform the following activities:

- Ensure that any open actions not yet completed are assigned to someone else to manage
- Ensure all field personnel have been briefed as to their orders and that every field person left working has a reporting supervisor
- Complete all required forms, reports, and other documentation. Submit all forms and logs to the *Planning Chief*, prior to departure
- Close out logs
- Provide input to the After-Action/Corrective Action Report
- Clean up work area
- Check out of the Command Post leaving a forwarding phone number where they can be reached if questions arise

A. Planning Section Checklist

Planning Section Chief Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- Staff the Planning Section at the appropriate staffing level or conduct all section duties
- Set up the Command Post
- Assign the *Damage Assessment Unit Leader* to work with *Operations* to initiate the Safety/Damage Assessment surveys
- As the reports are being received, have the *Situation Status Unit Leader* document them on a white board
- Have the *Resource Status Unit* set up and operate the Check-in/Check-out table to track all Command Post , CERT personnel and responders
- Work with the *Damage Assessment Unit Leader* to begin **labeling** and **ranking** the incidents as they are received
- Work with the *Damage Assessment Unit Leader* to begin **labeling** and **ranking** of incidents
- Review incidents and damage/safety reports and **rank** and **re-rank** when necessary
- Complete JIMS forms posting the college's status on WebEOC
- Following aftershocks or as the situation changes, recommend that another Safety/Damage Assessment of the campus be conducted

Y N N/A	**CHECKLIST**
☐ ☐ ☐	Check in to the Command Post. Don't wait in the Check-in/Check-out line, go to the front of the line and check in first. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐ ☐ ☐	Test your radio and cell phone to ensure they are working. If not, work with the *Logistics/Communications Unit* to develop a backup communications plan
☐ ☐ ☐	Make sure all of your section positions needed have been filled; if not, recall personnel

☐ ☐ ☐	Ensure that Planning Section is staffed as soon as possible at the level needed: ▪ *Check-in/Check-out Recorder* ▪ *Damage Assessment Unit Leader* ▪ *Situation Status Unit Leader* ▪ *Resource Status Unit Leader* ▪ *Mapper*
☐ ☐ ☐	Ensure that the *Resource Status Unit Leader* posts the Command Post Staffing Chart and that arriving team members are assigned positions by name. Fill any vacant Command Post positions
☐ ☐ ☐	Ask the *Incident Commander* if he/she wants the Command Post trailer to be brought to the Command Post. If yes, notify the *M&O Branch Director*
☐ ☐ ☐	Ensure that the Command Post is properly set-up and ready for operation
☐ ☐ ☐	Assign the *Damage Assessment Unit Leader* to work with Operations to: ▪ Ensure all four *Division Supervisor*s have been activated (or Divisions where you know an emergency exists) ▪ Ensure the *M&O Branch Director* initiated the Safety/Damage Assessment surveys by forming *Damage Assessment Teams*
☐ ☐ ☐	Open and maintain a position log
☐ ☐ ☐	Work with the *Damage Assessment Unit Leader* to begin **labeling** the incidents as they are being received using the following system as a guide: **A - Emergency** **A1** – Fire with people trapped **A2** – Life saving operation **A3** – Victim(s) with serious injury - need immediate medical transport **B - Urgent** **B1** – Fire or hazard with potential to cause serious injury **B2** – Victim(s) with non-serious injuries **B3** – Victim(s) who are trapped but not injured **B4** – Disabled person needs assistance with evacuation **C - Non-Urgent** **C1** – **Hazard or Utility (non-life threatening)** **C2** – **Other, non-life threatening incident** The *Planning Chief* and *Damage Assessment Unit Leader* will do this initial **labeling** and present it to the Operations Chief and the *Incident Commander*. Together they will **rank** the responses.
☐ ☐ ☐	Request a laptop computer with internet capability; Log on to WebEOC and complete the Jurisdiction Information Management System (JIMS) forms, if possible. Forms can be filled out by hand and faxed, if systems are operating
☐ ☐ ☐	Gain access to a computer; log into WebEOC at: http://webeoc.ocsd.org/eoc7/ Complete the Jurisdiction Information Management System (JIMS) forms and

Y N N/A	CHECKLIST
☐ ☐ ☐	Check in to the Command Post. Don't wait in the Check-in/Check-out line, go to the front of the line and check in first. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐ ☐ ☐	Test your radio and cell phone to ensure they are working. If not, work with the *Logistics/Communications Unit* to develop a backup communications plan
	post reports to WebEOC. Forms include: (1) Notification form (2) Situation Status form, and the (3) Damage Assessment form (completed only in a serious incident where damage to the facility exists) Account Coast Community College District Password ccc1234 Position CCC Golden West College
☐ ☐ ☐	Complete the ICS 201 Form
☐ ☐ ☐	Confirm any reports not received from an employee
☐ ☐ ☐	Decide if an Incident Action Plan (IAP) is needed. If so, list: ▪ Section objectives ▪ Overall incident objectives ▪ Incident priorities ▪ Strategy ▪ Actions and assignments ▪ Operational Period ▪ Logistical and other technical support needed
☐ ☐ ☐	Be pro-active and plan ahead. Attempt to anticipate situations, weather, and problems before they occur
☐ ☐ ☐	Anticipate potential situation changes, such as severe aftershocks, wind change, resource shortages, spread of fire, nightfall hours where outdoor operations require lights, feeding, sheltering, mental health professionals, memorials, etc.
☐ ☐ ☐	Provide a briefing upon request or periodically for: ▪ *Incident Commander* and *Operations Chief* to apprise of any changes ▪ To the *Liaison Officer* who will in turn brief Police, Fire, and other responding and assisting agencies ▪ *Public Information Officer* to prepare for the media arrival

Y N N/A	CHECKLIST
☐ ☐ ☐	Check in to the Command Post. Don't wait in the Check-in/Check-out line, go to the front of the line and check in first. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐ ☐ ☐	Test your radio and cell phone to ensure they are working. If not, work with the *Logistics/Communications Unit* to develop a backup communications plan
	▪ *Safety Officer* and point out the known hazards and the areas that will require a safety inspection
☐ ☐ ☐	Develop a Demobilization Plan and recommend it to the *Incident Commander*. Make any necessary changes and then disseminate the information to all Section Chiefs
☐ ☐ ☐	***Post-Event*** Deactivate your Section and close out your logs. Ensure all required forms and reports are completed. Collect all paperwork from all personnel involved in the response
☐ ☐ ☐	Take the lead in scheduling an incident critique and in the development of an After Action/Corrective Actions Report; collect reports from other *Section Chiefs* and Command Post positions; have the report approved by the *Incident Commander* ***prior*** to releasing it; submit the report to the District

B. Damage Assessment Unit Checklist

Damage Assessment Unit Leader Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- The *Damage Assessment Unit Leader* is responsible for initiating the Damage Assessment surveys
- Work with *M&O Branch Director* to get five 2-person *Damage Assessment Teams* activated
- Work with *Operations* to ensure that all four *Division Supervisor*s are activated
- As the reports are being received, have *Situation Status Unit* document them on a white board
- Rank the incidents as they are being received
- Continually review incidents and damage/safety reports
- Work with the Planning and Operations Chiefs to reprioritize incidents
- Following aftershocks or as the situation changes, reassess the campus

Y N N/A	CHECKLIST
☐ ☐ ☐	Check in to the *Planning Chief* at the Command Post. Don't wait in the Check-in/Check-out line, go to the front of the line and check in first. Pick-up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐ ☐ ☐	Test your radio and cell phone to ensure they are working
☐ ☐ ☐	Initiate the Damage/Safety Assessment surveys
☐ ☐ ☐	Work with *M&O Branch Director* to get five 2-person *Damage Assessment Teams* activated and sent to: ☐ Division A, ☐ Division B, ☐ Division C, ☐ Division D ☐ Utilities and Hazardous Chemical sites
☐ ☐ ☐	Work with *Operations* to ensure that all four *Division Supervisor*s have been activated and are collecting information for the Command Post ▪ Division A Supervisor, Division B Supervisor ▪ Division C Supervisor, Division D Supervisor
☐ ☐ ☐	As the damage/safety reports are being received, have the *Situation Status Unit Leader* document them on the Situation and Resource Status Boards Leave room for a priority number
	Work with the *Planning Chief* to begin **labeling** the incidents as they are

☐ ☐ ☐	being received using the following system as a guide: **A - Emergency** **A1** – Fire with people trapped **A2** – Life saving operation **A3** – Victim(s) with serious injury - need immediate medical transport **B - Urgent** **B1** – Fire or hazard with potential to cause serious injury **B2** – Victim(s) with non-serious injuries **B3** – Victim(s) who are trapped but not injured **B4** – Disabled person needs assistance with evacuation **C - Non-Urgent** **C1** – Hazard or Utility (non-life threatening) **C2** – Other, non-life threatening incident The *Planning Chief* and *Damage Assessment Unit Leader* will do the initial **labeling** on the white board set up by the Situation Status Unit Leader
☐ ☐ ☐	When most of the nine reports are received and the **labeling** is done, ask the *Planning Chief* to call for a Planning Meeting with: ▪ *Incident Commander* ▪ *Operations Chief* ▪ *M&O Branch Director* ▪ (*Planning Chief* and *Damage Assessment Unit Leader*)
☐ ☐ ☐	Continually review incidents and damage/safety reports as they arrive or change. Update: ▪ *Incident Commander* ▪ *Planning Chief* ▪ *Operations Chief*
☐ ☐ ☐	Reprioritize incidents as necessary
☐ ☐ ☐	Provide technical assistance as needed
☐ ☐ ☐	Following aftershocks or as the situation changes, reassess the campus
☐ ☐ ☐	Post dangerous buildings **UNSAFE** (red placard) to keep people out
☐ ☐ ☐	Help the *Incident Commander* determine if a Finance Section needs to be activated. Complete FEMA financial reimbursement paperwork and work with FEMA and the *Finance Section* to ensure the college receives all eligible funds
☐ ☐ ☐	Continue to prioritize cleanup and restoration of the campus and assist in managing contractors
☐ ☐ ☐	***Post-Event*** Participate in an incident critique and provide input into an After Action/ Corrective Actions Report (required by the State) and agree on improvements to your Emergency Response Plan and system

C. Situation Status Unit

Situation Status Unit Leader Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- Post Situation Status Information in the Command Post
- Keep records and documentation of all Command Post activities
- Identify inaccuracies and conflicting reports
- Prepare Command Post reports
- Set up and maintain maps, showing damage and incidents
- Monitor media reports and essential planning information including: weather, major incidents in the City and County, and other factors that may affect the campus

Y N N/A	CHECKLIST
☐ ☐ ☐	Check in with the *Planning Chief* at the Command Post. Don't wait in the Check-in/Check-out line, go to the front of the line and check in first. Pick up your supplies and set up your work area. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐ ☐ ☐	Test your radio and cell phone to ensure they are working
☐ ☐ ☐	Set up your white board and markers immediately and start tracking incidents; don't wait for the Command Post to get set up, go to work immediately; you are the key position that must start collecting information. Your section personnel can bring you your identification vest.
☐ ☐ ☐	Collect such information as: ▪ Status of incident (out of control, continued, controlled) ▪ Special hazards ▪ Status of critical facilities ▪ Number of persons injured and fatalities ▪ Property damage ▪ Police and Fire needed ▪ Building, parking lot or road conditions ▪ Weather ▪ Any other facilities activated (EOC, shelter, police command post)
	Set up your area with a white board marked **Situation/Resource Status**

☐ ☐ ☐ **Board.** Post all incidents as shown below:

Label Incidents A, B, C	Rank Incidents 1, 2, 3	Situation Status Building/Room/Type	Resource Status	Incident Closed
A	*1*	*Humanities #13, Room 114, Collapse, 3 trapped*	*S&R Team #1 Sent at 8:10 AM*	
C	*3*	*Community Services #1, power outage*	*M&O Team #3 Sent at 8:45 AM*	
B	*2*	*Criminal Justice #7 Disabled person needs help evacuating*	*S&R Team #2 Sent at 8:17 AM*	

☐ ☐ ☐ The *Damage Assessment Unit Leader* and *Planning Chief* will begin **labeling** the incidents as they are being received using the following system and common sense as a guide:

A - Emergency
- **A1** – Fire with people trapped
- **A2** – Life saving operation
- **A3** – Victim(s) with serious injury - need immediate medical transport

B - Urgent
- **B1** – Fire or hazard with potential to cause serious injury
- **B2** – Victim(s) with non-serious injuries
- **B3** – Victim(s) who are trapped but not injured
- **B4** – Disabled person needs assistance with evacuation

C - Non-Urgent
- **C1** – Hazard or Utility (non-life threatening)
- **C2** – Other, non-life threatening incident

☐ ☐ ☐ When reports have been received and the **labeling** is complete, ask the *Planning Chief* to call for a Planning Meeting with: the: *Incident Commander*, *Operations Chief*, *M&O Branch Director*, *Planning Chief* and *Damage Assessment Unit Leader*

Together the five of them will **rank** the incidents in priority order 1, 2, 3. *Operations* will base their response on this list

☐ ☐ ☐ If additional information is needed, radio to either the *Division Supervisor* or *Damage Assessment Team*

☐ ☐ ☐ When the *Resource Status Unit Leader* is busy, assist him/her with tracking the resources on the Situation Status and Resource Status Boards

☐ ☐ ☐ Ensure accurate recording and documentation of the incident for FEMA claims, litigation, etc.

☐ ☐ ☐ Maintain white boards, reports and maps throughout the incident; copy to paper when time permits so there is a record of the incident

☐ ☐ ☐ Anticipate aftershocks, weather incidents, wind change, resources shortages, nightfall etc. and brief the *Planning Chief* on these and other relevant issues

☐ ☐ ☐ ***Post-Event:*** Assist the *Planning Chief* in scheduling an incident critique and in developing an After Action/Corrective Actions Report; collect reports from other *Section Chiefs* and each Command Post and field position

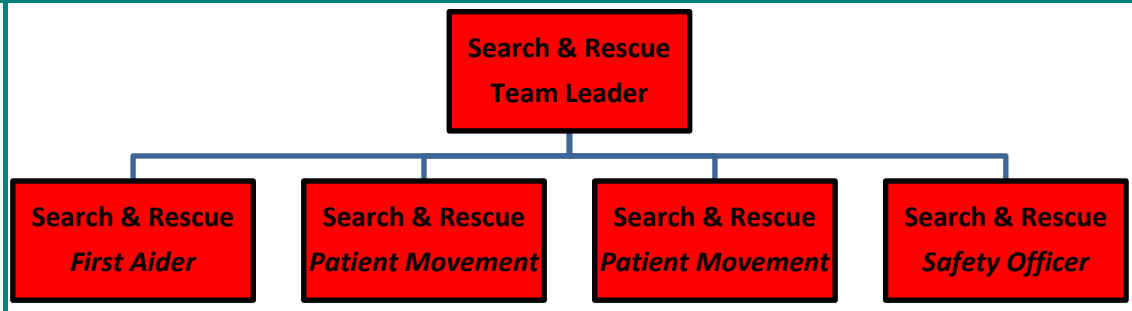
D. Resource Status Unit

Resource Status Unit Leader Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- Coordinate with *Operations* and *Logistics* to collect and centralize tactical resource status information (*Logistics* will track all non-tactical resources)
- Track tactical resources as: Assigned, Available, Needed or Mutual Aid Requested
- Setup and operate the check-in/check-out process using the **Command Post Check-In Form**, page 145
  - The Command Post personnel
  - The responding *CERT Teams*
  - Volunteers with special skills
- Receive, record, maintain, display and distribute information relating to resource status including mutual aid
- Track resource deployment on the **Resource Tracking Form** (page 143)
- As the reports are being received, have *Situation Status* document them on a white board

Y	N	N/A	CHECKLIST
☐	☐	☐	Check in to the Command Post. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐	☐	☐	Assign a Check-in/Check-out Recorder and set up Command Post Security
☐	☐	☐	Set up the Command Post organization chart and as people arrive in the EOC, place their name in the position they will fill. If others are in the Command Post prior to you, make sure you add all names of individuals already operating in the Command Post
☐	☐	☐	Set-up to check-in *CERT Team members*. Once there are sufficient personnel, form teams and name (with numbers) the teams (e.g. S&R Team #1) and have them standby. Notify the *Search & Rescue Branch Director* that a *Search & Rescue Team* is ready to respond; notify the *First Aid Branch Director* to see if additional First Aiders are needed

☐ ☐ ☐	Find out from the *M&O Branch Director* if the five 2-person *Damage Assessment Teams* have been activated, log them
☐ ☐ ☐	Find out from the *Operations Chief* if all four *Division Supervisor*s have been activated, log them
☐ ☐ ☐	Set-up and operate the check-in/check-out process for o Volunteers with special skills o Volunteers
☐ ☐ ☐	 Form *Search & Rescue Teams* as shown. Appoint a *Team Leader*
☐ ☐ ☐	If anyone wants to volunteer for the *First Aid Station*, send them to the *First Aid Branch Director*. They will contact the *First Aid Station Manager* to see if additional help is needed
☐ ☐ ☐	Know where every worker and volunteer has been assigned should someone need to contact them
☐ ☐ ☐	***Post-Event*** Participate in a debriefing and development of an After Action/Corrective Actions Report based on successes and lessons learned

E. Check-in/Check-out Recorder

Check-in/Check-out Recorder Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- Set up the Check-in/Check-out Station
- Track all personnel as they arrive and leave the Command Post
- Setup and operate the check-in/check-out process using the **Command Post Check-In Form** (page 158)
- Check-in employees and anyone who wishes to volunteer
- Assign responding personnel who are CERT trained to response teams

Y	N	N/A	CHECKLIST
☐	☐	☐	Go to the Command Post location: Primary Location: Outside, north end of the Criminal Justice Building, #7 Alternate Location: Grass area behind Community Services Building, #1
☐	☐	☐	Set up the Check-in/Check-out Station. You will need: one assistant, a table, chairs, forms, pens, boxes of vests and clipboards (Command, Operations, Planning, Logistics, Search & Rescue Team and First Aid)
☐	☐	☐	Check-in the following groups: o The Command Post personnel o The responding *CERT Teams* o Volunteers with special skills
☐	☐	☐	Assign responding Building Marshals, Assistant Building Marshals and Division Supervisors who are CERT trained to (1) Search & Rescue Teams and (2) First Aid Station. Provide them vests and team leaders will get checklists
☐	☐	☐	Check-in any trained volunteers or other employees who wish to help. Ask each Section Chief if they need volunteers and assign them accordingly. Extra individuals will be needed as recorders, Mappers, assistants, runners, etc. If they are not needed, send them to the First Aid Station to volunteer. Keep several extra volunteers standing by in case someone needs help later
☐	☐	☐	Track all personnel as they arrive and leave the Command Post with the exception of Search & Rescue Teams. Once they check-in with you initially, assign them to the Search & Rescue Branch Director who will track the teams from then on

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Logistics Section

Emergency Response Plan

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V. Logistics Section

The *Logistics Section* provides all *non-tactical* resources and support for the incident, including procurement, delivery arrangements, and deployment of the resources. Resources may include supplies and materials, facilities, transportation vehicle and fuel, equipment, maintenance, food and water, staffing (personnel and volunteers), and any services and material in support of the incident. *Operations*, on the other hand, requests and manages all tactical resources such as response teams; fire, and police requests; and all field units.

The *Logistics Section* ensures that all emergency expenses are tracked and that complete and accurate records are provided for Cal EMA and FEMA documentation.

The *Logistics Section* is responsible for:

- Activating and managing the Logistics Section
- Providing logistical support for the Command Post and field operations
- Identifying, tracking, and providing personnel and volunteers to support emergency operations
- Providing services and support including materials, equipment, supplies, food, transportation vehicles, and fuel
- Managing facility needs to support the operation
- Providing information system services and auxiliary communications; coordinating restoration of communications and information systems in support of the incident
- Coordinating closely with *Operations* to establish priorities for resource use
- Ensuring that *Logistics* logs, status boards, and other displays are kept current and legible
- Providing periodic status reports to the *Incident Commander* and *Operations*

The Logistics Section contains the following units:

- ***Feeding Unit***
  Provides emergency food, water, and basic necessities for the Command Post and field responders

- ***Personnel Unit***
  Maintains information regarding the status, location, and availability of on and off-duty personnel; Maintains personnel records during deployment for the incident; Receives and processes injury reports, compensation claims and other personnel-related matters

- ***Communications Unit***
  The *Communications Unit* is responsible for restoring and/or maintaining the continued operation of communications for the college during the incident or disaster. They can also activate Technology Support Services if computers are needed

- ***Supply, Transportation, and Facilities Unit (Supply Unit)***
  The *Supply Unit* is responsible for procuring all supplies, transportation vehicles, and fuel, and coordinating facilities.
    - Establishing a directory of vendors who will be used during an emergency

- Implementing procurement procedures which meet the requirements of Cal EMA and FEMA
- Creating a plan for rapid emergency procurements
- Establishing agreements with public and private organizations to be called upon if needed
- Distributing supplies during a disaster in support of the emergency operation
- Finding and establishing facilities for use as rest areas and shelters, classrooms, or administrative space
- Ensuring that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission
  Arranging for maintenance at the facilities, and ensuring that utilities and restrooms are operating properly

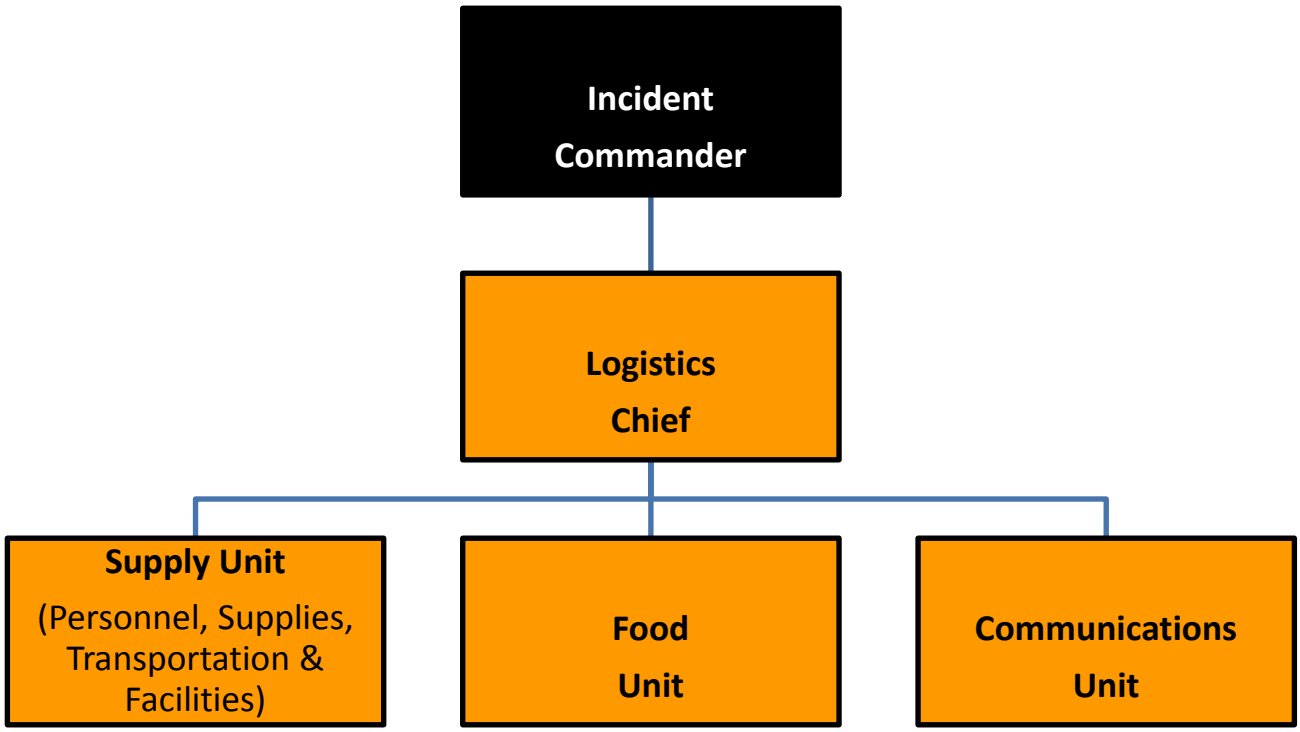
The positions on the organization chart below in orange make up the *Logistics Section*. The section consists of the:

- *Supply Unit* (Supplies, Transportation and Facilities)
- *Feeding Unit*
- *Communications Unit*

The *Logistics Chief* reports directly to the *Incident Commander* and the *Supply, Feeding and* Communications Units report directly to the *Logistics Chief*.

If the *Logistics Chief* does not activate all of the Units, he/she must fulfill the duties of any non-activated positions. All *Logistics Section* personnel are shown in orange boxes.

Logistics Section Organization Chart


Incident Commander
Logistics Chief
Supply Unit
(Personnel, Supplies, Transportation & Facilities)
Food Unit
Communications Unit

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A. Logistics Section Chief

Logistics Chief Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

Pre-Emergency

- Maintain in a usable manner a complete list of all college assets that may be used in an emergency
- Consider Memorandums of Understanding (MOU) with local businesses such as: Home Depot, Smart and Final, fast food, rental equipment, etc.

General Duties

- Activates and manages the *Logistics Section*
- Provides support for the Command Post and field operations
- ***Anticipates*** resource shortages and reacts accordingly
- Identifies, procures, coordinates delivery, and tracks:
  - Unload Command Post trailer and set up the Command Post
  - Personnel and volunteers to support emergency operations
  - Services and support including materials, equipment, supplies
  - Transportation vehicles and fuel; pick up and delivery services
  - Feeding, water, and comfort support
  - Communication resources and communications services
  - Facility needs to support the operation
  - Emergency contracts
- Coordinates closely with *Operations* to establish priorities for resource needs
- Provides periodic status reports to the *Incident Commander*

Y	N	N/A	CHECKLIST
☐	☐	☐	Check in to the Command Post. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐	☐	☐	Make sure all of your section positions needed have been filled; if not, recall personnel
☐	☐	☐	Quickly unload the trailer and begin setting up the Command Post. Priorities are the white boards, markers and vests for Operations and Planning.
☐	☐	☐	Test your radio and cell phone to ensure they are working

☐ ☐ ☐	Identify the status and availability of all on-campus resources including food, water, supplies, equipment, etc. Maintain an inventory of available resources and be prepared to procure supplies that may be needed
☐ ☐ ☐	Establish the disaster purchase order, contract, and invoice system for all procurements performed by your Section
☐ ☐ ☐	Work with the *Operations* and *Planning Chiefs* to identify requests for resources
☐ ☐ ☐	If you received reports from field staff regarding major incidents in the field, report them to *Operations* and *Situation Status*
☐ ☐ ☐	Follow through and *ensure* that all resources are being delivered as requested
☐ ☐ ☐	Ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated
☐ ☐ ☐	Share status information with the person who placed the order. When will the item(s) be delivered, where, by whom, etc.
☐ ☐ ☐	Initiate and maintain an information log tracking all events (who, what, when, where and why). This information should be complete and accurate
☐ ☐ ☐	Keep the *Logistics Section* open until advised by the *Incident Commander* to close down
☐ ☐ ☐	Replace vest and emergency equipment. Turn in all forms and notes to *Planning*
☐ ☐ ☐	***Post-event***: Document any other observations related to this incident worth reporting
☐ ☐ ☐	Participate in a debriefing and development of an After Action/Corrective Actions Report based on lessons learned

B. Supply Unit

(Supplies, Personnel, Transportation and Facilities)

Supply Unit Leader Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- Provides support for the Command Post and field operations
- ***Anticipates*** resource shortages and reacts accordingly
- Identifies, procures, coordinates delivery, and tracks:
  - Personnel and volunteers to support emergency operations
  - Services and support including materials, equipment, supplies
  - Transportation vehicles and fuel; pick up and delivery services
  - Facility needs to support the operation
  - Emergency contracts
- Coordinates closely with the *Logistics Chief* to establish priorities for resource needs
- If overwhelmed, recruit and assign additional personnel to the Unit
- Provides periodic status reports to the *Logistics Chief*

Y	N	N/A	CHECKLIST
☐	☐	☐	Check in to the Command Post. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐	☐	☐	Test your radio and cell phone to ensure they are working
☐	☐	☐	Identify the status and availability of all on-campus resources including supplies, equipment, personnel, etc. Maintain an inventory of available resources and be prepared to procure supplies that may be needed
☐	☐	☐	Establish the disaster purchase order, contract, and invoice system for all procurements
☐	☐	☐	Work with the Operations and Planning to identify requests for resources
☐	☐	☐	If you received reports from field staff regarding major incidents in the field, report them to *Operations Chief* and *Situation Status Unit Leader*.
☐	☐	☐	Follow-through and *ensure* that all resources are being delivered as requested
☐	☐	☐	Ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated

☐ ☐ ☐	Get resources from (1) on Campus (2) the District (3) Purchase/ Rent/Contract (4) the City (5) Mutual Aid Inform the person who made the resource request: when it will be delivered, where and what time. When will the item be delivered, make sure it gets to who requested it
☐ ☐ ☐	Initiate and maintain an information log tracking all events (who, what, when, where and why). This information should be complete and accurate
☐ ☐ ☐	Keep the *Supply Unit* open until advised by the *Logistics Chief* to close down
☐ ☐ ☐	Replace vest and emergency equipment. Turn in all forms and notes to *Planning*
☐ ☐ ☐	***Post-event***: Document any other observations related to this incident worth reporting
☐ ☐ ☐	Participate in a debriefing and development of an After Action/Corrective Actions Report based on lessons learned

C. Food Unit

Feeding Unit Leader Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- Provides feeding, water and basic comfort support for the Command Post and field operations
- ***Anticipates*** shortages and reacts accordingly
- Identifies, procures, coordinates delivery, and tracks
  - Food
  - Water
  - Pick up and delivery
  - Feeding facility needs to support the operation
  - Arranges communications between any feeding sites and the Command Post
  - Feeding contracts
- Coordinates closely with *Operations Chief* to establish priorities
- Provides periodic status reports to the *Logistics Chief*

Note: The *Feeding Unit* feeds workers only. If students, faculty or staff need food, water, shelter, etc., the *Shelter Unit* will be activated.

Y	*N*	*N/A*	**CHECKLIST**
☐	☐	☐	Check in to the Command Post by radio. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐	☐	☐	Test your radio and cell phone to ensure they are working
☐	☐	☐	Identify the status and availability of all on-campus food, water, supplies, equipment, and feeding facilities. Maintain an inventory of available resources and be prepared to procure additional food that may be needed
☐	☐	☐	Establish the disaster purchase order, if on-campus feeding is not available
☐	☐	☐	Work with the *Operations and Planning Chiefs* to identify requests for food, drinks, water, and comfort items for the Command Post and workers

☐ ☐ ☐	1. Set up a spread sheet 2. Determine how many sites you are feeding (Command Post and how many field sites) 3. Ask *Operations* how many people are at each site. Plan for police, fire, mutual aid, public officials, media, volunteers, and extra meals 4. Determine feeding format. Will meals be delivered or will personnel go to a centralized location. Will on-campus facilities and personnel be used or will fast food be ordered?
☐ ☐ ☐	If you received reports from field staff regarding major incidents in the field, report them to *Operations Chief* and *Situation Status Unit Leader*
☐ ☐ ☐	Follow through and *ensure* that all items are being delivered as requested
☐ ☐ ☐	Share status information with the person who placed the order. When will the item be delivered, where, by whom, etc?
☐ ☐ ☐	Initiate and maintain an information log tracking all events (who, what, when, where and why). This information should be complete and accurate
☐ ☐ ☐	Keep the *Logistics Section* open until advised by the *Incident Commander* to close down
☐ ☐ ☐	Replace vest and emergency equipment. Turn in all forms and notes to *Planning*
☐ ☐ ☐	***Post-event***: Document any other observations related to this incident worth reporting
☐ ☐ ☐	Participate in a debriefing and development of an After Action/Corrective Actions Report based on lessons learned

D. Communications Unit

Communications Unit Leader Name: _____
Date: _____
Time: _____
Reason for Evacuation or Emergency Response: _____
_____

General Duties

- Provides and tracks communications hardware and frequencies for the Command Post and field operations
- Provides communication between the Command Post and field personnel
- Provides periodic status reports to the *Logistics Chief*
- See *Appendix 3* for the list of frequencies
- If needed, request the *Public Safety Branch Director* move the *Public Safety Dispatchers* to the Command Post
- Ensure a monthly radio check-in is conducted by the *Division Supervisors* for all *Building Marshal*s assigned radios. It will be held the second Tuesday of each month at 9 AM. Phone the *Division Supervisor* the day prior to the drill each month. If the Division Supervisor forgets, take charge. Train *Division Supervisors* on how to use their radios and work with them the first time they run the net. Radio lead by month includes:

  - Division A Supervisor – January
  - Division B Supervisor – February
  - Division C Supervisor – March
  - Division D Supervisor – April
  - Division A Supervisor – May
  - Division B Supervisor – June
  - Division C Supervisor – July
  - Division D Supervisor – August
  - Division A Supervisor – Sept.
  - Division B Supervisor – October
  - Division C Supervisor – Nov.
  - Division D Supervisor – Dec.

This job requires two individuals when activated:

1. A “Ham radio operator” to communicate with the City
2. An individual who will distribute radios and track frequencies

Y	N	N/A	CHECKLIST
☐	☐	☐	Check in to the Command Post by radio. Pick up your supplies and set up your work area. Put on your identification vest and safety equipment. Command Post locations: Primary: Outside, north end of the Criminal Justice Building, #7 Secondary: Grass area behind Community Services Building, #1
☐	☐	☐	Test your radio and cell phone to ensure they are working
☐	☐	☐	Identify the status and availability of all radios. Maintain an inventory and list of frequencies. Ensure you have a radio frequency list and that it is current. Post the frequency clearly in the Command Post. Test all radios prior to distribution.
☐	☐	☐	If you received reports from field staff regarding major incidents in the field, report them to the *Operations Chief* and *Situation Status Unit Leader*
☐	☐	☐	Follow-through and *ensure* that all communications are clearly understood
☐	☐	☐	Share status information with the person who placed the communication requests
☐	☐	☐	Initiate and maintain an information log tracking all communications that you provide (who requested, what, when, where and why and the response). This information should be complete and accurate
☐	☐	☐	Activate the Technical Support Services if laptops are needed
☐	☐	☐	Keep the *Communications Unit* open until advised by the *Logistics Chief* to close down
☐	☐	☐	Replace vest and emergency equipment. Turn in all forms and notes to *Planning*
☐	☐	☐	***Post-event***: Document any other observations related to this incident worth reporting
☐	☐	☐	Participate in a debriefing and development of an After Action/Corrective Actions Report based on lessons learned

Plan Maintenance

Emergency Response Plan

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VI. Plan Maintenance, Training and Exercise Schedule

Plan Maintenance

It is recommended that a comprehensive review and update on this plan take place every five years. The plan was developed in 2009 so it should be updated in 2014. If any major changes occur on campus prior to the 4-year timeframe, the plan may need to be updated sooner.

Training on the Plan

The training on the plan was conducted in 2009 and should be conducted every other year and each time the plan is updated. Power Points have been prepared for all training classes; they should be reviewed and updated prior to each class.

Exercising the Plan

Every emergency plan needs to be exercised annually. The City of Huntington Beach conducts a yearly School Earthquake Exercise. Golden West College should participate in this exercise annually. An evacuation exercise should be held every year while full scale exercises (activation of the response teams and the Command Post) should be conducted every other year. When holding a full scale exercise, all field teams should be activated and volunteer students can be used as victims.

Failing to plan, train and exercise is planning to fail!

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Appendices

Emergency Response Plan

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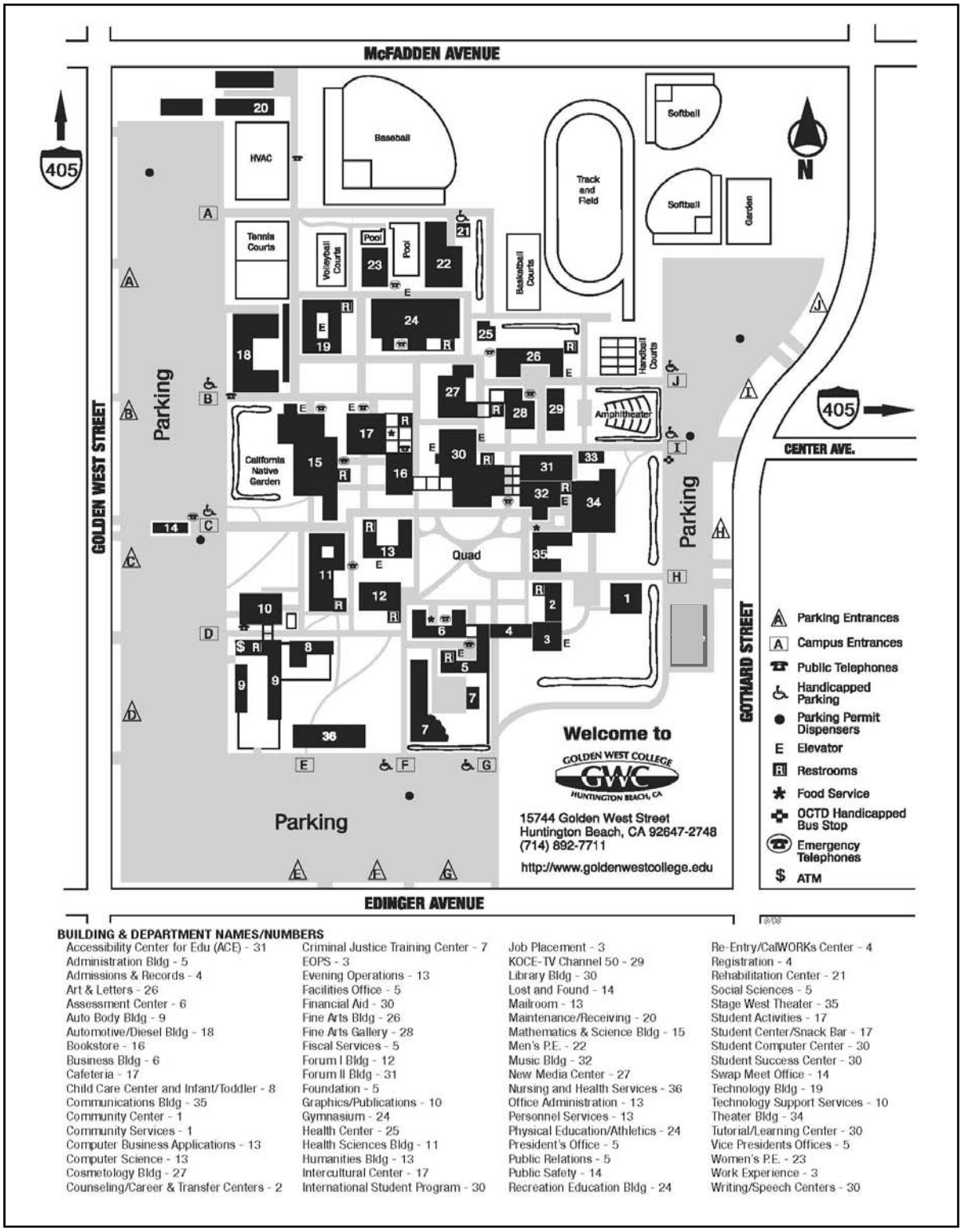
VII. Appendices

Appendix 1: Campus Map



BUILDING & DEPARTMENT NAMES/NUMBERS

Accessibility Center for Edu (ACE) - 31
Administration Bldg - 5
Admissions & Records - 4
Art & Letters - 26
Assessment Center - 6
Auto Body Bldg - 9
Automotive/Diesel Bldg - 18
Bookstore - 16
Business Bldg - 6
Cafeteria - 17
Child Care Center and Infant/Toddler - 8
Communications Bldg - 35
Community Center - 1
Community Services - 1
Computer Business Applications - 13
Computer Science - 13
Cosmetology Bldg - 27
Counseling/Career & Transfer Centers - 2
Criminal Justice Training Center - 7
EOPS - 3
Evening Operations - 13
Facilities Office - 5
Financial Aid - 30
Fine Arts Bldg - 26
Fine Arts Gallery - 28
Fiscal Services - 5
Forum I Bldg - 12
Forum II Bldg - 31
Foundation - 5
Graphics/Publications - 10
Gymnasium - 24
Health Center - 25
Health Sciences Bldg - 11
Humanities Bldg - 13
Intercultural Center - 17
International Student Program - 30
Job Placement - 3
KOCE-TV Channel 50 - 29
Library Bldg - 30
Lost and Found - 14
Mailroom - 13
Maintenance/Receiving - 20
Mathematics & Science Bldg - 15
Men's P.E. - 22
Music Bldg - 32
New Media Center - 27
Nursing and Health Services - 36
Office Administration - 13
Personnel Services - 13
Physical Education/Athletics - 24
President's Office - 5
Public Relations - 5
Public Safety - 14
Recreation Education Bldg - 24
Re-Entry/CalWORKs Center - 4
Registration - 4
Rehabilitation Center - 21
Social Sciences - 5
Stage West Theater - 35
Student Activities - 17
Student Center/Snack Bar - 17
Student Computer Center - 30
Student Success Center - 30
Swap Meet Office - 14
Technology Bldg - 19
Technology Support Services - 10
Theater Bldg - 34
Tutorial/Learning Center - 30
Vice Presidents Offices - 5
Women's P.E. - 23
Work Experience - 3
Writing/Speech Centers - 30

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Appendix 2: Command Post and EOC Location Map

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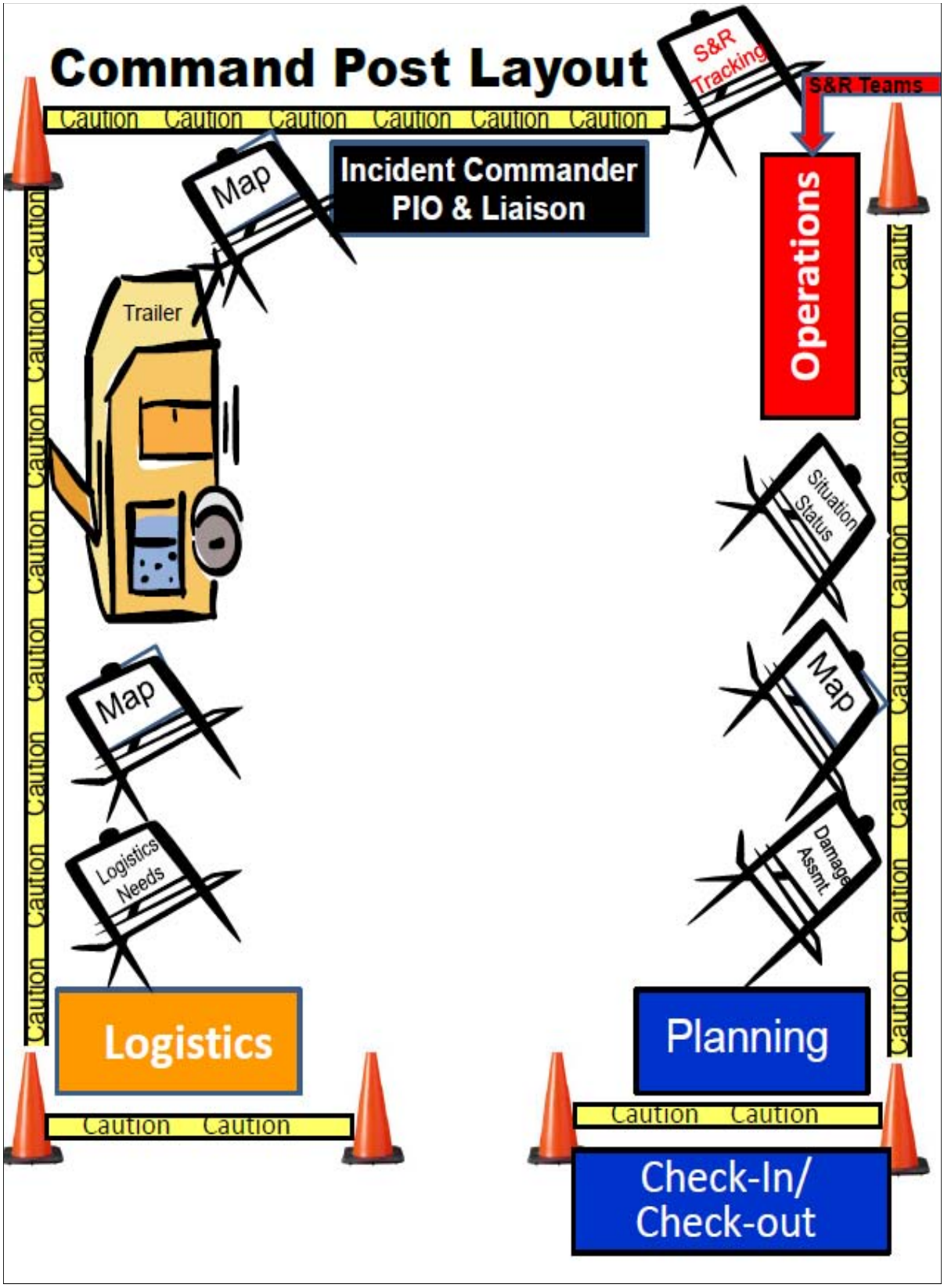
Appendix 3: Command Post Layout



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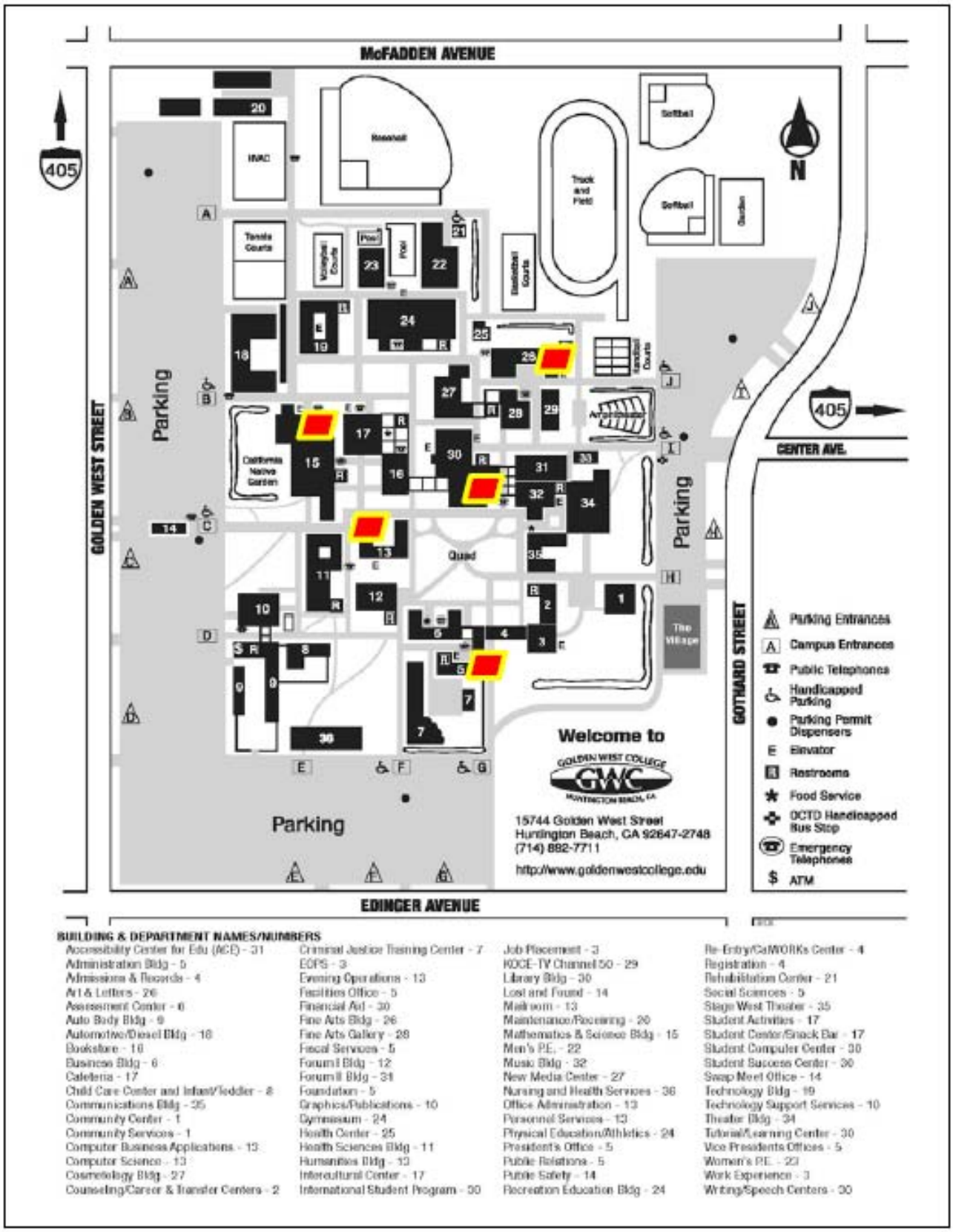
Appendix 4: Stryker Chair Location Map



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Appendix 5: Building Marshal Form

GOLDEN WEST COLLEGE GWC HUNTINGTON BEACH, CA

Golden West College

Building Marshal Report Form

Public Safety: 714-895-8999 **Police/Fire/Paramedic: 9-1-1**

☐ **Initial Report** ☐ **Update Report**

☐ **Serious Incidents** ☐ **Non-Serious Incidents** ☐ **No Incidents**

Building	Room #	Time

Incidents	
1.	
2.	
3.	
4.	
5.	

Resources Needed	
1.	
2.	
3.	
4.	
5.	

My Name_____ Cell Phone _____

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Appendix 6: Building Marshal Accountability Form

Building Marshal Accountability Worksheet							
Building Number	Building Name					Floor	Date/Time
AREA / EMPLOYEE	# OF PEOPLE					LAST KNOWN LOCATION	
Name of Employees	Accounted For	Out of Office	Missing	Trapped	Injured	***List the Last Known Location*** *(Keep looking for Missing Persons)*	
TOTALS							

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Appendix 7: Emergency Status Report Form

Golden West College Emergency Status Report	**Public Safety 714-895-8999**
Emergency Division A B C D *(circle one)*	**Police/Fire/Paramedic 9-1-1**
Building # _____**Building Name**_____	
❑ **Serious Incidents** ❑ **Non- Serious Incidents**	❑ **No Incidents**

Building Marshals: Complete this form and have it delivered to your *Division Supervisor*.

- ✓ Report initial status immediately to *Division Supervisor* via radio or by runner
- ✓ Report status updates to *Division Supervisor* periodically or as the situation changes

Division Supervisors: Collect forms from all *Building Marshals*. Prioritize incidents by Serious Incidents and numbers of individuals impacted. Contact the Command Post with resource requests.

Date/Time: _____ _____

My Name: _____My Radio Frequency: _____

My Current Location: _____ My Cell Phone #_____

❑ Initial Report ❑ Update Report

INCIDENTS			RESOURCE REQUESTS		
Evacuated	__Yes	__ No	Search & Rescue	__Yes	__ No
			Fire Suppression	__Yes	__ No
Hazardous Chemical Spill	__Yes	__ No	Public Safety Officer	__Yes	__ No
Fire - Room #_____	__Yes	__ No	Disabled Person Evacuation	__Yes	__ No
Building Collapse	__Yes	__ No	Police Department	__Yes	__ No
People Trapped #____	__Yes	__ No	Fire Department	__Yes	__ No
Serious Injuries #____	__Yes	__ No	Paramedics/Ambulance	__Yes	__ No
Stranded Disabled Person #	__Yes	__ No	M&O	__Yes	__ No
Other _____					
OTHER HAZARDS/LOCATION			**Other Resources Needed/Comments**		
_____			_____		
			_____		
UTILITIES			_____		
Electrical	__ Inoperable				
Telephones	__ Inoperable		_____		
Water	__ Inoperable				
Elevators	__ Inoperable				
Gas	__ Inoperable				

Use the back of this form to provide additional information.

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Appendix 8: Communication Log (GWC ICS 214)

Name:	Position:	Date:	Page___ of ___

Message To	Message From	Time		Information/Message/Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken
		IN		Message
		OUT		Action Taken

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Appendix 9: ICS Forms for the Incident Action Plan (IAP)

	Form #	Form Name	Recommended	Completed By
☐	ICS 201	Initial Incident Briefing	X	*Planning Chief*
☐	ICS 202	Objectives	X	*Planning Chief*
☐	ICS 203	Organization Assignment List	X	*Planning Chief*
☐	ICS 204	Division or Department Assignment List		*Operations Chief*
☐	ICS 205	Incident Radio Comm. Plan	X	*Communications Unit*
☐	ICS 206	Medical Plan	X	*Operations Chief*
☐	ICS 207(GWC)	Incident Organizational Chart	X	*Planning Chief*
☐	ICS 209	Incident Status Summary		
☐	ICS 210	Designator Tracking Form		
☐	ICS 211	Incident Check-in List	X	*Resource Status*
☐	ICS 213	General Message Form		
☐	ICS 214	Unit Log		
☐	ICS 215	Operational Planning Worksheet		
☐	ICS 215A	Incident Action Plan Safety Analysis	X	*Safety Officer*
☐	ICS 216	Radio Requirements Worksheet		
☐	ICS 217	Radio Frequency Assignment Worksheet		
☐	ICS 218	Support Vehicle Inventory		
☐	ICS 219	T-Cards (resource tracking cards)		
☐	ICS 221	Demobilization	X	*Planning Chief*

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Appendix 10: Resource Tracking Form

Resource Tracking Summary – Time _____				
Resource	**Committed**	**Available**	**Needed**	**Mutual Aid Requested**
Search & Rescue Teams				
First Aid Team Personnel				
M&O				
Public Safety Officers				
Police Department				
Fire Department (including Paramedics & Ambulance)				
Other				

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Appendix 11: Communication System and Radio Frequencies

Channel	Receive / Transmit	PL Tone	Assigned to	Quantity
1	464.4750 MHz / 469.4750 MHz	241.8 HZ	M & O	15
2	464.4750 MHz / 464.4750 MHz	241.8 HZ	M & O - simplex	
3	463.3875 MHz / 468.3875 MHz	203.5 HZ	Public Safety	13
4	463.3875 MHz / 463.3875 MHz	203.5 HZ	Public Safety - simplex	
5	461.3875 MHz / 466.3875 MHz	203.5 HZ	CSO	3
6	461.3875 MHz / 461.3875 MHz 463.3375 MHz / 468.3375 MHz	203.5 HZ 136.5 HZ	CSO - simplex TSS	7 9
8	463.3375 MHz / 463.3375 MHz	136.5 HZ	TSS - simplex	
9	463.4625 MHz / 468.4625 MHz	203.5 HZ	EOC	
10	463.4625 MHz / 463.4625 MHz	203.5 HZ	EOC - simplex	
11	461.5625 MHz / 461.5625 MHz 463.8125 MHz / 463.8125 MHz	110.9 Hz 203.5 HZ	*PIO* Theater	12 2
13	468.8125 MHz / 468.8125 MHz	203.5 HZ	Athletics	4
			Swap Meet	10
TOTAL NUMER OF RADIOS = 56				

CSO – Community Services Office
TSS – Technology Support Services
PIO – Public Information Officer or Public Relations

Repeater Locations:
Channel 1 – Theater Microwave Room – In 2011 repeater will be shutdown – FCC
Channel 3 – Humanities 3rd floor – Mechanical Room
Channel 5 - Humanities 3rd floor – Mechanical Room
Channel 7 - Humanities 3rd floor – Mechanical Room
Channel 9 – EOC trailer – *disabled due to water damage*

Frequency Assignments

Operations/Search Rescue (8 Radios) –
Channel 5 - 461.3875MHZ RX - 466.3875MHz TX - PL 203.5Hz

First Aid (2 Radios) - Channel 12 - 463.8125MHz RX -463.8125MHz TX - PL 203.5Hz

M&O (10 Radios) - Nextel - Channel 2 - 464.4750MHz RX - 464.4750MHz TX - PL 241.8Hz - if necessary to go to radio

Public Safety/Command Post Security (6 Radios) -Channel 3 - 463.3875MHz RX - 468.3875MHz TX - PL 203.5Hz

Incident Commander and PIO (2 Radios) - Channel 11 - 461.5625MHz RX - 461.5625MHz TX - PL 110.9Hz

Planning (to listen to Operations) (1 Radio) - Channel 5 - 461.3875MHZ RX - 466.3875MHz TX - PL 203.5Hz

Logistics Team (4 radios) -Channel 13 - 468.8125MHz RX - 468.8125MHz TX - PL 203.5Hz

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Appendix 12: Division Supervisor Tracking Forms

Use this form for tracking (1) Building Marshal Check-ins, (2) Tracking Incidents, (3) Tracking Resources

- When a *Building Marshal* checks in, log the time
- When an Incident is reported, log that incident
- As resources are requested, log the resource
- When you request a resource from the Command Post, log the time
- When you receive the resource, log the time
- When a building is clear, log the time in the Building Clear box

Division A Supervisor Tracking Form

Building Name	Time	INCIDENTS		RESOURCES			Building Clear/ Secure Time
		Serious Incident(s)	No Serious Incident(s)	Resources Needed	Resources Requested Time	Resources Arrived Time	
Building 5 Administration							
Building 7 Criminal Justice							
Building 8 Child Care Center							
Building 9 Auto Body							
Building 10 Graphics/Tech Support							
Building 11 Health Science							
Building 36 Nursing/Health Services							
Other							

When all buildings are clear, sign this form and have it delivered to the *Operations Chief* at the Command Post

Division A is *All Clear*. Division A Supervisor _____

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Division B Supervisor Tracking Form

Use this form for tracking (1) Building Marshal Check-ins, (2) Tracking Incidents, (3) Tracking Resources

- When a *Building Marshal* checks in, log the time
- When an Incident is reported, log that incident
- As resources are requested, log the resource
- When you request a resource, log the time
- When you receive the resource, log the time
- When a building is clear, log the time

Building Name	Time	INCIDENTS		RESOURCES			Building Clear/ Secure Time
		Serious Incident(s)	No Serious Incident(s)	Resources Needed	Resources Requested Time	Resources Arrived Time	
Building 15 Math/Science							
Building 17 Cafeteria/Intercul. Student Act & Ctr							
Building 18 Auto/Diesel							
Building 19 Technology							
Building 20 Maint./Rec.							
Building 21 Rehab Center							
Building 22 Men's PE							
Building 23 Women's PE							
Building 24A Gym and Weight Room							
Building 24B Rec Ed/Floral							
Building 25 Old Health Ctr							

When all buildings are clear, sign this form and have it delivered to the *Operations Chief* at the Command Post. **Division B is *All Clear*. Division B Supervisor** _____

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Division C Supervisor Tracking Form

Use this form for tracking (1) Building Marshal Check-ins, (2) Tracking Incidents, (3) Tracking Resources

- When a *Building Marshal* checks in, log the time
- When an Incident is reported, log that incident
- As resources are requested, log the resource
- When you request a resource, log the time
- When you receive the resource, log the time
- When a building is clear, log the time

Building Name	Time	INCIDENTS		RESOURCES			Building Clear/ Secure Time
		Serious Incident(s)	No Serious Incident(s)	Resources Needed	Resources Requested Time	Resources Arrived Time	
Building 26/28 Fine Arts/ Fine Arts Gallery							
Building 27A Cosmetology							
Building 27B New Media Center							
Building 29 KOCE							
Building 30B Financial Aid/ Regional Testing							
Building 31 Forum II/ACE							
Building 34 Theatre							

When all buildings are clear, sign this form and have it delivered to the *Operations Chief* at the Command Post.

Division C is ***All Clear*** **. Division C Supervisor** _____

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Division D Supervisor Tracking Form

Use this form for tracking (1) Building Marshal Check-ins, (2) Tracking Incidents, (3) Tracking Resources

- When a *Building Marshal* checks in, log the time
- When an Incident is reported, log that incident
- As resources are requested, log the resource
- When you request a resource, log the time
- When you receive the resource, log the time
- When a building is clear, log the time

Building Name	Time	INCIDENTS		RESOURCES			Building Clear/ Secure Time
		Serious Incident(s)	No Serious Incident(s)	Resources Needed	Resources Requested Time	Resources Arrived Time	
Building 1 Community Serv							
Building 2 Counseling/ Career/Transfer							
Building 3 EOPS/Re-entry/ CalWorks							
Building 4 Admissions/ Rec							
Building 6 Business/ Assess. Center							
Building 12 Forum I							
Building 13 Humanities/ Personnel							
Building 16 Bookstore							
Building 30A Library/Tutoring/							
Building 32 Music							
Building 35 Communication Stage West							

When all buildings are clear, sign this form and have it delivered to the *Operations Chief* at the Command Post.

Division D is ***All Clear.*** **Division D Supervisor** _____

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Division Supervisor Tracking Form, Page 2

Building Name/#	Time	INCIDENTS		RESOURCES			Building Clear/ Secure Time
		Serious Incident(s)	No Serious Incident(s)	Resources Needed	Resources Requested Time	Resources Arrived Time	

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Appendix 13: Situation Status Tracking Form

Label Rank	Division	Building Name	Room #	Situation Time - Situation	Status Time - Status	All Clear Time

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Appendix 14: Command Post Check-in/Check-out Form

Command Post Check-in					
Name (PLEASE *PRINT* CLEARLY)	Position (Section or Team)	Cell Phone #	CERT Trained (yes/no)	Time In	Time Out

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Appendix 15: Campus Supplies

Trailer Emergency Equipment

1 Emergency green container
3000 watt portable generator
6' table and 4 chairs
4' round table
Small equipped toolbox
Yellow raincoats
Black cabinet with office equipment
Pens/paper/paper clips etc etc
*Halogen Lights on a stand
*Long and short pry bars
*Orange cones

Emergency Equipment Container

These containers are located at:
PSD/CJ/Student Activities/M&O and in the Operations Trailer
The containers contain the following equipment:

1- A Red Bag containing one each of the following:

10" Crescent wrench
GI Shovel
Hand Ax
Hand Sledge
Hammer
Hack Saw and blades
10" Lock Jaw plier
8" Plier
10" Adjustable plier
Hand pick ax
Long chisel
Small hand hacksaw
8" linesman plier
Large and Small screw drivers (Phillips and Regular)
Folding pocket saw

Gray Disaster Trauma kit containing the following:

Box of 20 Sterile Lamino Padding 8x10
Box of 25 4x4 gauze pads
Box of 25 2x2 gauze pads
Box of 25 2x3 sterilized patch bandages
2 multi-trauma dressings 12x30
8- 2" round eye dressings
Box of Ammonia Inhalants
Box of 100 ¾" Adhesive Bandages
Bag of 12 rolls stretch gauze bandages
Bag of 100 4x4 sponges

2 cans of tri-cut Adhesive tape
1 tourniquet
2- 2” Elastic wrap bandages
5 Triangular Bandages
Antiseptic wipes
4 Instant Cold Packs
6 Tongue Depressors
Tube of First Aid & Burn Cream
2 Cardboard Splints
Pair of disposable rubber examination gloves
Pair of Autoclave safe scissors
Candle Lantern

Black Bag containing the following equipment:

4 Polar shield Emergency Blankets
12 Portable Toilet bags
3 in 1 Can Openers
6” slotted pliers
6” needle nose pliers
14” pipe wrench
16 oz Curved claw hammer
Jab Saw (similar to a hacksaw)
Hack saw
5- 12” hacksaw blades
10” adjustable wrench
10” adjustable pliers
Large and Small screwdrivers (Phillips and regular)
¾” Chisel
4 Mechanical grease pencils
Utility knife and 2 blades
Whistle and cord

Additional Equipment in the green container includes:

4 Hard Hats
12 Denim gloves
Short Handle pointed shovel
Fire style pick ax
100’ Roll of poly rope
4 ton Jack
Flashlight
Roll of Silver tape
24” Large bolt cutter
2 Crow bars
Blue Tarp
Porta-Potti

Public Safety Storage Emergency Equipment:

This equipment may be issued/checked out during an event on an as needed basis
Portable toilets in boxes
12 green folding cots
Rain Poncho's
4 post-mortem white bags
4 outdated plastic campus maps
9 Megaphones
Portable rolling small file cabinet
3 Haz Mat spill kits
Many whistles and lanyards
4 black cabinets just inside the roll up door on the right side
- #1 contains the some of the Triage equipment/4 body bags etc
- #2 contains misc labeled tubs/megaphones etc
- *#3 contains gray Trauma and black misc equipment bags
- #4 contains Black Search and Rescue bags
- *The far eastern yellow locker contains the Red Emergency tool bags

Two large black bins located nearest to the roll-up door on the right contain:

15 red helmets
6 blue helmets
6 green helmets
27 white helmets
16 yellow helmets
8 orange helmets

Water Containers

16 drums containing 55 Gallons each are located within the Business bldg storage area. Likewise there are 13 drums of 55 Gallons each located within a storage container on the northwest end of the M&O area. Within the PSD Container, at M&O, there are many 5 Gallon water jugs. All of the 55 Gallon drums of water are out of date and need to be disposed of. A suggestion would be for Grounds to utilize the water for planters etc, as the water is not potable. The 5 Gallon jugs could be utilized within the campus as it has been recently updated.

**PSD container located at M&O now contains the following:

6- 16 Gallon vacuum cleaners
1- 25 Gallon vacuum cleaner
12 porta potties
2 heavy duty cut off saws
1- halogen light stand with two lights
7- axe/sledge combination tools
3-heavy duty sledge hammers
6- short handled pointed shovels
9- crow/pry bars
4- long pry bars
6- come-alongs
1- portable gas powered air compressor
3- 3'x3'x6' privacy shelters
1- new 7000 watt gas powered generator with wheel set

1 container of heavy wool blankets
1 container of various lengths of extension cords
1 container of various lengths of ropes

<u>Search & Rescue Bags</u> in The Trailer

Two black bags marked as Search and Rescue secured that contain the following:

1 white leader helmet
4 red worker helmets
5 sets of gloves
4 worker safety goggles
1 pair of leader safety glasses
4 worker orange vests
1 leader ventilated orange vest
1- 8'x10' blue tarp
4 worker plastic whistles
1 leader metal whistle
5 flashlights
5 sets of batteries
1 foldable pointed shovel
1 solar powered radio
1- 50' length of poly-rope
1 bag of surgical rubber gloves
1 small crow bar
1 set of screwdrivers
1 small hacksaw
1 pulley/hoist mechanism
1 roll of silver tape
1 roll of YELLOW caution tape
1 roll of RED "do not enter" tape
1 utility knife
1 lockjaw pliers
1 pliers
6 dust masks

Nursing Bldg Health Center

4 white body bags
1 full set of triage tarps (blue-green-yellow-red and black)
3 gray fully equipped Trauma kits

Black Search & Rescue Bag, Assigned To Each Public Safety Vehicle

2 white helmets
2 pairs of denim/leather gloves
2 safety goggles
1 ventilated orange safety vest
1 8'x10' blue tarp
2 metal whistles
2 plastic flashlights
2 pairs of flashlight batteries
1 foldable shovel
1 50' poly rope
1 100' truck rope
1 bag of surgical gloves
1 small crow bar
1 set of screwdrivers
1 small hacksaw
1 pulley hoist
1 24" bolt cutter
1 roll of silver tape
1 roll of yellow caution tape
1 roll of red "Do Not Enter" tape
1 utility knife
1 lockjaw pliers
1 pliers
2 dust masks

Appendix 16: Command Post Position Assignments

Position	Name
COMMAND SECTION	
Incident Commander	1. Janet Houlihan
	2. Ron Lowenberg
	3. Brent Theobald
	4. John Tornow
	5. Terance Venable
Incident Commander Aide	1. Lurecca Jefferson
	2. Laurie Camody
Liaison Officer	1. Ron Lowenberg
	2. Crystal Crane
Safety Officer	1. Jeff Courchaine
	2. David Baird
Public Information Officer	1. Margie Bunten
	2. Debbie Bales
OPERATIONS SECTION	
Operations Chief	1. Brent Theobald
	2. Steve Ames
Division A Supervisor	1. Anthony Maciel
	2. Mike Carrizo
Division B Supervisor	1. Bonnie Roohk
	2. Omid Pourzanjani
Division C Supervisor	1. Connie Marten
	2. Doug Larson
	3. Dian Torres
Division D Supervisor	1. Linda Nakauchi
	2. Jennifer Ortberg
Public Safety Branch Director	1. Brent Theobald
	2. On duty Public Safety Officer
M & O Branch Director	1. Joe Dowling
	2. Greg Kane
	3. Dan Songster
Search & Rescue Branch Director	1. Steve Ames
	2. Derick Watkins
First Aid Branch Director	1. Rob Bachmann
	2. Jocelyn Fair
First Aid Station Manager	1. Jackie Hils-Williams
	2. Valerie Klein
	3. Jocelyn Fair
	4. Rob Bachmann

PLANNING SECTION	
Planning Chief	1. Lois Miller
	2. Albert Gasparian
Damage Assessment Unit Leader	1. Don Bailor
	2. Greg Kane
Situation Status Unit Leader	1. Gena Merrigan
	2. Sharon Jazwiecki
	3. Norma Pollaro
Resource Status Unit Leader	1. Janelle Leighton
	2. Candy Lundell
	3. Norma Pollaro
Check-in/Check-out Recorder	1. Candy Lundell
	2. Norma Pollaro
LOGISTICS SECTION	
Logistics Chief	1. Sally Coffey
	2. Omid Pourzanjani
Assistant Logistics Chief	1. Mike Hemphill
Supply Unit Leader	1. Louise Comer
	2. Susan Wall
Food Unit Leader	1. Valerie Venegas
	2. Tony Lee
Communications Unit Leader	1. Mark Craig
	2. Candace Brenner

Appendix 17: Building Marshal Position Assignments

BUILDING MARSHAL LIST	
Division "A" Building Marshals	
Building 5 Administration	Building Marshal: Laurie Camody
Building 7 Criminal Justice	Building Marshal: Michael Carrizo Assistant: Patty Villa
Building 8 Child Care Center	Building Marshal: Susan Blixler
Building 9 Auto Body	Building Marshal: Greg Wight
Building 10 Graphics/Tech Support	Building Marshal: Sharon Jazwiecki Assistants: Dale Slagle, Don Nguyen, Jeff Tillotson
Building 11 Health Science	Building Marshal: Steve Ludwig Assistant: Thomas Truong; Assistant: John Torrow
Building 36A Health Center	Building Marshal/Health Services: Jocelyn Fair
Division "B" Building Marshals	
Building 15 Math and Science	Building Marshal: Kate Hawkins Assistants: Yoko Reynolds, Pete Bouzar, Mary Wallace, Candace Brenner and Joan Deniken
Building 17 Cafeteria/Intercultural Office/ Student Activities/Student Ctr	Building Marshal: Valerie Venegas Assistant: Vida Greer-Martin; Assistant: Jacqueline Lim Assistant: Karen Funk; Assistant: Tony Lee
Building 18 Auto/Diesel	Building Marshal: Antoine Nguyen Assistant: Bryan Kramer
Building 19 Technology	Building Marshal: Omid Pourzanjani Assistant: Linda Kiser
Building 20 Maintenance/Receiving	Building Marshal: Leeanne Hill Assistant: Lisa Morales
Building 22 Men's PE	Building Marshal: Kyle Kawabata
Building 23 Women's PE	Building Marshal: Suzy Brazney
Building 24A Gym and Weight Room	Building Marshal: Sonny Pau
Building 24B Recreation Ed and Floral	Building Marshal: Albert Gasparian Assistant: Nicholas Mitchell
Building 21 Rehab Center	Building Marshal: Constance George Assistants:
Building 25 Old Health Center	Pat Frohn

Division "C" Building Marshals

Building 26/28 Fine Arts/Gallery/Arts&Letters	Building Marshal: Dave Hudson Assistants: Minnie Higgins
Building 27A Cosmetology	Building Marshal: Dian Torres Assistants: Cidney Chung
Building 27B New Media Center	Building Marshal: Pam Pacheco Assistants: Jorge Ascencio
Building 29 KOCE	Building Marshal: Anita Renninger Assistants: Ann Yarchin
Building 30B Financial Aid/Regional Testing	Building Marshal: Adrienne
Building 30C	Building Marshal: Bill La
Building 31 Forum II/ACE	Building Marshal: Rebecca Ogaz
Building 34 Theater	Building Marshal: Sigrid Wolf
Building 34 C Student Success	Building Marshal: Bill La
Division "C" Building Marshals	
Building 1 Community Services	Building Marshal: Candy Lundell Assistants: Angela Apodaca, Heather Chesney and Laura Hernandez
Building 2 Counseling/ Career/Transfer	Building Marshal: Veronica Ornelas Assistants: Damien Jordan, Yolanda Duenas, Vu Nguyen and Susana Castellanos-Gaona
Building 3 EOPS/Re-entry/ CalWorks	Building Marshal: Hilda Friend Assistants: Chip Marchbank
Building 4 Admissions & Records	Building Marshal: Jennifer Ortberg Assistants: Timothy Allen
Building 6 Business/ Assess. Center	Building Marshal: Jeff Crouchaine
Building 12 Forum I	Building Marshal: Elizabeth Garvin Assistants: Sean Glumace Assistant: David Dluzak
Building 13 Humanities/ Personnel	Building Marshal: Crystal Crane Assistant: Diane Depretto Assistant: Gena Merrigan
Building 16 Bookstore	Building Marshal: Steve Ludwig Assistant: Thomas Truong
Building 30A Library/Tutoring	Building Marshal: Adele Dick Assistant: Javier Alcala Assistant: Lori Schlossen
Building 32, Music	Building Marshal: N/A
Building 35 Communication/Stage West	Building Marshal: N/A