



Emergency Operations Center
Activation Guide



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Overview

Golden West College's Emergency Operations Center Activation Guide has been designed based on the Coast Community College District Emergency Operations Plan (EOP), as well as the Orange Coast College, Golden West College, and the Coastline Community College Campus Emergency Operations Guides. This Guide serves as a “**quick start guide**” for the activation of the Coastline Community College Emergency Operations Center (EOC) during an emergency situation or incident.

Coast Community College District is a multi-college district with a District Chancellor, three Vice Chancellors, a Risk Services Office, and three colleges; (1) Orange Coast Community College, (2) Golden West Community College, and (3) Coastline Community College which has four campuses; Coastline College, Garden Grove, Le Jao, and Newport Beach Center. Each college has a President and several Vice Presidents and each of the Coastline College campuses have a Dean or administrator. The District Chancellor has responsibility to coordinate support for the colleges while the College Campus President has the responsibility for day-to-day operations and emergency management for emergency incidents at the college. The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Emergency Services Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” The Coast Community College District Emergency Operations Plan (EOP) is considered to be an extension of the State Emergency Plan.

The State of California’s disaster authority is established in the California Emergency Services Act (Government Code Section 8550, et seq.). Contained in the law are the policies, regulations, and basic procedures for the following state plans, agreements, and programs: California Emergency Plan, California Master Mutual Aid Agreement, Natural Disaster Assistance Act, Disaster Service Workers, and the Standardized Emergency Management System (SEMS).

The Coast Community College District is a local government participant within the established framework of the above laws, plans, and authorities. The District has standardized its emergency management response system in accordance with the regulations to effectively participate in the statewide program for multi-agency coordination and mutual aid, and to meet certain eligibility requirements for application for the Natural Disaster Assistance Act (NDAA) grant funds. During disasters that require EOC activation at the State level, the State California Office of Emergency Services (OES) will work within its mutual aid regions and with the Orange County Operational Area (OA) to receive reports and requests for mutual aid and other resources and to coordinate response and recovery efforts. The District is to report to and coordinate all operations with the State through the Operational Area. The State coordinates with the Federal Emergency Agency (FEMA) for federal-level resources, mutual aid, and public agency disaster assistance grants and funding.

The State Governor must proclaim affected counties as disaster areas to activate the State Emergency authorities, plans, and programs. The Governor has the authority to activate the Natural Disaster Assistance Act program which provides up to 25% reimbursement of eligible expenses for disaster costs.



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The funding for NDAA is made available by state legislative appropriation, either as a stand-alone fund or in conjunction with federal funds.

FEMA manages the federal-level authority for emergency management. During disasters in California, the Governor petitions the President of the United States to declare the state a disaster area for federal-level resources to become available. A presidential declaration activates the Federal – level resources for emergency response. For the Coast Community College District, this could include the US Army Corps of Engineers resources, contracted services, and other resources. The District does not coordinate directly with FEMA during emergency response operations. All coordination will be handled by the State OES through its mutual aid regions to the Operational Areas within the counties.

In the event of a Presidential Declaration of a disaster, the Robert T. Stafford Act provides the federal authority and program for federal congressional appropriation of public funds for disaster assistance. This program provides for an approximate reimbursement of 75% of eligible expenses for approved categories of public facility protection and/or repair and restoration of damaged facilities. Homeland Security Presidential Directive 5 requires compliance with the National Incident Management System (NIMS). The NIMS established standardized emergency management processes, protocols, and procedures that all responders use to coordinate and conduct emergency response actions. With responders using the same standardized procedures, they share a common focus, and will be able to place full emphasis on incident management when a homeland security incident occurs.

Only the District Board of Trustees, or if authorized by the Board, the Chancellor, College President or other authorized official in their absence may proclaim or declare a campus state of emergency when conditions warrant such a proclamation. Proclaiming or declaring *a state of campus emergency gives the district the right to restrict access to the campus to authorized persons (per the penal code)*. Violators who do not leave when requested or attempt unauthorized entry may be arrested.

Personal Preparedness

It is recommended that all personnel be prepared for an emergency at home, work, and when travelling by having an emergency kit in their car. Emergency preparedness information can be found at the following sites:

www.ReadyOC.org

www.fema.gov

www.redcross.org

Critical Phone Numbers





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Golden West - Critical Phone Numbers

Personnel	Phone Numbers	Campus EOC Position
College President Wes Bryan	714-321-4400	CEOC Director
Administrative Vice President Janet Houlihan	714-321-2868	Alternate CEOC Director
Instructional Vice President Omid Pourzanjani	949-233-2661	Alternate CEOC Director
Public Safety Director Jon Arnold	949-322-4647	Field Incident Commander
Maintenance & Operations Director Joe Dowling	714-412-4370	Field Incident Commander
Public Safety Office	714-895-8924	Security & Safety /Liaison Officer
Bruce Berman	410-960-3015	Public Information Officer
Rick Hicks	714-686-1458	Operations Section Chief
Ron Lowenberg	714-536-9313	Planning Section Chief
Kevin Harrison	713-725-0525	Logistics Section Chief
Paul Wisner	949-285-3946	Finance Director
District Chancellor	(714) 438-4601	District EOC Director
Vice Chancellor	(714) 438-4611	Alternate EOC Director
Risk Services/EHS Emergency Management	(714) 438-4753	District EOC Liaison
Campus Switchboard	(714) 432-5555	EOC Registration
Campus Information Line	(714) 432-5878	Emergency Information Line
Huntington Beach Police Chief: Rob Handy	(714) 960-8825	Law Representative
Huntington Beach Police Watch Commander	(714) 960-8811	
Huntington Beach Fire Chief: David Segura	(714) 536-5411	Fire Representative
Huntington Beach Emergency Services Coordinator, Brevyn Mettler	(714) 536-5411	City Liaison & Emergency Services Coordinator
Huntington Beach City Manager, Fred Wilson	(714) 536-5202	Huntington Beach City Manager
Huntington Beach CERT,	(714) 536-5411	Huntington Beach CERT Coordinator
American Red Cross	(714) 481-5300	ARC FAX (714) 547-7903
OC Operational Area	(714) 628-7000	OA EOC Liaison
Admissions and Records	(714) 895-8306	
Counseling	(714) 895-8799	
National Weather Service	(858) 675-8707	www.nws.noaa.gov



Coast Community College District – Critical Phone Numbers

<i>Personnel</i>	<i>Phone Numbers</i>	<i>District EOC Position</i>
District Chancellor, Dr. John Thomas Weispfenning	(714) 438-4601	District EOC Director
Vice Chancellor W. Andrew Dunn	(714) 438-4611	Alternate EOC Director
Dir. of District Risk Services, Bill Kerwin	(714) 438-4690 24hr. (714) 438-4800	Alternate EOC Director
District Dir. of Public Affairs, Letitia Clark Asst. to District PIO, Laurie Denning	(714) 438-4605 (714) 438-4606	Public Information Officer
EHS/Emergency Management Coord.	(714) 438-4815	District EOC Liaison
Campus Switchboard	(714) 432-5555	CEOC Registration
Campus Information Line	(714) 432-5878	Emergency Information Line
Costa Mesa Police Chief, Rob Sharpnack	(714) 754-5252	Law Representative
Costa Mesa Police Watch Commander	(714) 754-5281	
Costa Mesa Fire Chief, Don Stephano	(714) 754-5106	Fire Representative
Costa Mesa Emergency Coordinator	(714) 754-5252	City Liaison & Emergency Coordinator
Costa Mesa City Manager, Tom Hatch	(714) 754-5328	Costa Mesa City Manager
Costa Mesa CERT,	(714) 754-5106	Costa Mesa CERT Coordinator
American Red Cross	(714) 481-5300	ARC FAX (714) 547-7903
OC Operational Area	(714) 628-7000	OA EOC Liaison
Admissions and Records	(714) 432-5072	
Counseling	(714) 432-5700	
National Weather Service	(858) 675-8707	www.nws.noaa.gov



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Orange Coast – Critical Phone Numbers

Personnel	Phone Numbers	Campus EOC Position
Orange Coast President Dennis Harkins	(714) 432-5816 C. (404) 229-3833	CEOC Director
VP for Administrative Services Rich Pagel	(714) 432-5024 C. (714) 336-3660	Alternate CEOC Director
Maintenance & Operations Director Mark Goode	(714) 432-5590 C. (714) 469-7761	Field Incident Commander
Security Director John Farmer	(714) 432-5017 C. (714) 412-3660	Security & Safety /Liaison Officer
Director of Marketing Juan Gutierrez	(714) 432-5725 C. (661) 303-1124	Public Information Officer
Maintenance & Operations Director Mark Goode	(714) 432-5590 C. (714) 469-7761	Operations Section Chief
VP for Instructional Services Kevin Ballinger	(714) 432-5015 C. (949) 637-6004	Planning Section Chief
VP for Student Services Madjid Niroumand	(714) 432-5897 C.	Logistics Section Chief
Director of Fiscal Services Rachel Kubik	(714) 432-5834 C.	Finance Director
District Chancellor	(714) 438-4601	District EOC Director
Vice Chancellor	(714) 438-4611	Alternate EOC Director
Risk Services/EHS / Emerg. Mgmt.	(714) 438-4753	District EOC Liaison
Campus Switchboard	(714) 432-5772	CEOC Registration
Campus Information Line	(714) 432-5878	Emergency Information Line
Costa Mesa Police Department	(714) 754-5252	Law Representative
Costa Mesa Police Watch Commander	(714) 754-5281	
Costa Mesa Fire Dispatch	(714) 754-5105	Fire Representative
Costa Mesa Emergency Liaison	(714) 754-5252	City Liaison & Emerg. Manager
Costa Mesa City Manager	(714) 754-5328	Costa Mesa City Manager
Costa Mesa CERT,	(714) 327-7406	Costa Mesa CERT Coordinator
American Red Cross	(714) 481-5300	ARC FAX (714) 547-7903
OC Operational Area	(714) 628-7000	OA EOC Liaison
Admissions and Records	(714) 432-5072	
Counseling	(714) 432-5700	
National Weather Service	(858) 675-8707	www.nws.noaa.gov



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Coastline – Critical Phone Numbers

Personnel	Phone Numbers	Campus EOC Position
Coastline President Lori Adrian	(714) 241-6152 C. (858) 204-7907	Director of Campus Emergency Operations Center
VP of Administrative Services Christine Nguyen	(714) 241-6144 C. (714) 728-2613	Alternate Director of Campus Emergency Operations Center
Dir. Maintenance & Operations Dave Cant	(714) 241-6224 C. (714)-501-8158	Field Incident Commander
Security Director Interim Security Director	(714) 241-6360 C. (714) 981-1955	Security/Liaison Officer
Director of Marketing Nhadira Johnson	(714) 241-6186 C. (949) 216-0520	Public Information Officer
VP of Instruction Vince Rodriguez	(714)241-6195 C. (714) 287-7210	Operations Section Chief
Executive Dean of Military Ed. / Corp. Training and Bus. Dev., Joycelyn Groot	(714) 241-6161 C. (714) 742-8475	Planning Section Chief
VP of Student Services Ross Miyashiro	C. (714) 349-1157	Logistics Section Chief
Director of Business Services Helen Rothgeb	C. (714) 514-4101	Finance Director
District Chancellor	(714) 438-4601	Director of District EOC
Vice Chancellor, Admin Services	(714) 438-4611	Alternate Director of EOC
District, Chief of Police	(714) 895-8183 C. (949) 322-4547	District EOC Liaison
Campus Switchboard	(714) 546-7600	CEOC Registration
Campus Information Line	(877) 241-6328	Emergency Information Line
Fountain Valley Police Department	(714) 593-4487	Law Representative
Fountain Valley Police Watch Commander	(714) 593-4487	
Fountain Valley Fire Department	(714) 593-4436	Fire Representative
Fountain Valley EMS Manager Dawn Springborn	(714) 374-1789	City Liaison & Emergency Manager
Fountain Valley City Manager Bob Hall	(714) 593-4410	City Manager
American Red Cross	(714) 481-5300	ARC FAX (714) 547-7903
OC Operational Area	(714) 628-7000	OA EOC Liaison
Admissions and Records	(714) 241-6176	
Counseling	(714) 241-6162	
Distance learning	(714) 241-6216	
Garden Grove Center	(714) 241-6209	
Garden Grove Police Watch Commander	(714) 741-5704	
Le-Jao Center	(714) 241-6184	
Westminster Police Watch Commander	(714) 548-3767	
Newport Beach Center	(714) 241-6213	



911 Calling Guidelines (9-911 from internal phones)

These steps have been developed to assist individuals confronted with a public safety emergency. You are encouraged to make this information available to your teams and include these basic steps in training programs.

- Call 911. (9-911 from internal phones.) Be calm.
- Provide for airway, breathing and circulation.
- Do you need the AED located at the front desk?
- Apply direct pressure for severe bleeding.
- Guide in emergency teams.
- Make the person comfortable.
- Contain multiple victims.

Be prepared to answer the following:

1. What is the exact location of your emergency? You will be asked to verify the location by repeating it again.
2. Do you need Police, Paramedics, or Fire?
3. What is your name and where are you calling from? (Mention call back number if using cell phone)
4. Exactly what has happened and where is the victim now?
5. If a medical emergency exists:
 - a. Is the person conscious? Breathing?
 - b. Does the person have chest pains?
 - c. Is there severe bleeding? (Spurting?)
 - d. Is there more than one person injured?
 - e. How are they acting?
6. If a crime has occurred:
 - a. Was a weapon used?
 - b. Describe the suspect's sex, race, age, etc.
 - c. Describe the vehicle and suspect's direction of travel.

Priorities - Top 10 List

1. Grab Your Checklist
2. Notify
3. Communicate
4. Single Command Post
5. Logistics
6. Activate Campus Emergency Operation Center/Emergency Operations Center
7. Media Management
8. Family
9. Documentation
10. Wrap-Up

Steps to Follow

Managers

During Working Hours Shall:

Immediate Steps

- Assess personal condition and take whatever action necessary to keep yourself out of danger.
- Lend assistance to persons immediately around you.
- Gain control of your immediate surroundings (address gas leaks, fires, downed power lines, etc.).
- Check status of family.
- Secure supplies you will need to take care of yourself for the next few hours (e.g. emergency back pack, jacket, flashlight, water, radio, etc.).
- Take a deep breath.
- Decide your next step.
- Digital 800 mhz radios are located at the District site and at each College. Other local radio systems are also available at each of the Colleges. Repeaters are located on the rooftop of campus buildings
- Check in on the OA1 Radio 46.560 MHz, and report the situation status on the District and that you are monitoring for the District Emergency Operations Center. The OA1 Radio is a simplex (VHF) radio system licensed to Orange County and has been assigned to local city governments, key county departments and upper educational facilities.
- As the next person indicates that they are monitoring, establish contact, determine who will handle subsequent check-ins and damage reports and stand-by. All radio information should be shared with the Director of the District EOC.
- Department Heads, Executive Personnel and Emergency Management Team will communicate via email, telephone and cell phone.



- Attempt to communicate via text messaging (SMS messaging) as this feature is sometimes available even when other systems are impacted.

Steps Within First 15 Minutes

- The District Chancellor, and/or designee will determine the need to activate the District Emergency Operations Center (DEOC) or the Orange Coast EOC.
- Monitor news reports on KFWB 980 or 1070 AM radio, and TV. Document incidents affecting the campus (i.e. begin assessment of severity)
- Verify that cell phone check-ins from your field units are in progress noting their availability and damage report information
- Have all incident and damage information posted on MYCCC – Targeted Announcement and use Blackboard Connect to update key personnel
- Prepare for long-term stay. Are tables and chairs set-up? Is drinking water available?
- Will weather require special actions (e.g. blankets, jackets, rain protection)?
- Post list showing status of staff reporting, equipment location and status

Employees in the Field - Maintenance & Operations & Public Safety

During Working Hours Shall

Immediate Steps:

- Shut down and secure job sites
- Determine group leader. Stay together
- Load all equipment and supplies onto your vehicles and make sure the job site is not a hazard
- Monitor cell phone for instructions. **Listen**
- Prepare to move as directed
- If no instructions are given within first 15 minutes, or you do not have a radio and you believe damage is significant, move to your dispatch location/yard, or the nearest fire station/police facility (if your normal point of dispatch is unsafe)
- Write down damage seen as you move to above sites or as instructed on radio. Provide this information when requested

Personnel at College Sites

During Working Hours Shall:

Immediate Steps:

- Move to a safe location within the building or outside. (where are the safest areas)
- Establish a coordination area (table, chairs) within the building or parking lot. You'll need writing tablets, pencils, AM radio, listing of personnel, City map and a listing of equipment (if any) as a beginning
- Monitor local radio stations to determine situation (e.g. KFWB 980 AM or KNX 1070 AM)

-
- Check-in with your Field Command Post if established via phone or radio if possible
 - Move vehicles and critical equipment to a safe location (e.g. outdoors)
 - Prepare to close facility, move to new location as directed, serve as a shelter site, or get back to regular business

Personnel at Alternate College Sites

During Working Hours Shall:

Immediate Steps:

- Assess condition of structure
- Gather personal supplies (e.g., water, food, comfortable shoes, etc.), appropriate maps, notepads and pencils and meet at a safe location on each floor (e.g. conference room)
- Continue to answer telephones while monitoring radios, TV's, etc.
- Prepare for one or more of these instructions:
 - Stays put and wait for more information
 - Establish EOC operations if possible
 - Go back to normal business operations

The College EOC Director

During Working Hours Shall:

Immediate Steps:

- Establish contact with District via phone, and other sites or through a dispatched liaison
- Maintain cell phone communication or digital radio communication to necessary sites
- Begin preparation for initial department district briefing (Is there a conference call bridge operational? Is the agenda prepared? Are department heads on notice as to the bridge number and call start time? Is a backup conference/briefing method available?)
- You are already setting up the College EOC, is it fully functional or do you need to consider working with the District or other college EOCs?
- Have appropriate personnel like IT been notified to report?
- Make an "Emergency Notification" using Regroup to notify College emergency personnel
- Consider if you need the Orange County *AlertOC* Emergency Notification System as well

Within First 30 Minutes:

- Department heads determine total personnel and equipment available for deployment and review first damage assessment reports. Begin documentation of actions and decisions.
- The College EOC Director establishes a conference call briefing (using one of the conference call bridge numbers) to include:
 - College President, VPs
 - Department Heads

- College EOC and (if necessary) District EOC Director

(Note: *If phones inoperable put out the word via radio, runners, etc. as to when and where initial briefing will be held*).

Supervisors will hold all units/field personnel until a complete picture is in place. Supervisors may want to pull them together at one or more central staging locations. Be aware that areas that are not reporting in may be the most heavily impacted. Further damage may occur, keep people in the clear, not driving around.

The **District EOC Director** will determine whether to open the District EOC to support the College EOC activities. The College President or College EOC Director will determine whether to activate the College EOC, and will either direct department heads to:

- Mobilize at a specific site(s) or
- Return to normal work activities (taking appropriate precautions) or
- Carry out specific inspections or
- Establish Web-EOC; name of incident and post any significant information

Within First 45 Minutes:

As conditions warrant, department heads at direction of the College EOC Director, will direct personnel to:

- Assist in life saving extrications
- Clear major arteries of debris
- Assist with movement of public safety traffic (e.g. ambulances)
- Conduct facility inspections
- Mitigate immediate dangers (i.e., placing of barricades, yellow taping areas, pulling down damaged structures, diking, etc.)
- Restore critical services

As conditions warrant, College EOC Director will dispatch representatives to the following sites to serve as liaisons and communication links if direct communication linkages don't already exist:

- College/District offices
- Campus / EOC
- OA EOC

With the department heads concurrence, supervisors may begin selected release of personnel to check well-being of their families and homes. Supervisors advise EOC of actions. Stress that it is to the employees' advantage to maintain their presence, since the College will be gathering damage information and will be able to tell them what's happening and best routes to head home if they so desire.

Within First 60 Minutes:

- College EOC Director will establish an on-going briefing schedule for the next 12- hour period (encouraged to use Conference Call Bridge if possible)

During Working Hours Shall:

For Next 24 Hours:

- Maintain state of preparedness for residual damage
- Keep equipment and critical supplies outside of buildings
- Conduct post-event critique

After Working Hours Shall:

Immediate Steps:

- Assess personal condition and take whatever action necessary to keep yourself and your family out of danger
- Lend assistance to persons immediately around you
- Gain control of your immediate surroundings: address gas leaks, fires, downed power lines, etc.
- Secure supplies you will need to take care of yourself for the next few hours (e.g., jacket, flashlight, water, etc.)
- Stay where you are! (unless you are a designated responder per your department's emergency plan)
- **NOTE:** During the initial periods of the emergency, the College and/or District will be relying on "on-duty" police, fire and utility personnel to handle all situations

Within first 15 Minutes:

- Monitor whatever intelligence sources you may have (e.g. AM radio, TV, radio) to make preliminary assessment of situation.
- Listen to news reports to determine scope of emergency within the campus area.
- To ensure that all College executive managers are aware of the emergency situation. the College EOC Director will notify all College executive managers starting with the President: first through the "Emergency Notification System;" second to their cellular phone number; and third, a call to their home phone numbers

Within first 30 Minutes:

- Employees with radios check-in with your team or dispatch centers (if operational); it is necessary that all others make a telephone call to their normal work locations or the College EOC
- Staff is encouraged to communicate on the radio. Unless you hear another person checking-in, say "xxx monitoring." As the next person indicates that they are monitoring, establish contact, determine who will handle subsequent check-ins and then stand-by

- Do not move from your current location until you know conditions on your proposed route. Do not move until you know you can fulfill a definite role
- Overall, after-hour strategy is to stay dispersed and limit mobilization until a firm understanding of damage extent is made by safety personnel, or by the local police and/or fire agency personnel at the time of the incident

Sometime after first 60 Minutes:

The College EOC Director communicates situation with the College President (home phone, cellular or radio) who will decide on whom else needs to be updated. As conditions warrant, senior managers who have checked in on radio make decision to:

- Send person(s) to facilities to assess conditions
- Move equipment out of buildings in anticipation of further events
- Prepare equipment for dispatching to high damage area(s)

If TV or AM radio is reporting significant damage in Orange County, all management who feel that their personal situation is under control and that they have a safe path to the College are encouraged to report to their College EOC (if opened) or the command post.

For the next 24 Hours:

- Understand that the number of personnel reporting to work may be limited as they deal with cleaning-up their own homes and neighborhoods
- Keep equipment and critical supplies outside of buildings in consideration of subsequent events

General Tips to Remember in a Crisis

- **Save Power.** Both vehicle and radio batteries will be rapidly depleted if not carefully used.
- **No Gas.** Without power, gas pumps will not work. Save the gas you have in your vehicle and don't drive unless necessary.
- **Personal Preparedness Kit/Backpack.** Remember to take your emergency kit with you so you will have your essentials such as medicine and toiletries etc.
- **No Cash.** ATM's will not work without power, Point of sale terminals (registers) in most retail establishments will not work. You may wish to keep emergency cash on hand.
- **No Radio Repeater.** It is possible that the campus repeater or the 800 MHz transmitter(s) may be put out of operation. If this happens, you will not be able to communicate with anyone on your regular radio channel. If available, switch to the "talk around" position. Transmitting distance will be reduced. Monitor the OA1 Radio for information.
- **Secure Hazards.** Don't leave resources unattended (e.g., your car). In the panic they may be misused.
- **Don't Become a Victim.** Stay a survivor. Be Careful! Don't respond for the sake of responding. Wait until you have the information to make a significant contribution.

Management Tasks and Concerns for Major Emergencies

This list of tasks and concerns has been developed to assist the Emergency Management Team in making sure that no step has been overlooked in an emergency situation.

	TASKS		CONCERNS
	Take Command/manage the incident		What is going on?
	Size up incident		What are the critical incidents?
	Establish command post		Who is in charge?
	Establish communications		Where is everyone?
	Activate District EOC/CEOC		Who has what assignment?
	Post significant events to Web-EOC		What resources do I have?
	Activate a functional, expandable organization		What resources are available, and/or are responding?
	Document incident status (snapshots)		Where are the resources assigned?
	Keep equipment and personnel status		How can I manage all of this?
	Maintain critical incident log or activity log		Are we adequately handling the incident?
	Make policy decisions		What are the priorities?
	Establish strategic priorities		What are the strategies?
	Manage field operations		Who is directing/assigning incoming mutual aid?
	Prepare to receive and manage large amount of resources		Are communications for the organization adequate?
	Interface with media		Are we getting feedback and updates from the field?
	Interface with outside agencies		Are we getting redundant calls or responses?
	Interface with City Government		Is the media taken care of?
	Make mutual aid decisions (in/out)		What about looting?
	Authorize financial expenditures		What about citizen welfare?
	Maintain continuity of government		What about relief/food/rest for workers?
	Relocate students if necessary		What about liability?
	Care for victims		What about finances?
	Protect campus from liability		What is the estimate for abatement?
	Provide for relief/feeding/care of workers		Begin Recovery
	Obtain technical input		Consider activation of crisis team.

Early Incident Management - College Level

(May be conducted via conference call or at College EOC)

- A. Discuss vulnerability
 - 1. Intelligence briefing from Incident Commander or local law enforcement/fire agency
 - 2. Incident briefing from all affected College departments
 - 3. System status briefing from other Department Heads

- B. Personnel Inventory
 - 1. Should time-offs be cancelled, should classes be canceled?
 - 2. On-going operations
 - a) Establish hours of operation (e.g. 12 hour shifts)
 - b) Prioritize certain activities (patrols for visibility reasons)
 - c) Begin cross department coordination
 - 3. Executive coordination
 - a) Department Heads expected to remain in town or provide contact number
 - b) Department Heads to maintain multiple communication modes

- C. Equipment Inventory/Delay Purchases/Preserve Cash Flow
 - 1. Action items
 - a) Minimize equipment under repair and check/test emergency generators
 - b) After safety screening - assess generator availability and staging
 - c) Maintain $\frac{3}{4}$ full fuel tanks in vehicles
 - d) Check radios and verify battery condition for all equipment
 - e) Review (personal) emergency supplies (e.g. water, food)
 - f) Delay purchases and payments to preserve cash flow

- D. Public information strategies will be coordinated by personnel from the affected College or District site.
 - 1. Initiate messages to employees by Regroup ENS and/or MYCCC.
 - 2. Inform President of action steps
 - 3. Provide updated information as necessary
 - a) Methods include: Web, press release, cable TV rolling script
 - 4. Messages to students to be conveyed through MYCCC
 - 5. Coordinate information for the OA - PIO or the Joint Information Center (JIC) if established.

- E. Facility Inventory
 - 1. Discuss options for dealing with facilities, such as
 - a) Roving patrols / On-site protection
 - b) Closure / Event cancellation
 - c) Change hours of operation
 - d) Hardening (e.g. barricades)

College/District Level - Initial Emergency Management Meeting

A. Situation Size-Up

1. Situation Report

- a) Location
- b) Incident size-up
 - i. type
 - ii. magnitude
 - iii. best/worst case assessment
- c) Damage
 - i. injuries/deaths
 - ii. area/size
 - iii. property damage
- d) Resource status
 - i. committed
 - ii. required
 - iii. College EOC / District EOC (support) status
 - iv. persons notified

2. Initial Questions

- a) Who is in charge? Where? Of what?
- b) Has there been proper vesting of authority?
- c) Is the continuity of government/operations assured?
- d) What is the status of governmental coordination?
- e) Availability of support from departments or others
- f) What financial issues are surfacing?
- g) Is there a need to place other personnel on alert?

B. Action Steps

1. Have notifications been made? (Regroup)
2. Has Web-EOC been activated and has a campus incident name been created to document all related response, activity and related cost?
3. Where are the shelters for our site area?
4. Secure transportation routes?
5. Format for activity logs and financial records?
6. Liaison with other officials
 - a) Who should be contacted?
 - b) What information provided?



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7. Media and community information
 - a) Confirm designation of spokesperson
 - b) Prepare initial press release, talking points, key messages
 - c) Media notifications
 - d) Community briefings
 - e) Staff briefings & PIO/JIC briefing

- C. Meeting Wrap-Up
 1. Confirm next meeting
 - a) Mode
 - b) Time
 - c) Agenda
 2. Communication mode between meetings
 3. Housekeeping issues
 - a) Family communication and support
 - b) Food and shelter for responders

Activation of the College Emergency Operations Center



Activation Overview

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

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

Incidents involving field operations, such as a building collapse due to an earthquake, will require an Incident Command Post to be established in a safe area near the collapse. At the field command post ICS will be used to standardize the response and report incident related information to the management organization in the College EOC. In some instances, communication and coordination between the College EOC and the District EOC may take place, and in the event of a large emergency affecting numerous jurisdictions, the Operational Area EOC may be activated. The Coast Community College district's EOC will seek support from their Operational Area. All College EOCs may report through the District EOC, or may directly report to the Operational Area EOC, depending on circumstances of the event.

Emergency Operations Team Concept

The Coast Community College District office and the Colleges each have their own Emergency Operations Centers, staffed by Emergency Operations Teams. Teams will be scheduled for 12 – hour shifts unless determined otherwise. In an emergency situation it may be necessary to combine teams to maintain 24 hour EOC operations. The on-call Emergency Operations Team will respond to the initial activation, and will manage the incident for the first shift. The team that follows in the rotation will be alerted and report to the second shift. If necessary, members of a third team will be activated from the other campuses and the district office and will report as directed.

The initial responder will become the Incident Commander (IC) and will establish an Incident Command Post (ICP). The IC is in charge of the incident until assigned personnel arrive. The Maintenance & Operation (M & O) shift lead will fill in as the Incident Commander in the field and may also serve as the Campus EOC Operations Section Chief initially until the M & O Director can assume the position. The same personnel may provide support at the District EOC and other Campus EOCs.

Coastline Community College has a marked Mobile Command Vehicle equipped with radio communications, mobile data computer, 120-volt power supply, emergency management forms and checklists. The Command Vehicle can provide support to a Field Command Post, District EOC or to any College EOC. The District EOC will be established in the training room near the Chancellor's office, as needed.



Emergency Operations Center Locations within the District

Coast Community College District

Primary - 1370 Adams Avenue, Costa Mesa, CA.

Alternate - Orange Coast Campus (*John R. Clark* Computing Center building)

Orange Coast College

Primary – 2701 Fairview Road, Costa Mesa CA. Building 86, Student Center

Alternate – 2701 Fairview Road, Costa Mesa CA. Building 73, Counseling Center

Golden West College

Primary – 15744 Goldenwest Street, Huntington Beach CA. Public Safety Building

Alternate – 15744 Goldenwest Street, Huntington Beach CA. Building 107, Humanities

Coastline Community College, College Center

Primary – 11460 Warner Avenue, Fountain Valley CA

Alternate – Garden Grove Center, 12901 Euclid Street, First Floor Computer Commons

Coastline Community College, Garden Grove Center

Primary – Garden Grove Center, 12901 Euclid Street, First Floor Computer Commons

Coastline Community College, Le-Jao Center

Primary – 14120 All American Way, Westminster CA. First Floor

Coastline Community College, Newport Beach Center

Primary – 1515 Monrovia Avenue, Newport Beach CA. First Floor, Student Success Center

Emergency Operations Center Supplies

The District EOC and College EOCs should have the following available:

- Emergency contact information
- EOC Vests
- EOC registration area
- Status Boards for documentation of emergency status and statistics at the College, and in the District
- Casualty/Damage Status Boards
- EOC Staff Assignment Board
- Emergency Operations Plan
- Office supplies, pencils, pens, message pads, tablets
- Each section should have checklists and activity logs
- Telephones
- Maps



Emergency Notifications & Communications

It is the policy of Coast Community College District (CCCD) to communicate emergency information to staff, faculty, students and the campus community in a timely manner. The District and its Colleges shall prepare, implement, and maintain an Emergency Notification System (ENS) which will provide efficient and effective emergency notification to all staff, faculty, students and visitors on campus. The ENS will administer notification and communication via e-mail, voice and/or text messaging.

The decision to send out an emergency alert will be based on the need for immediate action. Whenever possible a pre-alert conference call should be initiated and the Campus Public Safety Offices should be notified before any emergency message is broadcast. In the event of an emergency that is the District or college site specific, it is the responsibility of the District or College site, and other authorized persons, to send out its own emergency message.

An initial message may be disseminated by the Chancellor, Campus President, Dean, designated representative, or available PIO, based on the incident, informing assigned personnel to report to the Field Command Post, to the District, and/or to the College Emergency Operations Center. Subsequent messages will be disseminated by the PIO. The employee who first becomes aware of a potential or existing District-related emergency is required to notify the College Maintenance and Operations Department, and the Public Safety Director, who will then notify appropriate College personnel.

The PIO will develop and release information about the incident to the media or Joint Information Center and to employees and students. During a multi-campus incident, the District PIO will be the lead. The PIO reports to the District EOC Director and/or the College EOC Director, as circumstances warrant.

The Emergency Notification System includes the following methods of communication:

- Regroup/CCC Alert
- Text message (120 character limit)
- Telephone, (home, office, Cell)
- Coast College List (email)
- Electronic Signage on Buildings
- Emergency Information Line (877) 241-6328
- Computer and Web Announcements
- Outdoor Public Address System/Sirens/Radios/Bull Horns

District / College Specific Emergency Notification

The District EOC Director/PIO and each College Public Safety or College EOC Director/PIO is responsible for notifying emergency personnel using the Regroup ENS and/or other means. Any type of emergency incident, potential or actual, should be reported immediately to the Chancellor.

Coastline, Golden West, or Orange Coast College security and/or administrative staff, may receive emergency notifications from on-duty staff or local police, fire, or public works agencies regarding



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emergencies, and are responsible for notifying and activating additional levels of assistance as directed by each College President.

The College Emergency Operations Team will be contacted and requested to report to the College EOC. In addition, Public Safety Officers and Maintenance & Operations Staff may be requested to report to work. Each College Public Safety & Maintenance & Operations serves as the 24 hour notification point for the College and is responsible for notifying personnel as necessary

The Chancellors / Presidents and Vice Presidents will have the ultimate authority to activate the emergency response system and determine the level of activation for the College Emergency Operations Center. The District and/or Campus EOCs may be activated for the following Occurrences:

- Earthquake larger than 6.0 in southern Los Angeles or Orange County
- Hazardous material spill requiring evacuation of campus
- Flooding of surrounding areas causing disruption of traffic on roadway to the campus
- Uncontrolled release or failure of Orange County Flood channels
- Shooting or threat of terrorism

Emergency Notifications will be made to the following District and Campus Executive Management using the Regroup Emergency Notification System:

- Emergency Operations Team
- Policy Group:
 - District Chancellor
 - Vice Chancellors
 - College Presidents
 - College Vice Presidents and,
 - Others as advised
- Emergency Management Coordinator
- Key Personnel for activation of the District EOC to support College EOC activations



Level of EOC Activation Guidelines

College/District EOC Activation Guidelines		“What Personnel required to report to the EOC will depend upon the level of activation.”
Level I	Level II	Level III
<ul style="list-style-type: none"> • A minor to moderate incident for which local resources are adequate and available. • A local emergency may or may not be proclaimed. • Off-duty personnel may be recalled. 	<ul style="list-style-type: none"> • A moderate to severe emergency for which local resources are not adequate and mutual aid may be required on a regional or even statewide basis. • Key personnel from the campus will report to the District and/or College EOC to provide support. • After providing the Policy Group, and Staff with an incident briefing, the EOC Director may choose to deactivate the EOC and release emergency management staff while maintaining contact via phone, pager, or another method of communication, or may activate to a Level III. • Off duty personnel may be recalled • A local emergency may be proclaimed by the jurisdiction and state of emergency may be proclaimed. 	<ul style="list-style-type: none"> • A major local or regional disaster where resources in or near the impacted area are overwhelmed and extensive state or federal resources is required. • The College and District EOCs will be fully activated and all EOC positions filled as needed. • A local emergency, a State of Emergency and a Presidential Declaration of an Emergency, or a Major Disaster may be proclaimed and/or requested, respectively. • All response and early recovery activities will be directed from the College EOC, with assistance from the District EOC as needed • Off-duty personnel will be recalled as needed.
Incident Commander	Director of DEOC or College EOC	District and College EOC positions as required will be automatically staffed and appropriate personnel recalled.
Safety/Liaison	Deputy Director of DEOC or College EOC	
PIO	Public Information Officer / Information Hotline	
Generally College EOC or local department	Liaison / Safety Officer	
	Operations Section Chief	
	Planning Section Chief	
	Logistics Section Chief	
	Finance Section Chief	
	Technical Specialists (as identified by the EOC Director if necessary)	
	Other personnel as identified by the EOC	

The Coast Community College District Emergency Operations Plan (EOP) designates three levels of a College emergency and/or activation of the District EOC and/or College EOC. Depending on the nature of the emergency will determine the level of the EOC activation and which personnel should report.

Level - I

Minimum emergency assigned personnel will monitor the situation or incident for the District and/or Campus impacted. The Incident Commander will determine level of emergency notification and provide briefings and/or updates as necessary to the Emergency Management Team. Level 1 personnel may include the following:

- Public Safety & Maintenance & Operations
- President and Vice President
- Chancellor
- College and/or District EOC Coordinator/Director

Level - II

An incident requiring EOC response by more than one College or the support from the District office, requiring the acquisition and use of specialized resources, or is beyond the scope of available resources. The following incidents require an automatic Level II activation:

- Accidents, with injuries which disrupt service and traffic flow for more than 1 hour.
- Mass Casualty Incidents (MCI)
- Structural fires second alarm or greater
- Moderate to major hazardous materials incidents
- Specialized operations within the Coast Community College District
- Any evacuation expected to last more than 4 hours

Level II Personnel will be notified by Regroup ENS and directed to report to the identified site at a specified time. Personnel include the following:

- Incident Commander
- Public Information Officer
- Safety Officer
- Operations Section Personnel
- Logistics Section Personnel
- Planning Section Personnel
- Finance Section Personnel

The **Policy Group** should be notified of Level II EOC activation and be promptly briefed on the incident. The Incident Management Team includes the following:

District Offices, Costa Mesa

Chancellor (714) 438-4601

Vice Chancellor of Finance & Administrative Services (714) 438-4611

Emergency Management Coordinator (714) 438-4753



Orange Coast College

President (714) 432-5577
VP of Administrative Services (714) 432-5111
Public Safety Coordinator (714) 432-5017
Operations Chief (714) 432-5980

Golden West College

President (714) 895-8116
VP of Administrative Services (714) 895-8307
Public Safety Coordinator (714) 895-8183
Operations Chief (714) 895-5159

Coastline College

President (714) 241-6152
VP of Administrative Services (714) 241-6144
Maintenance & Operations Director (714) 241-6224
Public Safety Coordinator (714) 241-6360

Orange County Operational Area Control One (714) 628-7000

Operational Area Fax (714) 628-7154
Orange County OA Schools Desk (714) 628-7145

Level - III

A Level III Incident requires the coordinated response of all levels of government to save lives and protect property. Such an emergency may require sheltering or relocating the affected population. Under such conditions, the District Emergency Operations Plan will be implemented. The following incidents require an automatic District and/or Campus EOC Level III activation:

- Act of Terrorism directing affecting the campus
- Train accident with hazardous materials
- Aircraft accident which is also a mass casualty incident
- Earthquake involving obvious structural damage
- Major civil disorder
- Hazardous materials incident involving major airborne release, sheltering in place, or evacuation



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The Policy Group includes the following and should be promptly notified of a Level – III EOC Activation:

District –Site

Chancellor, (714) 438-4601

Vice Chancellor of Finance & Administrative Services (714) 438-4611

Risk Services/Emergency Management (714) 438-4810

Orange Coast College

President (714) 432-5577

VP of Administrative Services (714) 432-5111

Public Safety Coordinator (714) 432-5017

Operations Chief (714) 432-5980

Golden West College

President (714) 895-8116

VP of Administrative Services (714) 895-8307

Public Safety Coordinator (714) 895-8183

Operations Chief (714) 895-5159

Coastline College

President 241-6152

VP of Administrative Services (714) 241-6144

Maintenance & Operations Director (714) 241-6224

Public Safety Coordinator (714) 241-6360

Orange County Operational Area (OA) - Control One (714) 628-7000 **OA FAX** (714) 628-7154

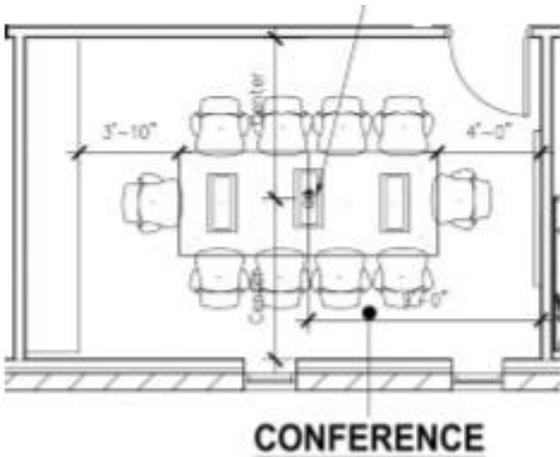
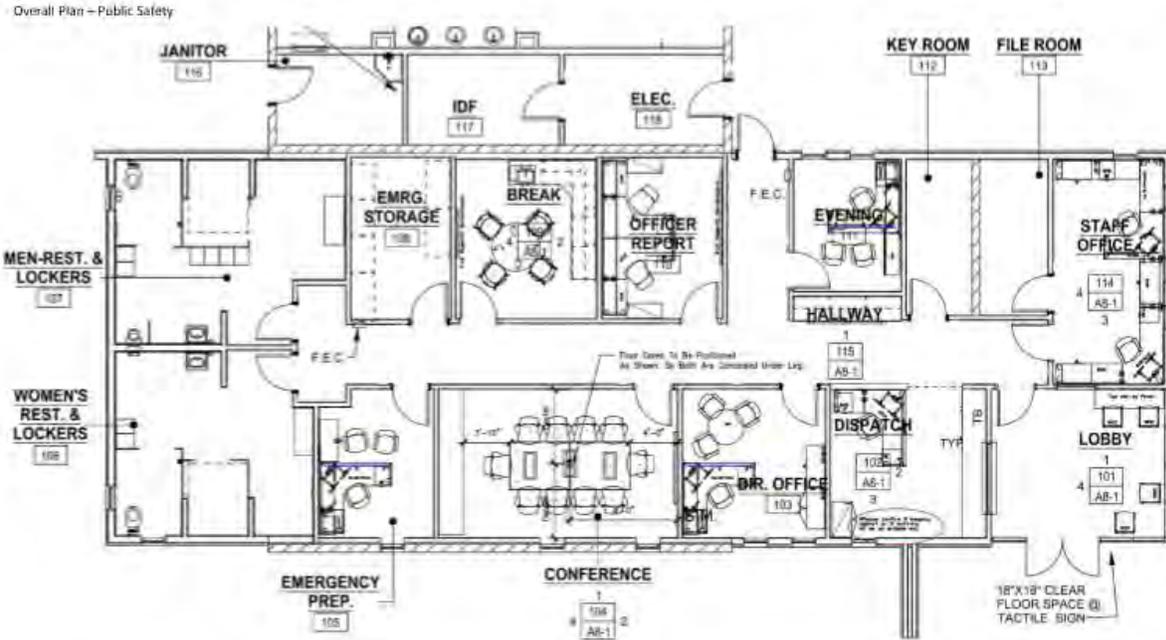
Orange County OA Schools Desk (714) 628-7145



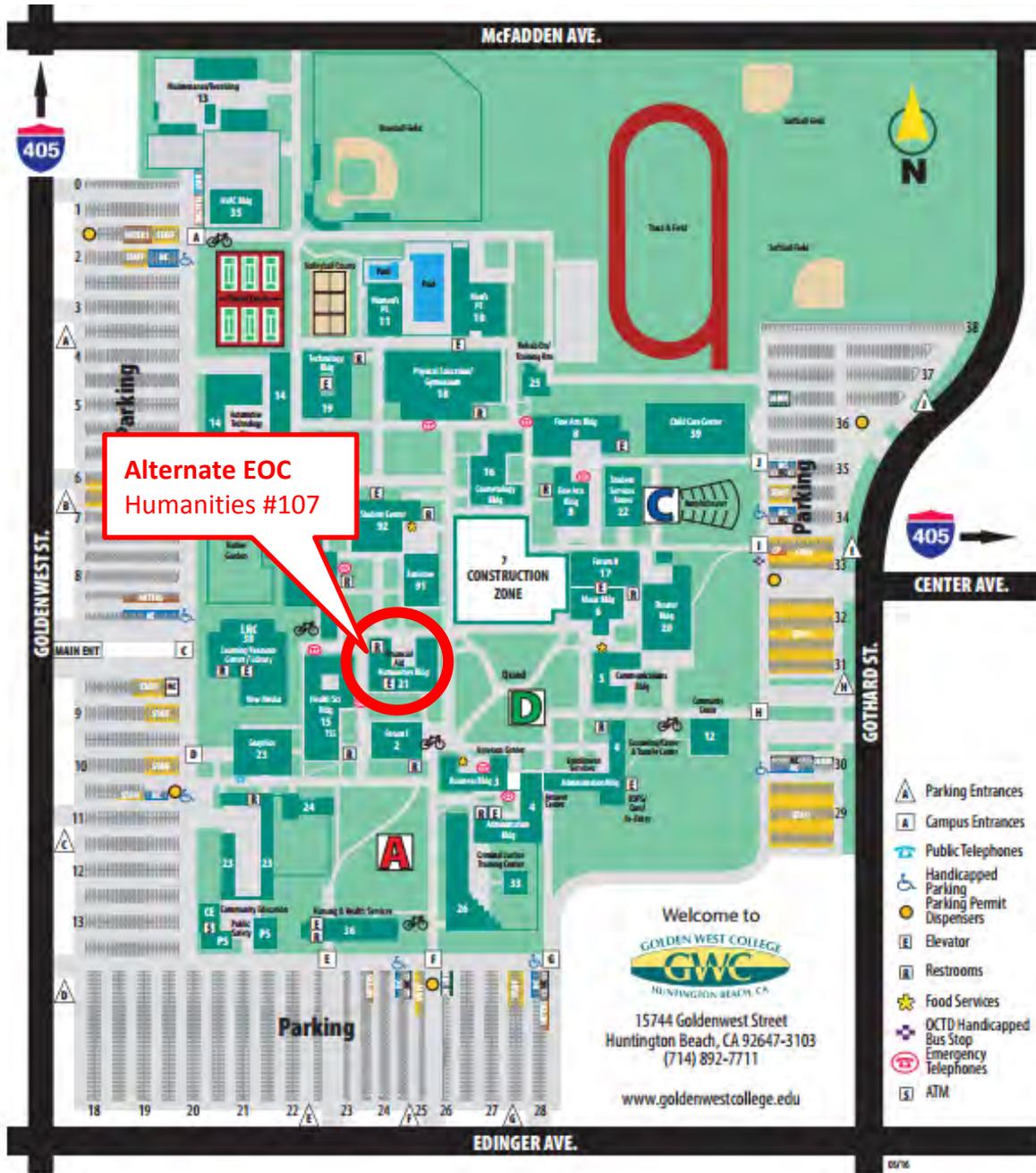
Golden West College EOC Information



Golden West College Primary EOC Layout

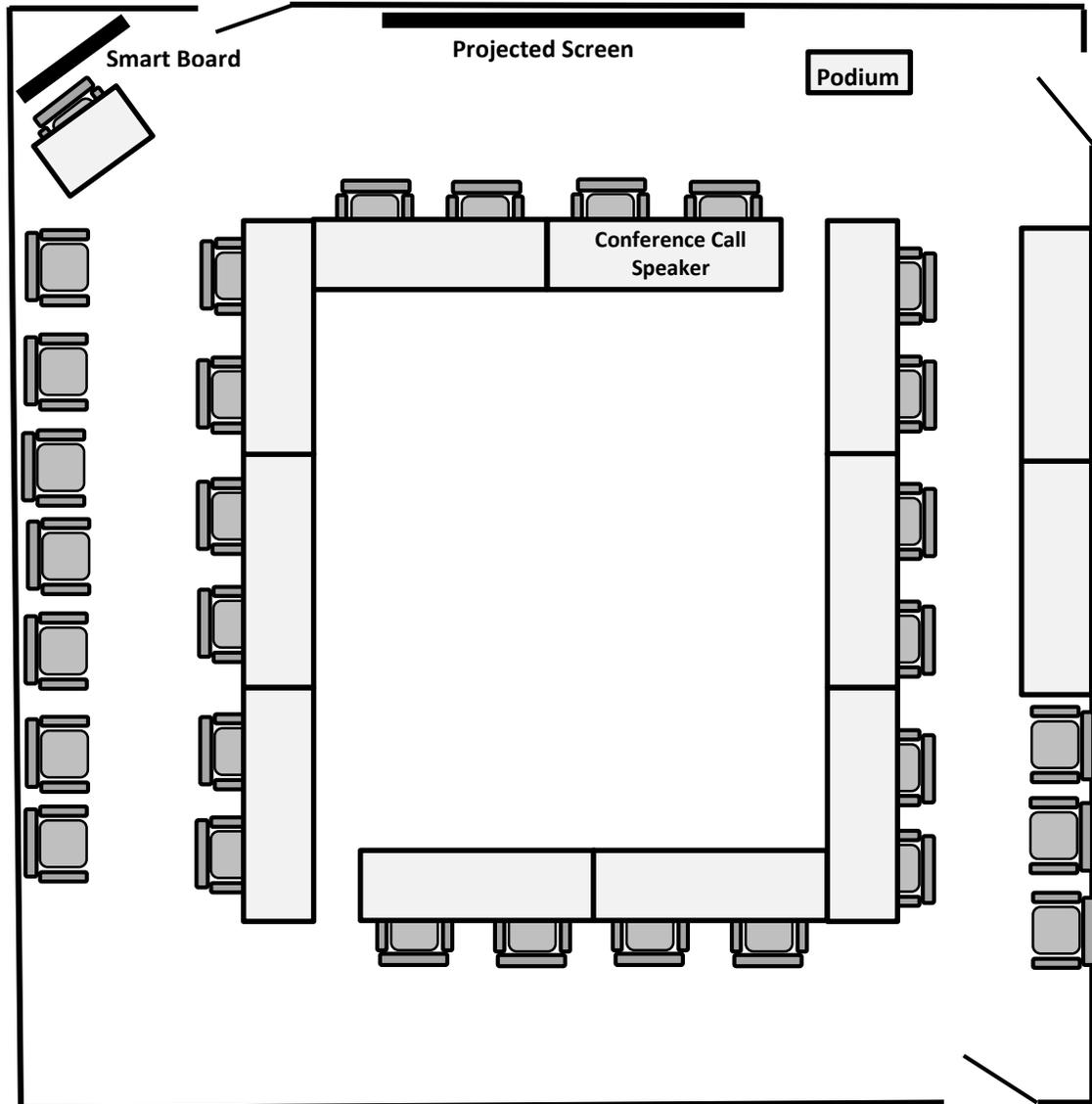


Golden West College Alternate EOC Location



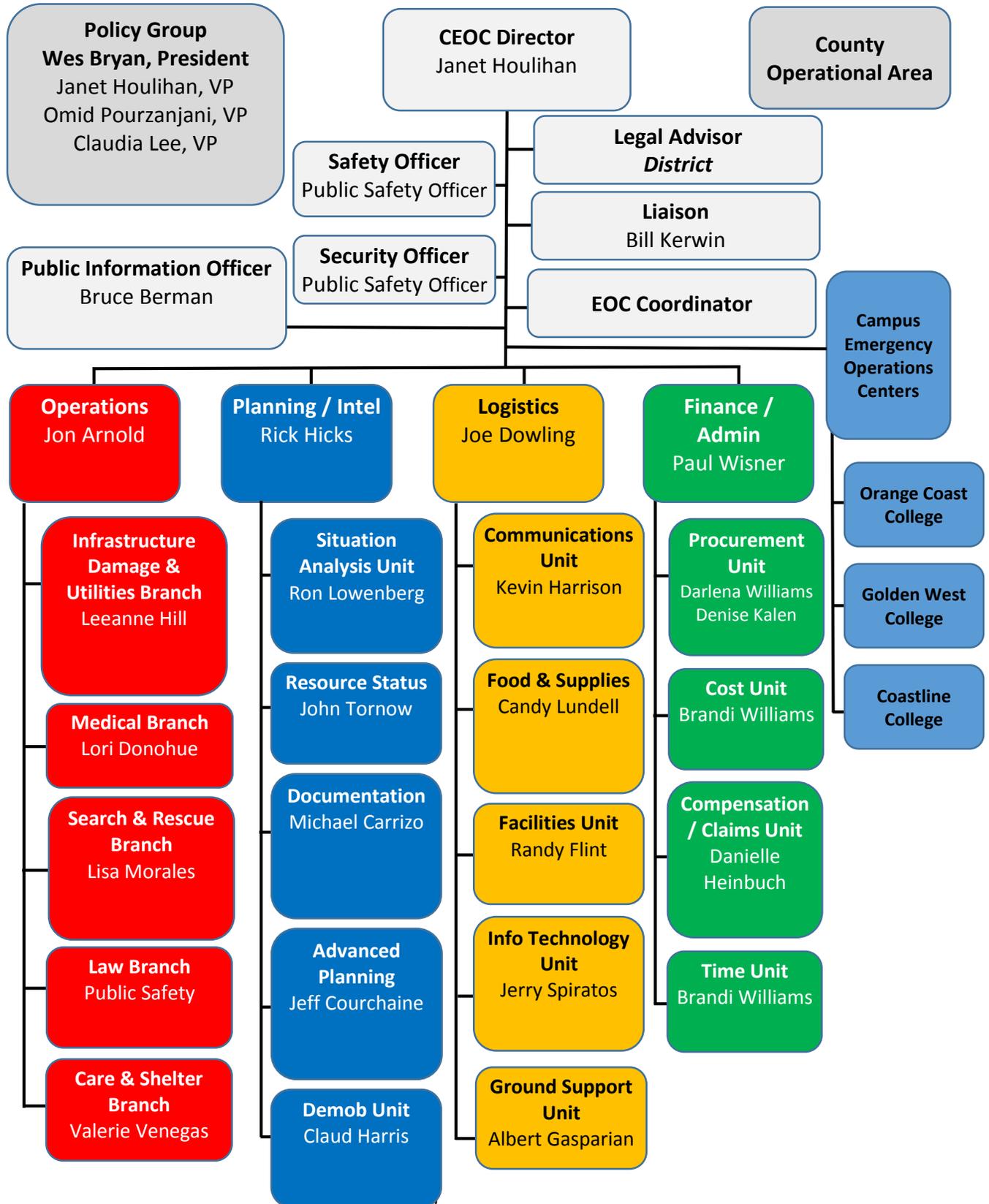
- Staff
- 20 min
- (MC) Motorcycle
- (HC) Handicap
- Meters
- (CP) Carpool
- A B C D Evacuation Assembly Areas

Golden West College Alternate EOC Layout

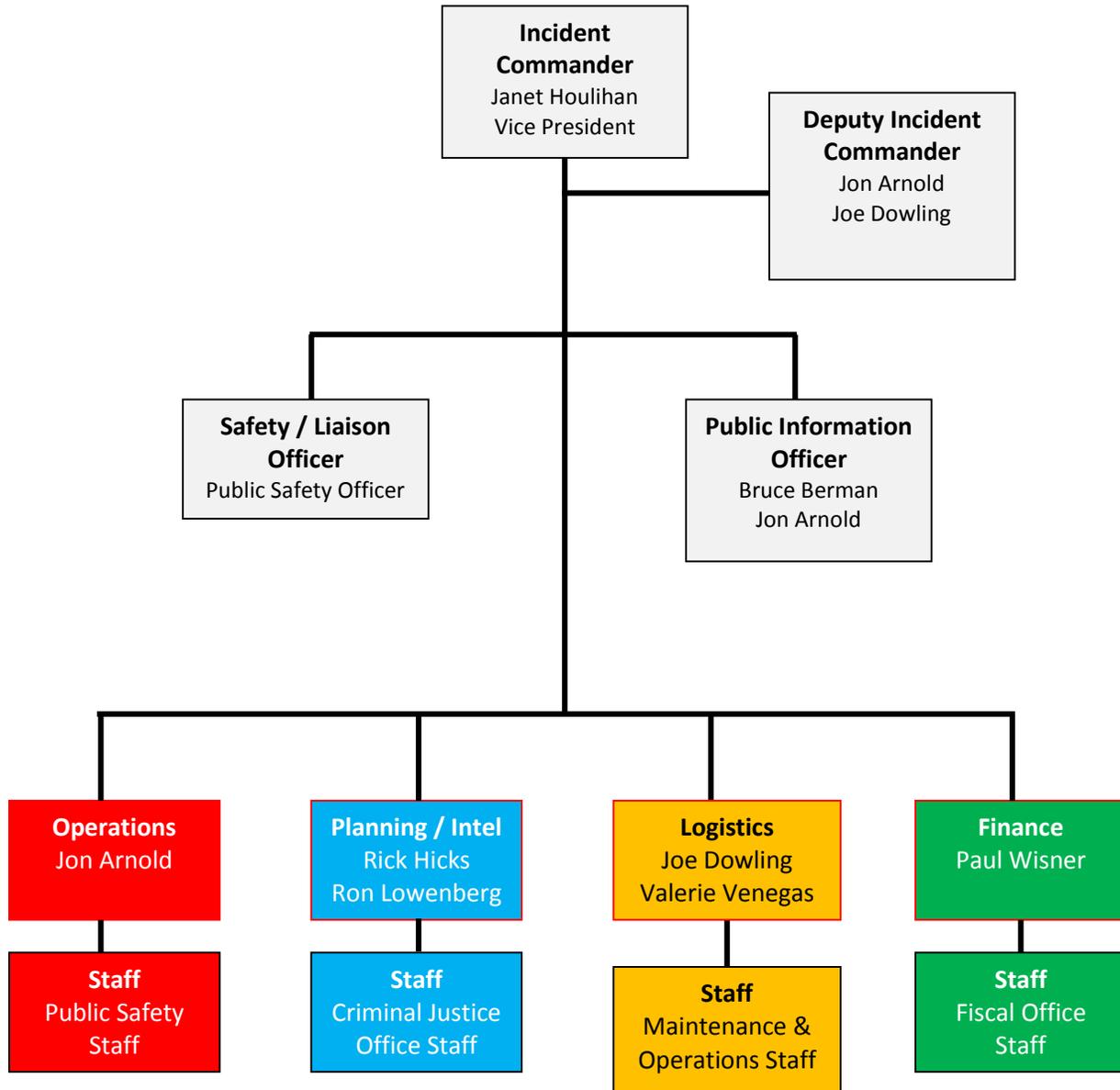




Golden West College EOC Organization Chart



Golden West College Field Command Post (FCP) Organization Chart





Golden West College
Emergency Operations Center Activation Guide

Golden West College EOC Phone Numbers

CEOC Director	*714-321-2868	Janet Houlihan	714-895-8307
Alternate CEOC Director	*949-233-2661	Omid Pourzanjani	714-895-8707
PIO	*410-960-3015	Bruce Berman	714-895-8315
Safety Officer / Liaison	*714-895-8924	Public Safety Officer(s)	
Operations Section Chief	*949-322-4647	Jon Arnold	714-895-8183
Planning Section Chief	*714-536-9313	Ron Lowenberg	714-895-8373
Logistics Section Chief	*713-725-0525	Kevin Harrison	714-895-8983
Finance Section Chief	*949-285-3946	Paul Wisner	714-895-5195
District EOC Liaison	*650-930-6145	Andrew Dunn	714-438-4611
EOC Registration/Switchboard	714-892-7711		
Fire Branch	714-536-5411		
Law Branch	714-960-8809		
ARC Shelter Support	(714) 481-5300		
Huntington Beach Water	(714) 536-5921		
Electric SCE	(800) 655-4555		
Huntington Beach GIS	(714) 374-5354		
OA1 Radio	46.560 MHZ		
OTHER IMPORTANT NUMBERS			
OC Operational Area (OA) EOC	(714) 628-7060		
OA EOC FAX	(714) 628-7154		
OC OA Manager	(714) 628-7059		
Control One (Loma Ridge)	(714) 628-7000		
Orange County Fire Authority	(714) 573-6000		
Cal OES Southern Region	(562) 795-2900		
Cal OES (Sacramento)	(916) 845-8911		
*Indicates Primary number			



Golden West Community College Critical Corridors

- McFadden Ave.
- Goldenwest St.
- Edinger Ave.
- Gothard St.

American Red Cross Shelters

Orange County American Red Cross – ADA Compliant Shelters (714) 481-5338

The following sites are identified by the American Red Cross as ADA compliant shelters:

Edison High School 21400 Magnolia, Huntington Beach, CA. 92646										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	64		2		No	ARC Managed	10/16/06	740	375	

Ethel Dwyer Middle School 1502 Palm Avenue, Huntington Beach, CA. 92648										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
949-515-6500	Paul Reed			714-424-5002		Don Pagel		949-515-6500		
Closed	0		1		No	ARC Managed	10/16/06	85	42	Yes



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Huntington Beach High School										
1905 Main Street, Huntington Beach, CA. 92648										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	82		2		No	ARC Managed	9/22/06	750	375	

Isaac L. Sowers Middle School										
9300 Indianapolis, Huntington Beach, CA. 92646										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	8		1		No	ARC Managed	12/18/06	85	42	

Marina High School										
15871 Springdale Street, Huntington Beach, CA. 92649										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	80		2	No	Yes	ARC Managed	10/30/06	750	375	



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Oceanview High School										
17071 Gothard Street, Huntington Beach, CA. 92647										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	8		2		Yes	ARC Managed		750	375	



ReGroup Emergency Notification Tool

ReGroup Log-In

To access ReGroup, go to the address designated for your specific institute. Internet Explorer and Google Chrome can be used as a browser for this service.

Orange Coast: <http://orangecoastcollege.regroup.com>

Golden West: <http://goldenwestcollege.regroup.com>

Coastline: <http://coastline.regroup.com>

District: <http://ccd.regroup.com>

The landing page contains two set-ups for logging into ReGroup (Fig. 1). Click on the highlighted “here” (red boxed portion) to proceed to the appropriate log-in page.

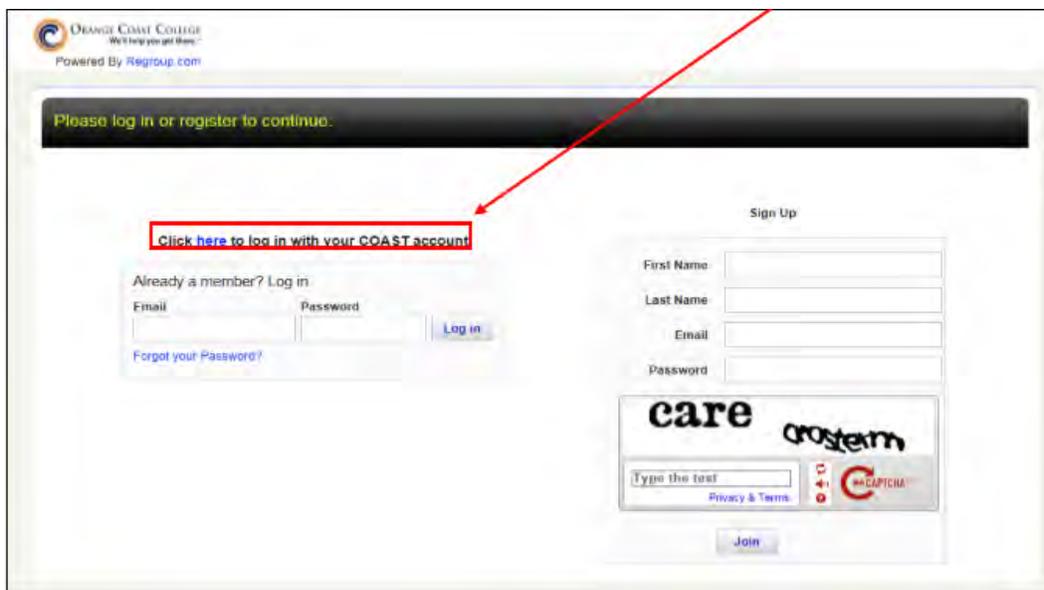


Fig. 1 - After clicking the highlighted “here”, you will be launched to the next log-in page (Fig. 2). Enter your log-in information as you would for accessing your computer and/or email (without the @mail.edu tag).



Fig. 2

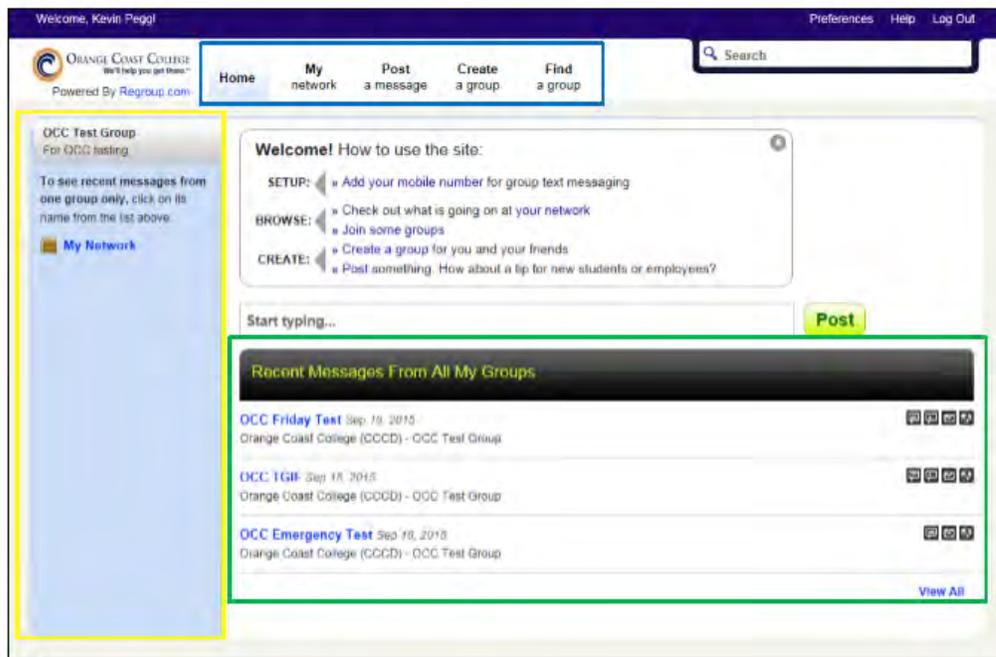


Fig. 3

The top (blue) banner allows the user to click on different options to: (1) view the network they are a part of and any associated groups, (2) post a message to all users registered in a group, (3) create new group to distribute the message to, and (4) find a group that has already been populated (e.g. Staff at District site, Students registered in Math 101).

The center (green) of the home page posts any recent messages that have been sent out by any groups you (user) are registered under. If you access a recent message, you will see the description of the message, who the message was started by, what time the message was sent out, and which routes (email, SMS/text, text to talk) were utilized to disseminate the message.

The left hand (yellow) banner portrays the groups the registered user is a part of (e.g. OCC Test Group). If you click on any of the groups you are a part of, you will be forwarded to the group main page (Fig. 4) with a number of options and information. On the right hand side (blue – Fig. 4), you will see the designated administrators, group category, group type, privacy settings, and the date/time the group was created. On the left side of the page (yellow – Fig. 4), you will see options about adding members and posting messages that are specific to the group.

- Add/Invite Members: manually invite members with name/phone/email or upload a mass list using .csv file (Excel)
- Edit Group Settings: sends the user to the “Group Settings” screen (Fig. 5)
 - Group Category: select “Emergency Alerts”
 - Group Type: select “Announcement-Only”
 - Privacy: select “Private” or “Secret” to grant only admins approval for members joining
 - Description: short description of the alert/notification
 - No Unsubscribe: choose whether you want users to be able to unsubscribe (this can be in or out of the signature)
 - Hide Members: select to hide the list of group members
 - RSS Options: do not select
 - CSV/Database Integration Processing Style: select “Normal Processing”
 - Static Group: do not select
 - SMS for Comments: do not select
 - Email Options: settings that can be altered (see’ Post a Message”)
 - Email-In Restrictions: select “Disable this Feature”
 - Replies: select “Replies are sent to the author of the message”
 - Subject Prefix: select “Do not use a prefix”
 - Message Footer: select “Do not use a footer” to leave your email address out, or select “Make a Custom Footer” and edit the footer at the bottom of the page
 - Text/SMS Options: settings to be altered (see “Post a Message”)
 - Twitter Synch: connect the alert/notification to a Twitter account
 - Facebook Synch: connect the alert/notification to a Facebook account
 - Group Keyword: unique keyword to allow users to join the group (no keyword necessary)
- Post Message: sends the user to the “Post a Message” screen (see “Post a Message” section in this document)
- Group Members: view group member affiliation, join date, options to stop sending notifications and topics
- Group Files: files that are viewable by the members in the group

- Scheduled Messages: message in the queue to be sent
- Scheduled Voice Alerts: voice alerts in the queue to be sent
- Pending Members: members awaiting approval to join the group
- Pending Voice Alerts: voice alerts awaiting approval
- Pending Interactive Voice Response (IVR) Alerts: IVR alerts awaiting approval
- Remove Members: option to remove all members
- Leave Group: option to leave the group

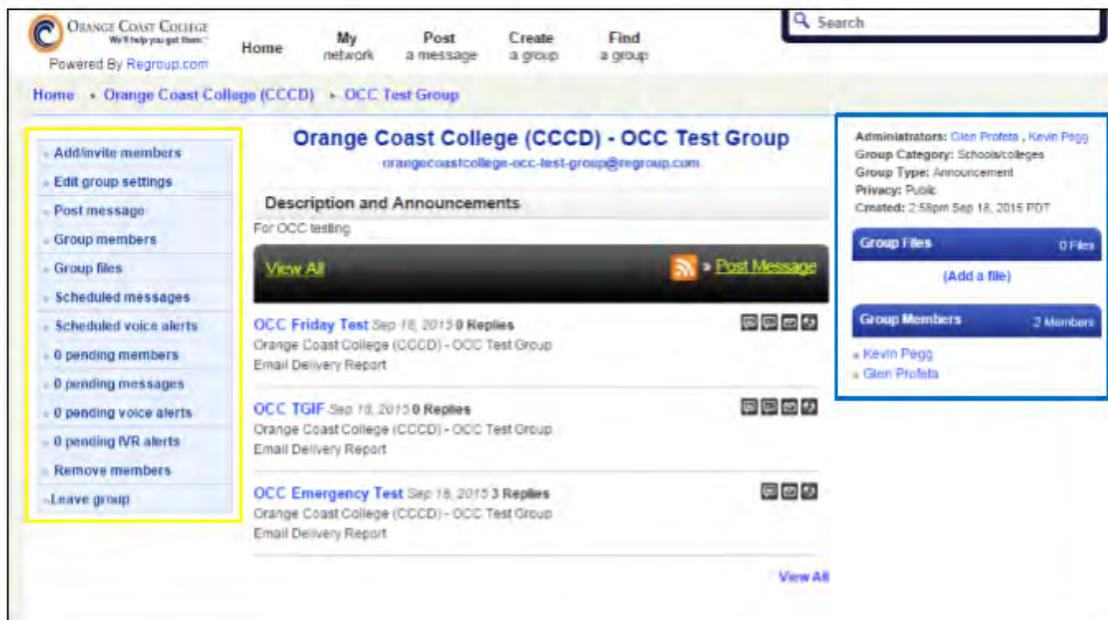


Fig. 4

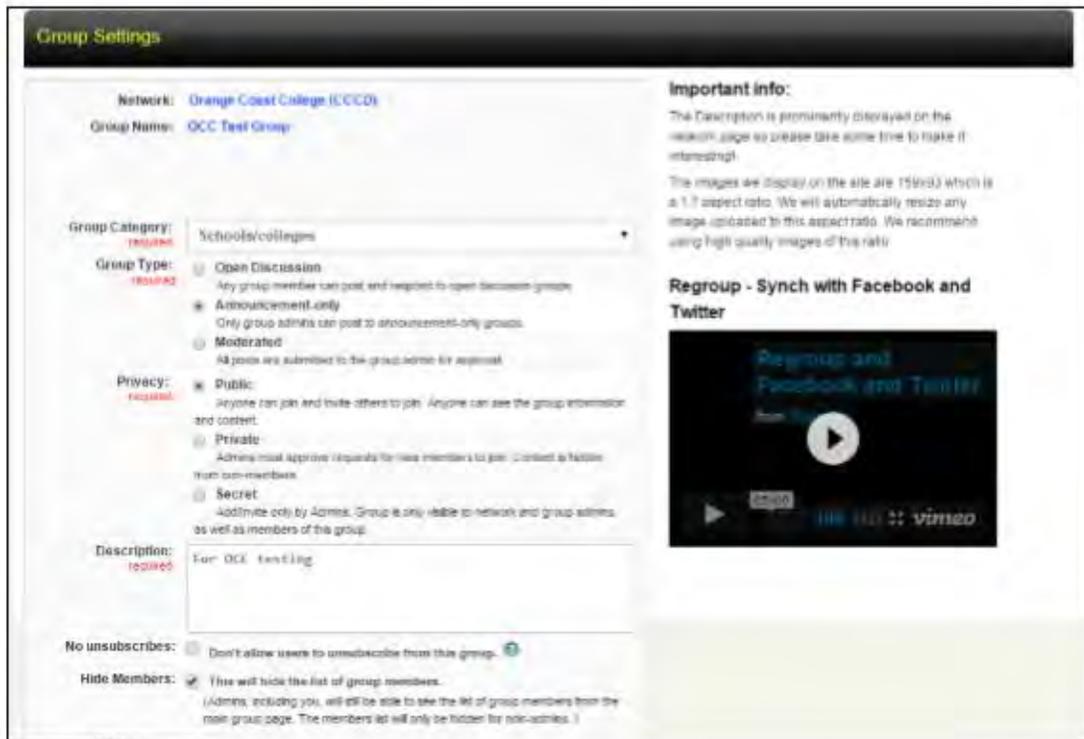


Fig. 5

Post a Message (Alert/Notification)

To send out an alert/notification to the users defined the particular group, click on “Post a Message” at the top of the page or if you are in on the main page for your group, click “Post Message”. The next screen (Fig. 6) will be the final page before sending out your notification. At the top of the page (highlighted in blue – Fig. 6), there are options to send the alert via website (automatically clicked), email, text to speech, and text/SMS. If you click the box for any particular route, new options will expand in the lower section.

NOTE: If you clicked initially on “Post a Message” and your group is not automatically populated in the “To” section, manually start typing in the name of the group and choices will appear for your group of choice.

For training purposes, all choices are selected. To send out an alert/notification, use the following steps (Figure 6).

1. Be sure the appropriate group is selected in the “To” section
2. To hide your name/email in the “From” section, click on “Custom”, and use a name such as “Emergency Coordinator” or “Administrator”. For the email address, use noreply@mail.cccd.edu (different for each campus) to prevent the users in the group from

seeing an email address to message back (settings can be altered in the “Group Settings” section) NOTE: Be sure the circle for “Custom” is selected. If the name and email are filled out, and it is not selected, your personal identification will show in the alert/notification (highlighted in green in Fig. 6)

3. Click “Edit” on the “Reply-To” section to initiate a drop-down menu. Click on “Blank” to hide your email address in the alert/notification being sent out (highlighted in yellow in Fig. 6)
4. For the “Phone” section, this is activated when the “Text/SMS” box at the top is checked. The checked boxes indicate which phone the alert/notification will be sent to
5. In the Caller ID section (activated when clicking “Text to Speech”), the number automatically generated should be the campus safety line. When the members in the group receive a phone call from ReGroup, the number is an (866) toll free number
6. You may create a template alert/notification (if used on an annual basis) by clicking “Save as Template” at the bottom of the screen
7. Type in a subject related to the message
8. Type the message in the space provided. If you are sending a text/SMS in addition to an email, be mindful of the amount of characters available in the message (see the box below for a character counter)

9. At the bottom of the page, you have the option to “Save as Template”, “Preview” the alert/notification, “Send Test to Myself” (Highly recommended before sending the official one out), and “Schedule Message” (prompts a new menu with calendar and frequency options)
10. Click “POST” when ready to send the alert/notification
11. When the alert/notification successfully sends, a drop down on the top of the screen show a confirmation

*There is an option to pre-record a voice message from your phone or audio file and send to the members of the designated group under the “Voice Alert” option.

**When typing in acronyms such as OCC, spell it out using periods or hyphens (O.C.C. and O-C-C) so that the voice reads it as letters and not a word.

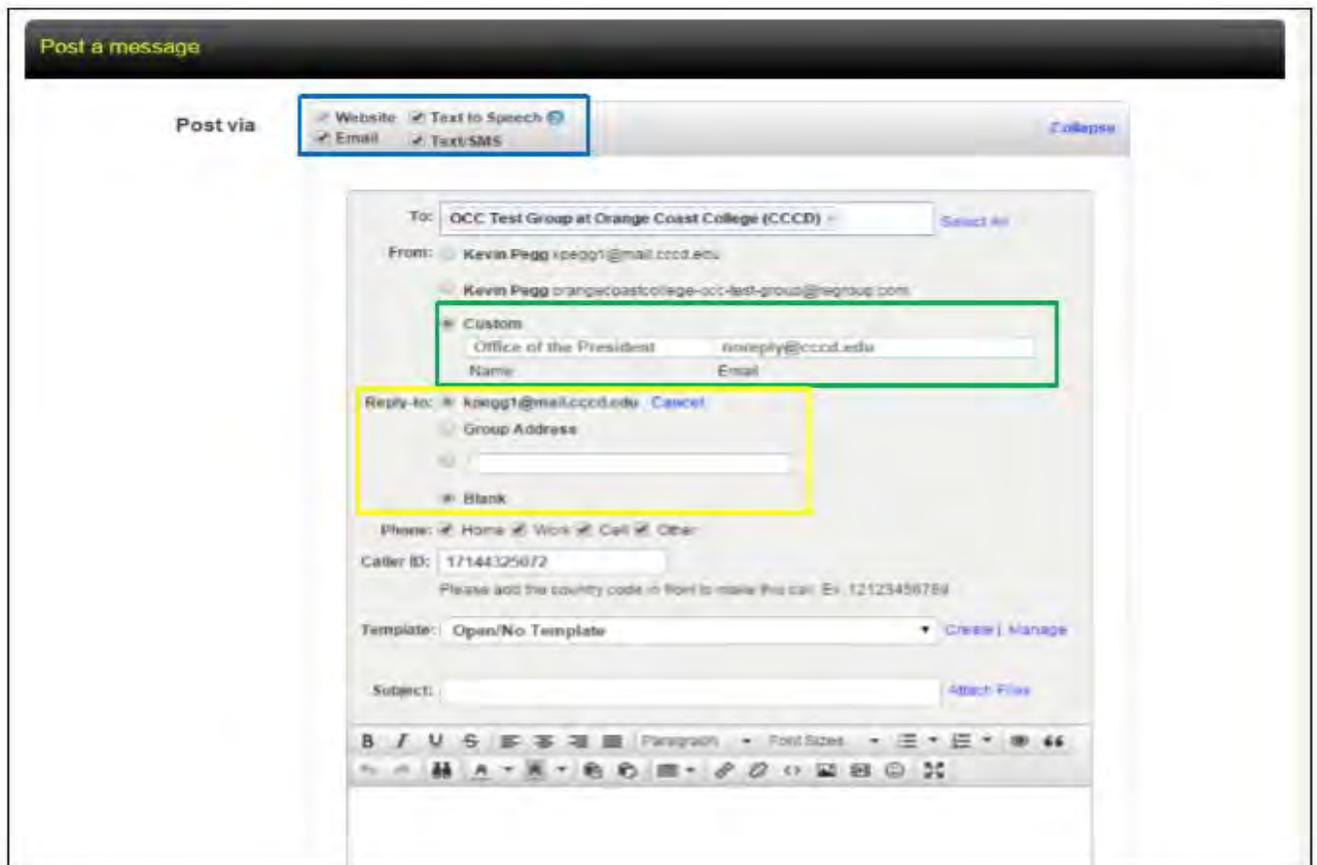


Fig. 6



College / District 800 *mhz* Radios

800 MHz Radio Overview

Twelve (12) 800 MHz radios have been acquired to provide the District with Equipment to communicate between the District campuses and the District Office in the event of a significant emergency. The radios will be assigned to each college: three (3) to OCC and GWC, four (4) to Coastline and two (2) to the District Office. The radios are Motorola Astro APX 4000 Model 3s and will allow vital information to be communicated if land-line phones and cellphones are not available. These radios are “Encrypted” and cannot be heard on scanners or other similar devices. The radios have two (2) dedicated channels for our use that are specific to our District Police Department designated within Orange County as “Station 46.” Each radio can communicate with other radios with the District on either Green 1 or Green 2. In addition to these channels there is Green TA (Talk-Around) that is simplex, non-repeated channel that works for close in, line of sight communications.

While the primary purpose is to allow communication between the campuses, the radios are programmed with the police departments within our district area and have access to fire department frequencies. We have received permission from the Police Chief and Fire Chief from Costa Mesa, Huntington Beach, Westminster, Fountain Valley, Garden Grove, and Newport Beach to access their Channels 1 & 2 in the event of a major emergency. This authority to transmit on their primary law and fire channel is specifically limited to only incidents of extreme emergency. This would include an **actual emergency** such as a significant building fire, an explosion, or an active shooter **where the lives and safety of campus personnel are clearly at risk**.

Communication via the radios on our channels (Green 1 & 2) can be used for routine as well as emergency communication. The radios should be kept on our Channel 1 so that each campus is on the same frequency for proper communication capability. To talk on the radio, you do the following:

- Simply depress the large button on the left side which is surrounded by a green circle (the PTT “push-to-talk” button on the next page). When depressing the “PTT” button you will hear 3 rapid beeps which is the radio opening up the channel and allowing the transmission to occur. The small LED window will also light up RED whenever you are transmitting. You will need to depress and hold the PTT button and wait until you hear the beeps.
- Then you should broadcast (say) the name of the other department or campus you are communicating with. For example, if GWC was trying to radio the District to advise of an emergency situation the person would say “District 1, Golden West 1”. The the District would answer back “Golden West 1 District go ahead”
- Or, “Coastline 3, Coastline 1.” The reply back.
- In essence since we “own” the frequency or channel we can simply talk back and forth. Identifying what college you are and which campus or location you are trying to contact simply allows everyone on the channel to understand who is speaking. In an actual emergency the information being provided is more important than the radio procedure.



Golden West College Emergency Operations Center Activation Guide

Each radio will come with a desk-top charging station and a CD for any additional training or information needed. While the radios will be assigned to each campus and to the District Office, the actual assignment and location will be determined at the campus level.

The approval to participate in the Orange County 800 MHz Radio System was granted by the Orange County Chiefs' and Sheriff's Association and the Orange County Fire Chiefs' Association. The 800 MHz Governance Committee granted permission to participate under the authority of the District Police Department. We are free to communicate on our two primary channels, however any misuse of the radio by making transmissions on any of the police or fire channels for routine, non-emergency issues can result in the permanent loss of access to those frequencies. Additionally, all radio transmissions must be kept to professional language and for official purposes. These frequencies are monitored and regulated by both the FCC and the OC Sheriff's Communications Division.

The radios will be numbered and designated as follows:

- District Office
 1. District One
 2. District Two

- Orange Coast College
 1. OCC One
 2. OCC Two
 3. OCC Three

- Golden West
 1. Golden West One
 2. Golden West Two
 3. Golden West Three

- Coastline College
 1. Coastline One
 2. Coastline Two
 3. Coastline Three

The radio controls and functions are listed below:



- 1 The talkgroup channel selector knob is used to choose which channel to access
- 2 The On/Off-Volume knob is used to turn the radio on or off and adjust the volume
- 3 Emergency Activation Button will notify Orange County Communications that you have an actual emergency and they will make every effort to determine the circumstances. The button is orange in color. **DO NOT PUSH THIS BUTTON.**
- 4 Push-to-talk button is used to transmit on the radio
- 5 Zone selector is to access tactical talk-around channels (will not normally be used)
- 6 Mute button will mute the volume for 15 seconds
- 7 Directional pad will allow the user to scroll through talk-around groups (not used)

- 8 Home button will take you back to the channel that is normally selected
- 9 Key pad is used to access tactical groups (not used)



The microphone is located on the front of the radio just below the “M” in Motorola. The Emergency alert will light up red when you press the Emergency button (DON’T). The LED indicator window will display Green when you turn the radio on, Red when you are transmitting on the radio, will flash RED on and off to indicate a low battery status, and will show Yellow if the channel is busy when using a non-truncated, non-repeated channel (normally not used).

Basically, if you turn the radio on, select the channel to monitor and transmit using the push-to-talk button...that is all you really need to know.



The following lists the sixteen (16) distinct channels that are programmed into each radio:

ZONE – 1 CCC (Coast Community College PD)

Channel 1-4 are assigned to our department:

1	Law Enforcement Primary Dispatch Trunked Talkgroup #1	1 GREEN-1
2	Law Enforcement Wide-Area and Tactical Trunked Talkgroup Tactical #1	1 GREEN-2
3	Law Enforcement Agency Specific Simplex Channel	1 GREEN-TA
4	County Mutual Aid Trunked Talkgroup	1 TAN-CALL

The above channel “1” (Green 1) would be used to communicate between each of the colleges and with the District. Channel 2 (Green 2) would be used if we had a need to communicate on a secondary frequency within the district and with other agencies. Channel 3 (Green-TA – talk-around) could be used to communicate between two radios if close by. Channel 4 (Tan Call) is to be used to communicate directly with Orange County Sheriff’s Communication Center (Control 1). The below channels are those assigned to each of the local police departments. The channels listed as the Law Enforcement Primary Dispatch Trunked Talkgroup #1 is the police department’s main radio channel between their dispatch center and the field police units (listed in **BOLB**). The channel listed as “2” is a channel used for local tactical activities. If a campus wanted to monitor the activities of their local police department, they should use the PD’s channel **1**. Please be cognizant that if you are doing this you must ensure that you return to our designated channel 1 before transmitting on the radio!

5	Law Enf. Primary Dispatch Trunked Talkgroup #1 (Costa Mesa-44)	1 GRN-1-COS
6	Law Enf. Wide-Area and Trunked T.G. TAC. #1 (CM)	1 GRN-2-COS
7	Law Enf. Primary Dispatch Trunked Talkgroup #1 (Fount.Vally-40)	1 GRN-1-FVY
8	Law Enf. Wide-Area and Trunked T.G. TAC. #1 (FV)	1 GRN-2-FVY
9	Law Enf. Primary Dispatch Trunked Talkgroup #1 (Garden Grove-32)	1 GRN-1-GGV
10	Law Enf. Wide-Area and Trunked T.G. TAC. #1 (Garden Grove)	1 GRN-2-GGV
11	Law Enf. Primary Dispatch Trunked Talkgroup #1 (HB-42)	1 GRN-1-HTB
12	Law Enf. Wide-Area and Trunked T.G. TAC. #1 (Hunt.Beach)	1 GRN-2-HTB
13	Law Enf. Primary Dispatch Trunked Talkgroup #1 (N.Bch-43)	1 GRN-1-NPB
14	Law Enf. Wide-Area and Trunked T.G. TAC. #1 (Newport Bch))	1 GRN-2-NPB
15	Law Enf. Primary Dispatch Trunked Talkgroup #1 (Westminster-47)	1 GRN-1-WST
16	Law Enf. Wide-Area and Trunked T.G. TAC. #1 (Westminster)	1 GRN-2-WST

Each comes with a single-unit charger. After connecting to a power source, simply insert the radio into the base with the radio turned off. The LED will indicate:

- Single Green light – Charger has successfully connected to power source
- Steady Red light – Battery is in rapid charge mode
- Blinking Green light – Battery has completed rapid charge and battery is at 90% charge
- Steady Green Light – Battery is fully charged
- Blinking Orange light – Battery is recognized by the unit but is too hot or voltage is too low (When the condition corrects, the battery will begin charging)
- Blinking Red light – Battery is not chargeable or not making proper contact with the base

On the first Tuesday of each month at 8:30 AM the county conducts a radio test of the Operational Area radios. This is the standard monthly test that we participate in at each college. After the conclusion of our District's campuses OA radio test, we will conduct a test of our 800MHz radio equipment. This will be performed on our Channel 1 by GWC calling Coastline, then OCC and then the District Office to verify the functionality of the radios. Once that is completed, GWC will then switch to Channel 4 (1 TAN-CALL) and test the radio by checking with the OCSD Communications Division (Control 1). While these radios appear to be very technical they are basically easy to use as long as you verify that you have the correct channel selected. I will also provide each college and the District with the below for further information:

- 1 APX/4000 Quick Reference Guide and User CD
- 2 County of Orange Official Law Enforcement Communications Handbook
- 3 County of Orange Official Fire Communications Handbook
- 4 OC Operational Area Interoperable Communications Field Operations Guide

If the radio had a malfunction, please contact Police Chief Jon Arnold to determine the cause.



Web-EOC EMERGENCY OPERATIONS CENTER REPORTING TOOL

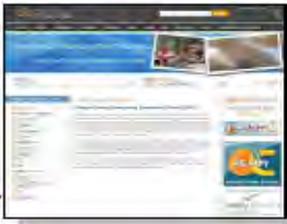
Web-EOC Log-in User Name: Coast Community College District

Password: ccc1234

Orange County WebEOC 7.1 Log-In Procedures

Alternate Direct URL: <https://hweoc.ocsd.org/>

1. Browse to www.ocgov.com/eoc
2. Click the left hand navigation link labeled OA Access.



3. Click the Direct Login WebEOC button for real emergency use:



Click the training button for training and exercise purposes:



4. Enter the login information:



The User is the full title of your jurisdiction.

The default password is the 3-letter jurisdiction code (lowercase) followed by 1234 (ex: abc1234).

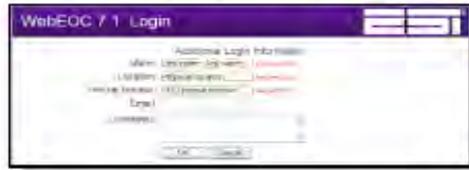
See the attached matrix for more info.

5. Choose your Position and Incident:

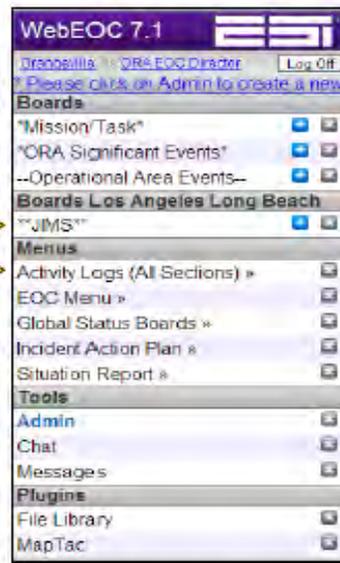


If your jurisdiction does not have its own incident listed, then you MUST create an incident after logging in. Do not use the the default incident to enter any information – it will not save correctly.

6. Enter your name (last, first) and additional information (location and phone number should be your EOC location and position phone number):



7. The main control panel should appear. If it does not, you may need to turn off the pop-up blocker by clicking on the Tools menu in Internet Explorer and then Pop-up Blocker / Turn off Pop-up Blocker.



****JIMS**** – Use this board to notify the Operational Area of your activation and situation status.

Activity Logs – Use this board to document your position activities.

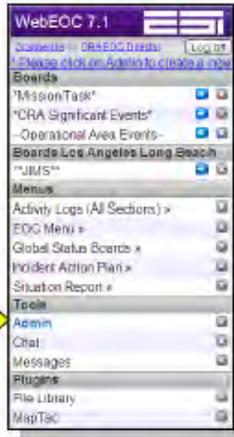
The first person logging in for that jurisdiction should continue to Page 2 to create a new incident.

Orange County WebEOC 7.1 Log-In Procedures

Alternate Direct URL: <https://webeoc.ocsd.org/>

How to create an incident:

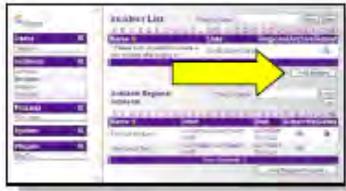
1. Click on Admin near the bottom of the remote control panel under Tools.



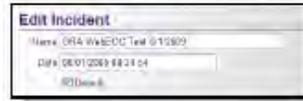
2. Click on Incidents under the Incidents menu.



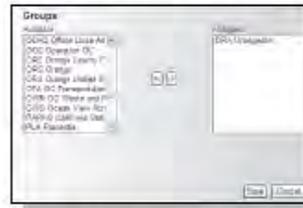
3. Click on Add Incident.



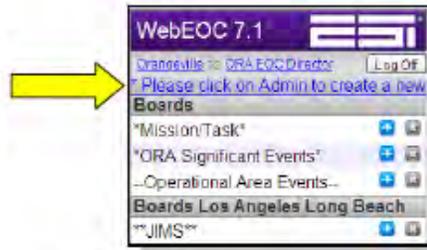
4. Enter the incident name in this format: [Jurisdiction 3-letter code] [Incident name] [Month/Day/Year].



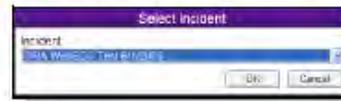
5. Click on the box next to Default.
6. Highlight only your own jurisdiction under Available Groups and click on the right arrow to move it to the Assigned area. Click Save.



7. Close the Admin window and click on the default incident name on the control panel.



8. Select the incident that you just created and click OK.





Public Information and Media Guidelines

The Coast Community College District Emergency Notification & Communication Plan provides policies and procedures for the coordination of communication within the college, district, media and the public in the event of an emergency or controversial issue. A potential crisis is defined as an event or situation that could affect or has affected the health, safety, or welfare of students, faculty, staff, or campus visitors.

In most cases the designated spokesperson will be the District or College PIO. However, in the event of a District or College crime the local Chief of Police may also be designated as spokesperson by the Chancellor or College President. In a significant crisis, the Chancellor, President or the highest ranking college official must take the lead in conveying the administration's response to the crisis, showing the district has control of the situation, calming public concern, and setting an example for the entire district.

The District Chancellor and the PIO will formulate key messages and help facilitate the communication between the district, the media, and the public. All fact sheets/reports must be approved by the Chancellor prior to distribution.

The PIO's goal is to serve as public relations counsel for the district, their services and their programs. All press releases, press collateral creation, press conferences, media briefings, story pitches, and story ideas should have the Chancellor's approval prior to implementation. In some cases, approval is granted without input.

District Public Information Team

- Public Information Officer: District Director of Public Affairs, Marketing & Government Relations: Letitia Clark, (714) 438-4605, Cell (714) 430-4032, email: Lclark35@cccd.edu
- Alternate Public Information Officer: District Public Information Officer: Laurie Denning, (714) 438-4606, cell (714)321-3254, email: Ldenning@cccd.edu



College Switchboards

College Switchboards may receive high volumes of incoming calls and should be notified of the incident as soon as possible providing key facts and where to refer calls pertaining to the incident.

District Office	(714) 438-4600
Orange Coast	(714) 432-5555
Golden West	(714) 892-7711
Coastline College Center	(714) 546-7600
Distance learning	(714) 241-6216
Garden Grove Center	(714) 241-6209
Le Jao Center	(714) 241-6184
Newport Beach Center	(714) 241-6213

Notification of Key Constituents

Phone Lists for Board of Trustees are maintained by the Manager of the Board Office: (714) 438-4607, or (714) 438-4848 Notification of Key Constituencies by Coast College District Director of Campus Security may include the following:

- Board of Trustees
- President, Vice Presidents
- Chancellor
- Directors

Communication Resources

Communication of information may be provided by the following Medias:

- Post information and updates on Web Homepage for students & families.
- College email can be used to distribute messages en-mass to email addresses.
- **(714) 432-4606 Information Line:** is the district's number for situation updates
- **MyCCC Site:** Emails can be sent to students with g-mail accounts.
- Facsimile
- Voice mail for employee mass messaging
- Regroup ENS
- Social Media, Twitter, Instagram is managed by the PIO

Media Briefings/Press Releases: Establish press briefings as necessary and provide press release to media group, District PIO, or Joint Information Center (JIC).

Photography/Documentation: Members of the Graphics and Publications Team and Members of the Tele-media Team have access to video footage and photographs from files if needed and should document the incident with video or photography.

Communication Precautions

Before the media calls:

Identify authorized spokespersons (available 24 hours a day, 7 days a week with cell phone);

- Provide name to Chancellor and include them in the Emergency Contact Listing;
- Instruct team members to refer media inquiries to the identified spokesperson;
- Maintain a “key message” listing specifics to issues;
- Make sure spokesperson has District “key messages” listings as well.

Public Information Officer Responsibilities

When the media calls:

- An immediate comment is not required—don’t feel obliged to answer; take the media contact’s name and number and ask them when their deadline is; then investigate the answer and return the call prior to the deadline;
- The less said the better—keep it positive and truthful—insert department and District key message(s) when appropriate.

After media contacts: (all media contact requires notification of the District Public Information Officer)

- Email or call the District Public Information Officer;
- Outline what was asked or sought;
- Summarize the response, quotes and talking points;
- Public Information Officer will forward to the City Managers and OA as needed.

Basic “rules” that universally apply to media contacts are:

- One spokesperson at a time per “breaking” issue or event and when possible, only one spokesperson per department;
- Keep the District Public Information Officer and Chancellor’s Office advised immediately and frequently;
- District Public Information Officer with department head(s) and spokesperson(s) will manage subsequent message strategy;
- All communication/marketing materials are to be pre-approved by the Chancellor (see above);
- Litigation and personnel matters must be referred to Coast College District’s Attorney without comment.



Public Information Communication Resources

Public Information Officer (PIO)	Office	Mobile
Letitia Clark, District Director of Public Affairs, Marketing & Government Relations email: Lclark@ccd.edu	(714) 438-4605	(714)430-4032
Alternate PIO	Office	Mobile
Laurie Denning, District Public Information Officer email: Ldenning@ccd.edu	(714) 438-4606	(714)321-3254
City of Costa Mesa	Office	Mobile
Police Watch Commander	(714) 754-5281	
Chief of Police: Rob Sharpnack	(714) 754-5252	
Fire Chief: Don Stephano	(714) 754-5106	
Media Relations: Lt. Tim Schennum	(714) 754-5266	
FACT/RACES Coord: Brenda Emrick	(714) 327-7406	
Haz-Mat Coord: Michelle Rudaitis	(714) 327-7402	
City of Huntington Beach	Office	Mobile
Police Watch Commander	(714) 960-8811	
Chief of Police: Rob Handy	(714) 960-8825	
Fire Chief: David Segura	(714) 536-5411	
Media Relations: Julie Toledo	(714) 536-5577	
FACT/RACES Coord:	(714) 374-1565	
Haz-Mat Coord:	(714) 536-5676	
City Fountain Valley	Office	Mobile
Police Watch Commander	(714) 593-4487	
Chief of Police: Daniel S. Llorens	(714) 593-4454	
Fire Chief Tony Coppolino	(714) 593-4436	
Media Relations: Sgt. Tony Luce	(714) 592-4472	
FACT/RACES Coord: Sgt. James Cataline Tony.coppolino@fountainvalley.org	(714) 593-4485	
Haz-Mat Coord: Adria Paesani adria.paesani@fountainvalley.org	(714) 593-4430	
CA Community College Chancellor	Office	Mobile
Eloy Oakley, Chancellor	(916) 445-8752	
Calif. Governor's Press Secretary	Office	Mobile
Even Westran govpressooffice@gov.ca.gov		(916) 803-7602
Orange County PIO	Office	Mobile
Lt. John Hallock jhallock@ocsd.org	(714) 834-6203	(714) 904-7042
OC Health Care Agency PIO	Office	Mobile
dthompson@ochca.com Or nstanfield@ochca.com	(714) 834-7649	(714) 834-2178



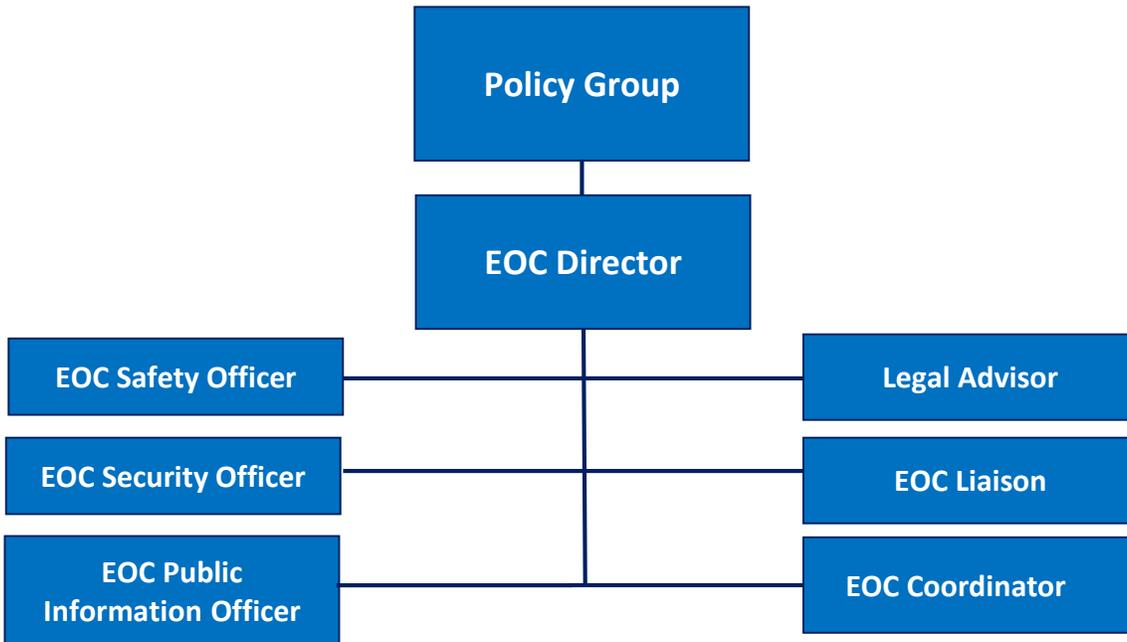
EOC Staffing Positions Checklists

(for every EOC Position)

EOC Management Section

The overall objective of the management section is to ensure the effective management of response and recovery activities and resources in preparing for and responding to situations associated with all hazards. To carry out its responsibilities, the management section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including coordination of on-scene incident management as required
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies
- Establish priorities and resolve any conflicting demands for support
- Prepare and disseminate emergency public information to inform, alert and warn the public
- Disseminate damage information and other essential data
- Ensure that all EOC Sections are aware of and follow documentation procedures to recover all eligible disaster response and recovery costs





EOC Policy Group

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department: Chancellor’s Office
College President’s Office
Vice Chancellors/Vice Presidents
Risk Services Department
Finance Department
Other departments as deemed necessary

Responsible Position: Chancellor/Designee (Director - District Emergency Operations Center)
College Presidents/Designee (Director - College Emergency Operations Center)
Vice Chancellors/Vice Presidents
Affected Department Heads (as appropriate).

** The Chancellor/designee would serve as the Coordinator for the District Level Policy Group in emergency situations. The College President/designee would serve as the Coordinator for the College Level Policy Group in emergency situations.*

Alternates: Organizations within assigned positions on the Policy Group are responsible for developing protocols for position succession within their own organizations.

Immediate Supervisor: District Chancellor

Subordinates: N/A

Policy Group Member: Yes

GENERAL DUTIES

- Establishes basic operational, response, and recovery policies which govern the manner and means in which the District and its College will respond to and recover from an actual and/or perceived disaster
- Provides support to the Director of Emergency Operations Center (EOC)
- Acts as advisor and provides critical data to view the incident from different perspectives
- Assists in making executive decisions based on policies of the District
- Assists the Director of the Emergency Operations Center in the development of rules, regulations, proclamations, and orders

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

EOC Policy Group

Page 2 of 3

CHECKLIST ACTIONS

Activation

- Participate in policy level conference calls
- As appropriate, report to the District EOC
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster event
Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
- Verify that appropriate staff and personnel are being mobilized for initial activation of the EOC
- Obtain briefings from whatever sources are available
- Gain overall situational awareness and determine any immediate policy issues
- Attend media briefings as requested

Start-Up Actions

- Upon arrival, identify yourself as a member of the Policy Group
- Review your position responsibilities (General Duties)
- Identify yourself by putting on the vest with your title
- Print your name on the EOC organizational chart next to your assignment
- Determine if key Department personnel or alternates have been notified or are en-route to the EOC as necessary
- Obtain a briefing or preliminary survey from your staff of the emergency/disaster and determine impact on your Department's operational capability
- Determine and report any immediate unmet needs and/or resource requests
- Receive incident briefing from the Incident Commander or local Police/Fire
- Provide a status report of your Department
- Arrange for additional personnel if needed to maintain a 24-hour operation, as required
- Assist the Planning/Intelligence Section in the preparation of the Incident Action Plan
- Determine information needs and advise the Director/EOC or EOC Liaison Officer of those needs
- Assign your department staff to the EOC as needed
- Advise and assist the Public Information Officer in the release of information to the public and the media, requests for additional resources, requests for release of resources, and plans for recovery, reconstruction, and demobilization
- Ensure all personnel time and costs are tracked for reimbursement

EOC Policy Group

Page 3 of 3

- Brief incoming personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of operational period work shifts
- Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster event
Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Deactivation

- Assist with recovery operations
- Provide policy direction on re-entry and resource allocation issues during recovery.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report
- Determine what follow-up to your assignment might be required before you leave
- As necessary, give the Director of Emergency Services a forwarding phone number where you can be reached
- Have personnel sign you out of WebEOC® and checkout of the EOC

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.



EOC Director

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position:

First Alternate:

Second Alternate:

Immediate Supervisor:

Subordinates: Emergency Operations Center Personnel and, All Subsequent Positions

Policy Group Member: Yes

GENERAL DUTIES

- Exercises overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the District EOC (DEOC) General Staff, sets priorities for response efforts and ensures that all agency actions are accomplished within the priorities established
- Makes executive decisions based on policies of the District
- Keeps the District apprised of response operations
- Develops and issues rules, regulations, declarations, and orders
- Establishes the appropriate level of EOC organization and staffing necessary to support operations and continuously monitors the effectiveness of that organization
- Obtains support for the EOC and provides support to other campuses as required
- Ensures that multi-agency or inter-agency coordination is accomplished effectively within the District and College EOCs
- With assistance provided by the District EOC personnel:
 - Operates communications and warning systems
 - Provides information and guidance to the public
 - Maintains information on the status of resources, services, and operations
 - Identifies and analyzes potential hazards and recommend appropriate countermeasures
 - Collects, evaluates, and disseminates damage assessment and information
 - Provides reports to the Orange County Operational Area as necessary

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

Activation

- Conduct a conference call with Department Heads to discuss the following:
 - Determine the operational status and appropriate level of activation based on the known situation
 - As appropriate, respond to the District EOC
 - Determine any immediate community alert/warning needs and activate appropriate warning systems
 - Verify that appropriate personnel for initial activation of the District EOC are en-route
 - Direct activation of District EOC to be located at the District or Orange Coast Campus EOC as required. When there is damage to the primary or alternate EOC sufficient to render it unusable, consider use of the Garden Grove Campus EOC which remains in a state of readiness
 - Obtain briefings from whatever sources are available
- Brief the District and any City Representatives as soon as possible, and periodically, as time permits.
- Include the EOC Liaison in all briefings.

Start-Up Actions

- Review your position responsibilities as identified in the Emergency Operations Plan (EOP)
- Identify yourself as the Director of the EOC by putting on the vest with your title
- Print your name on the EOC organizational chart next to your assignment
- Direct the implementation of the District's Emergency Operations Plan
- Confirm the level of EOC activation and ensure that District EOC positions and ICS field positions are staffed as needed
- In coordination with EOC Liaison Officer, notify the Orange County Operational Area via telephone and by the Jurisdiction Notification Report that the District EOC is activated
- Determine if a District Declaration of Local Emergency is required. Authorize declaration and coordinate the Declaration with the District
- Ensure that any Declarations are legally recorded by the Coast Community College District Attorney so as to be enforceable
- Assign staff to initiate check-in procedures
- Sign in or log in to WebEOC®
 - Username: _____
 - Password: (Contact _____ for password)
 - Reference the WebEOC® instruction manual for specific login information
- Once logged in to the WebEOC® website, select the "sign-in" option and complete all required information

EOC Director

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- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
- Ensure the EOC Operations Chief is designated and that the EOC is properly set up and operational
- Confer with EOC personnel and other General Staff to determine what representation is needed at the EOC from other agencies
- Schedule the first policy meeting
- Ensure that the Management Section is staffed as soon as possible at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Legal/Legislative Liaison
 - Safety Officer
 - Security Officer
- Appoint and ensure that EOC Section Chiefs (General Staff) are in place as soon as possible and are staffing their respective sections, branches, groups, and units as appropriate:
 - EOC Operations Section Chief
 - EOC Planning/Intelligence Section Chief
 - EOC Logistics Section Chief
 - EOC Finance/Administration Section Chief
- Request additional personnel to maintain a 24-hour operation as required
- Attend briefings conducted by the EOC Section personnel prior to them assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- Identify immediate unmet needs and/or outstanding resource requests
- In coordination with the Planning Section Chief, establish the frequency of briefing sessions
- Ensure that all EOC Management Team meetings, General Staff meetings, and policy decisions are documented by a scribe
- Ensure that telephone, radio, and data communications with other facilities are established and tested

EOC Director

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- Ensure that all departments account for personnel and work assignments
- Confirm the delegation of authority. Obtain any guidance or direction as necessary

- Determine the appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section
- Ensure that the field agency representatives have been assigned to other facilities as necessary
- Determine the need for and establish, if necessary, a deputy director position
- Based on the situation as known or forecast, determine likely future EOC Management Section needs
- Think ahead and anticipate situations and problems before they occur

General Operational Duties:

- Make a list of key issues to be accomplished within the next operational period
- Ensure that all Activity Logs and files are maintained
- Resolve problems that arise in fulfilling District EOC responsibilities
- Anticipate potential situation changes, such as severe aftershocks, in all Section and District EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications
- Chair periodic briefings of the Policy Group. **As the Director of EOC, you may also be referred to as the Director of Emergency Services who chairs the EOC Policy Group.*
- Ensure that all organizational elements are aware of priorities
- Ensure that the EOC Liaison is included in all briefings
- Use face-to-face communication in the EOC whenever possible and document decisions and policy
- Brief your relief at the shift change. Ensure that in-progress activities are identified and follow-up requirements are known
- Ensure that all personnel time and costs are tracked for reimbursement

Specific Operational Duties:

- Develop overall strategy with the EOC Section Chiefs
- Ensure that EOC Sections are carrying out their principle duties:
 - Implementing operational objectives per the EOC Incident Action Plan
 - Preparing action plans and status reports
 - Providing adequate facility and operational support
 - Providing administrative and fiscal record keeping and support
- Develop and issue appropriate rules, regulations, declarations/proclamations, and orders
- Initiate a District Emergency Declaration as needed
- Monitor periodic briefing sessions with the entire District EOC Team to update the overall situation
- Conduct periodic briefing sessions with the District to update the overall situation
- Set priorities for restoration of District services
-
-

EOC Director

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Participate in Incident Action Planning (IAP) meetings of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an Incident Action Planning meeting are:

- Review briefings on current and forecasted situation
- Obtain any additional information from other sources on the current situation assessment

- Review availability and status of ordered, en-route, or staged resource
- Establish with staff the next Operational Period for which the EOC Incident Action Plan should be developed
- Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources
- Establish assignments for available and incoming resources based on current and forecast situation and established priorities
- Determine needs for additional resources
- Establish specific responsibilities for ordering
- Discuss and resolve any internal coordination issues
- Ensure that staff is clear on the EOC Incident Action Plan
- Confirm the time for the next action planning meeting
- Approve and authorize the implementation of the EOC Incident Action Plan developed and prepared by the EOC Planning/Intelligence Section and EOC Management Team
- In conjunction with the EOC Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required. Establish procedures for information releases affecting inter-agency coordination
- Authorize the PIO to release information to the media and to coordinate with the OA PIO
- Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section
- In conjunction with the EOC Safety Officer, establish and maintain a safe and healthy working environment
- Ensure that proper security of the EOC is maintained at all times
- Ensure that the EOC Liaison Officer is providing for and maintaining positive and effective inter-agency coordination
- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate
- Monitor section-level activities to ensure that all appropriate actions are being taken
- Brief your relief at the shift change. Ensure that in-progress activities are identified and follow-up requirements are known

EOC Director

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Deactivation:

- Authorize deactivation of sections, branches or units when they are no longer required
- In coordination with the Liaison Officer, notify Orange County Operational Area and other stakeholders as necessary of planned time for deactivation
- Ensure that any open actions not yet completed will be taken care of after deactivation
- Ensure that all required forms or reports are completed prior to deactivation
- Be prepared to provide input to the EOC After-Action Report
- Deactivate the EOC and close out logs when the emergency situation no longer requires EOC activation
- Proclaim termination of the emergency and proceed with recovery operations
- Identify primary lead/contact person/department as the recovery lead/officer
- As necessary, provide a forwarding phone number where you can be reached
- Sign out of WebEOC® and checkout of the EOC
- Support ongoing recovery efforts and monitor any unmet needs
- Support state and federal reimbursement issues during declared disasters



Legal Advisor

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department: Chancellor's Office

Responsible Position: District General Counsel (external)

First Alternate: Orange County Department of Education General Counsel

Immediate Supervisor: N/A

Subordinates: None

Policy Group Member: Yes

GENERAL DUTIES

- Prepares declarations and other legal documents and provide legal services as required
- Maintains legal information, records, and reports relative to the emergency
- Commences legal proceedings as needed
- Participates as a member of the EOC Team when requested by the Director of the Emergency Operations Center (CEOC)

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

Start-Up Actions

- Check in upon arrival at the EOC
- Report to the Director of the EOC
- Obtain a briefing on the situation
- Determine your personal operating location and set up as necessary
- Sign in or Log in to WebEOC®
 - Username: _____
 - Password: (Contact _____ for password)
 - Reference the WebEOC instruction manual for specific login information
 - Once logged in to the WebEOC® website, select the “sign-in” option and complete all required information

Legal Advisor

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- Review your position responsibilities
- Identify yourself as the Legal Advisor/Officer by putting on the vest with your title
- Print your name on the EOC organizational chart next to your assignment
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support EOC After-Action Report and the history of the emergency/disaster
Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
- Clarify any issues regarding your authority and assignment and what others in the organization do
- Determine 24-hour staffing requirements and request additional support as required
- Request additional resources through the appropriate EOC Logistics Section Unit
- Based on the situation as known or forecasted, determine likely future needs
- Think ahead and anticipate situations and problems before they occur
- Open a position log and maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - Legal opinions given
 - Proclamations/Declarations made

General Operational Duties:

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays
- Keep the Director/EOC advised of your status and activity and on any problem areas that currently need or will require solutions
- Review situation reports as they are received. Verify information where questions exist.
- Determine and anticipate support requirements
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period
- Brief your relief at shift-change time
- Ensure that in-progress activities are identified and follow-up requirements are known
- Ensure all personnel time and costs are tracked for reimbursement

Legal Advisor

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Specific Operational Duties:

- Prepare declarations, emergency ordinances, and other legal documents required by the District or Director/EOC
- Ensure that proclamations, emergency ordinances, and other legal documents are properly recorded so as to be enforceable
- Prepare legal documents as requested for the Director/EOC or District
- Develop rules, regulations, and laws required for the acquisition and/or control of critical resources
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions
- Advise the Director/EOC on areas of legal responsibility and identify potential liabilities
- Advise Director/EOC and the District, and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies
- Prepare documents relative to the demolition of hazardous structures or conditions
- Provide legal interpretations of Union Contracts, Personnel Codes and Policies, Purchasing Policies, etc. as requested

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure
- Be prepared to provide input to the EOC After-Action Report
- Determine what follow-up to your assignment might be required before you leave
- Deactivate the Legal Advisor/Officer position and close out logs when authorized by the Director/EOC
- As necessary, provide a forwarding phone number where you can be reached
- Sign out of WebEOC® and checkout of the EOC



Liaison Officer

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position:

First Alternate:

Second Alternate:

Immediate Supervisor: Director of Emergency Operations Center

Subordinates: Agency Representatives

Policy Group Member: No (on-call)

GENERAL DUTIES

- Acts as a point of contact for the following types of agencies/external organizations:
 - American Red Cross
 - Businesses
 - California OES
 - FEMA
 - Hospitals
 - Orange County Health Care Agency
 - Orange County Operational Area
 - Salvation Army
 - School Districts
 - Jurisdictions
 - Other
- Advises the Director of Emergency EOC regarding emergency management issues and proper requesting and recording procedures
- Coordinates with agency representatives assigned to the EOC and handles requests from other agencies for sending liaison personnel to other EOCs
- Functions as a central point of contact for incoming agency representatives and provides workspace and arrangements for agency representatives as necessary. As necessary, works in coordination with the Director/EOC to obtain workspace or resources to support agency representatives
- Ensures that all developed guidelines, directives, action plans, and appropriate situation information is disseminated to agency/external representatives



**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

Start-Up Actions

- Check-in upon arrival at EOC, and set up as necessary
- Report to the Director of the EOC
- Obtain a briefing on the situation
- Determine your personal operating location and set up as necessary
- Log in to WebEOC®
 - Username: _____
 - Password: (Contact _____ for password)
 - Reference the WebEOC instruction manual for specific login information
- Once logged into the WebEOC® website, select “sign-in” option and complete required information
- Review your position responsibilities
- Identify yourself as the EOC Liaison Officer by putting on the vest with your title
- Print your name on the EOC organizational chart next to your assignment
- Clarify issues regarding your authority, assignments, and what others in the organization are doing
- Complete and send the Jurisdictional Information Management System (JIMS) Initial Notification Report to County Operational Area if necessary and ensure that the EOC Planning Section completes the Jurisdiction Report and sends it and applicable maps to the Operational Area EOC when the EOC is activated
- Initiate and maintain an activity log of significant events
- As soon as practicable after determination of the initial situation, the Liaison must establish communication between any necessary adjacent EOC personnel, responding government agencies, and responding outside-jurisdiction EOC personnel. Be pro-active; don't wait for these individuals to come to you
- Determine what communications systems will be utilized and ensure that all are fully operational
- Maintain and post a list of phone contacts and numbers for assisting and coordinating agencies and Agency Representatives that are working with the EOC
- Determine if you will need additional personnel to handle the Liaison function. Activate and manage a Liaison Unit as needed
- Attend all Policy Group meetings and EOC briefings

Liaison Officer

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- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - District EOC personnel, time on/off duty and assignments

General Operational Duties:

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays
- Keep the Director/EOC advised of your status and activity and on any unmet needs and/or resource requests
- Review situation reports as they are received. Verify information where questions exist
- Monitor your position activities and adjust staffing and organization to meet current needs
- Use face-to-face communication in the EOC whenever possible and document decisions and policy
- Brief your relief at the shift change. Ensure that in-progress activities are identified and follow-up requirements are known
- Ensure that all personnel time and costs are tracked for reimbursement

Specific Operational Duties:

- Arrange and coordinate VIP tours with PIO, Legislative Liaison, and District members
- Contact all on-site EOC Agency Representatives to ensure that they:
 - Signed into the EOC
 - Logged in to WebEOC®
 - Understand their assigned function
 - Know their work location
 - Understand EOC organization and floor plan (provide both)
 - Have been given an appropriate safety briefing
- Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Schools
 - Volunteer organizations
 - Private sector organizations
- Brief Agency Representatives on current situation, priorities, and EOC Incident Action Plan
- Request that Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC
- Respond to requests for liaison personnel from other agencies



Liaison Officer

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- Act as liaison with state or federal emergency response officials and appropriate local personnel
- Respond to requests from sections and branches/groups/units for Agency information and direct requesters to appropriate Agency Representatives
- Provide periodic update briefings to Agency Representatives as necessary

Deactivation:

- Release Agency Representatives no longer required in the EOC after coordination with the Director/EOC and rest of the General Staff
- Ensure that all required forms or reports are completed prior to your release and departure
- Be prepared to provide input to After-Action Report
- Determine what follow-up to your assignment might be required before you leave
- Deactivate the Liaison Officer position and close out logs when authorized by the Director of Emergency Services
- As necessary, provide a forwarding phone number where you can be reached
- Sign out of WebEOC® and checkout of the EOC



EOC Coordinator

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Ensure the EOC is set up and ready for activation
- Coordinate EOC internal management systems
- Liaison with outside stakeholder jurisdictions and departments
- Assist and serve as an advisor to the EOC Director and General Staff as needed
- Provide information and guidance to the EOC Management team
- Maintain contact with the Orange Operational Area EOC
- Coordinate all visits to the EOC

Responsible Department:

Responsible Position:

First Alternate:

Second Alternate:

Immediate Supervisor: Director in the EOC

Subordinates: Emergency Operations Center Personnel and, All Subsequent Positions

Policy Group Member: Yes

START-UP ACTIONS:

- Clarify EOC Activation Level
- Activate employee notification procedures
- Receive incident briefing from the EOC Director
- Notify the Orange Operational Area of the EOC activation
- Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation
- Assist the EOC Director in filling needed workstation assignments
- Provide assistance and information to Section Chiefs as required
- Assist in determining 24-hour staffing requirements and request additional support as required

EOC Coordinator

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POSITION OPERATIONAL DUTIES:

- Assist the General Staff and the EOC Director in developing an overall strategy, including:
 - Assess the situation
 - Define the problem
 - Establish priorities
 - Determine the need for evacuation
 - Estimate the incident duration
 - Assist in determining if there is a need to make an “Emergency Proclamation”

- Advise the EOC Director about declarations, emergency ordinances and other legal documents required by the Policy Group and the EOC Director
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan
- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise
- Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition
- Ensure that EOC personnel are properly maintaining all documentation
- Facilitate and attend periodic briefing sessions conducted by the EOC Director
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned
- Liaison with other agencies (ARC, City Emergency Managers, Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Orange OA and verify that requests for assistance have been addressed or forwarded to the Cal OES Southern Region
- Ensure that all necessary communications have been established
- Coordinate and monitor all EOC visitations
- Coordinate all EOC functions with neighboring jurisdictions, the Orange OA and other support and response organizations
- Assist in shift change issues



Public Information Officer

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position: PIO

First Alternate: Assistant to PIO

Second Alternate:

Immediate Supervisor in the EOC: Director of Emergency Operations Center

Subordinates: PIO Staff

Policy Group Member: Yes

GENERAL DUTIES:

- Formulates emergency messages for corrective action recommendations to the college community and for press release information
- Warns the District community and students of impending dangers
- Coordinates media relations with the District and city officials
- The Chancellor’s office and/or EOC serves as the dissemination point for all media releases. Other agencies wishing to release information to the public should coordinate through the Public Information Officer and/or the Joint Information Center that may be activated
- Coordinates as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services
- Maintains a relationship with the media representatives and hold periodic press conferences as required
- Establishes and directs the Joint Information Center as necessary

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Public Information Officer

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CHECKLIST ACTIONS

Start-Up Actions

- Check-in upon arrival at the Emergency Operations Center and set up as necessary
- Report to Director of Emergency Operations Center
- Obtain a briefing on the situation
- Log in to WebEOC®
 - Username: _____
 - Password: (Contact _____ for password)
 - Reference the WebEOC instruction manual for specific login information.
- Once logged in to the WebEOC® website, select the “sign-in” option and complete all required information
- Review your position responsibilities
- Identify yourself as the PIO by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment
- Clarify any issues regarding your authority and assignment
- Determine 24-hour staffing requirements and request additional support as required
- Determine the need for activation of the Joint Information Center (JIC). Make required personnel assignments as staff arrives at the EOC or media center
- Think ahead and anticipate situations and problems before they occur
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

General Operational Duties:

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays
- Keep the Director/EOC advised of your status and activity and on any problem areas that currently need or will require solutions
- Establish operating procedures with the Communications Unit of the Logistics Section for use of telephone, radios, and data systems. Make any priorities or special requests known
- Review situation reports as they are received. Verify information where questions exist
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications

Public Information Officer

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- Determine and anticipate support requirements and forward to your units where support is needed
- Monitor your position activities and adjust staffing and organization to meet current needs
- Use face-to-face communication in the EOC whenever possible and document decisions and policy
- Establish phone banks for citizen's information calls as needed through the Logistics Section
- Assign responsibilities:
 - Media Center
 - Field Operations Media Coordinator(s)
 - Documentation Coordinator
 - Phone Coordinator/information hotline, and clerical support
 - Social media messaging and website updates
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period
- Ensure that all personnel time and costs are tracked for reimbursement
- Brief your relief at the shift change. Ensure that in-progress activities are identified and follow-up requirements are known
- If phones are inoperable request Radio Amateur Civil Emergency Services (RACES) operators for support from local jurisdictions and/or the OA

Specific Operational Duties:

- Secure guidance from the Director/EOC regarding the release of available information
- Ensure that all information released to the public is properly vetted and verified
- Keep the Director/EOC advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate
- Coordinate all media events with the Director/EOC
- Ensure that all departments, agencies, and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and/or JIC and that all press releases must be cleared with the Director/EOC before releasing information to the media
- Establish the Joint Information Center (JIC) at an appropriate remote site from the incident for media use and dissemination of information (as necessary). Request necessary workspace, materials, telephones, and staffing. Announce safe access routes to the JIC for media
- Schedule and post times and locations of news briefings in the EOC, JIC, and other appropriate areas
- Prepare and provide approved information to the media. Post news releases in the EOC, JIC, and other appropriate areas
- Develop an information release program
- Monitor for conflicting public information being released by other entities, including the Orange County Operational Area (OA)

Public Information Officer

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- Interact with other branches/groups/units to provide and obtain information relative to public information operations
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed
- Maintain current situational status for presentation to media
- Obtain, process, and summarize information in a form usable in presentations
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information
- As required and in coordination with the Director/EOC, periodically prepare briefings and/or talking points for the Policy Group, Legislative Liaison and elected officials
- Respond to information requests from the Director/EOC and EOC Team
- Ensure that an "Information Hotline" function is established as necessary, and has the means for providing information to the citizens and for responding to false or erroneous information. Develop procedures to be used to minimize such information
- Request sufficient staffing (from Personnel or Volunteer Unit) and telephones to efficiently handle incoming media and public calls and to gather status information
- Prepare, update, and distribute to the students/public a Disaster Assistance Information identifying locations to obtain food, shelter, supplies, health services, etc.
- Prepare a briefing sheet to be distributed to all students/employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.
- Broadcast emergency information/updates on local medias. Arrange for meetings between media and district and city officials or incident personnel
- Provide escort services to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, District and City Officials, and Legislative Liaison
- Assist in making arrangements with adjacent jurisdictions for media visits
- Determine requirements for support to the emergency public information function at other EOC levels
- Monitor broadcast media and use information to develop follow-up news releases and rumor control
- If and when federal emergency response teams respond, coordinate activities through the Orange County OA to ensure coordination of local, state, and federal public information activities
- Ensure that announcements, information, and materials are translated and prepared for special populations (non-English speakers, non-readers, the elderly, and the hearing, sight, and mobility impaired, etc.)
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures

Public Information Officer

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- Prepare instructions for students/people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes, locations of shelters, and suggestions on types and quantities of clothing, food, and medical items
- During periods of increased national readiness, or in times of need, prepare materials that address national security survival tips
- Issue timely and consistent public advisories, information, and instructions for life safety, health and assistance:
 - What to do and why
 - What not to do and why
 - Hazardous areas and structures to stay away from
 - Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.)
 - Location of mass care shelters, first aid stations, food and water distribution points, etc.
 - Location of Volunteer Registration Centers
 - Information regarding donations
 - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take
 - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste, and spoiled food disposal
 - Weather hazards when appropriate
 - Public information hotline numbers
 - Status of Local Proclamation, Governor's Proclamation, or Presidential Declaration
 - Local, state, and federal assistance available; locations and times to apply
 - How and where people can obtain information about relatives/friends in the emergency/disaster area. (Coordinate with the American Red Cross on the release of this information)
- Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, and other human interest stories)
- Through the Orange County OA, coordinate with state, federal, or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media
- Ensure file copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the Director/EOC
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories

Deactivation:

- Ensure that all required forms or reports are completed prior to your release and departure
- Prepare and release public information throughout the recovery process
- Be prepared to provide input to the After-Action Report
- Determine what follow-up to your assignment might be required before you leave



Golden West College Emergency Operations Center Activation Guide

- Deactivate the Emergency Public Information position and close out logs when authorized by the Director of the EOC
- As necessary, provide a forwarding phone number where you can be reached
- Sign out of WebEOC® and checkout of the EOC



EOC Safety Officer

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position: Campus Safety Officer

First Alternate:

Second Alternate:

Immediate Supervisor: Director of Emergency Operation Center

Subordinates: N/A

Policy Group Member: No

GENERAL DUTIES

- Ensures that all emergency response personnel follow and demonstrates appropriate health and safety precautions during an emergency
- Ensures that all facilities used in support of EOC operations have healthy and safe operating conditions
- Ensures that all facilities meet Americans with Disabilities Act (ADA) requirements.
- Identifies hazardous situations associated with the incident
- Reviews the Incident Action Plan for safety implications and provides safety messages in the Incident Action Plan
- Exercises emergency authority to stop any activity deemed unsafe and prevents unsafe acts
- Coordinates the on-site Safety Officers to ensure that on-site safety plans are developed as needed
- Reviews on-site safety plans
- Identifies and mitigates safety hazards and situations of potential District liability
- Investigates accidents that have occurred within the incident area or at sites/facilities supporting response operations

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

EOC Safety Officer

Page 2 of 3

CHECKLIST ACTIONS

Start-Up Actions

- Check-in upon arrival at the EOC
- Report to the Director of the EOC
- Obtain a briefing on the situation
- Participate in all Policy Group meetings. Advise on safety and other risk management issues
- Determine your personal operating location and set up as necessary
- Log in to WebEOC®
 - Username: _____
 - Password: (Contact _____ for password)
 - Reference the WebEOC instruction manual for specific login information.
- Once logged in to the WebEOC® website, select the “sign-in” option and complete all required information
- Identify yourself as the EOC Safety Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment
- Clarify any issues regarding your authority and assignment
- Determine 24-hour staffing requirements and request additional support as required
- Based on the situation as known or forecast determine likely future Branch/Unit needs
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

General Operational Duties:

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays
- Keep the Director/EOC advised of your status and activity and on any problem areas that currently need or will require solutions
- Establish operating procedure with the Communications Unit of the EOC Logistics Section for use of telephone, radio, and data systems. Make priorities or special requests known
- Review situation reports as they are received. Verify information where questions exist
- Monitor your position activities and adjust staffing and organization to meet current needs
- Use face-to-face communication in the EOC when possible and document decisions/policy
- Ensure that all personnel time and costs are tracked for reimbursement
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period
- Brief your relief at the shift change. Ensure that in-progress activities are identified and follow-up requirements are known

EOC Safety Officer

Page 3 of 3

- Keep up to date on the situation and resources associated with your position. Review and maintain current status reports and displays
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications

Specific Operational Duties:

- Assist the Director/EOC in all health and safety issues
- Participate in all Policy Group meetings. Advise on health and safety and other risk management issues
- Participate in planning meetings and EOC briefings
- Participate in the development of the Incident Action Plan making sure it includes health and safety messages
- Coordinate the on-site Safety Officers to ensure that on-site safety plans are developed.
- Ensure that safety is the first priority for all District employees
- Periodically tour the entire facility to determine the scope of on-going operations and address any health and safety concerns
- Identify hazardous situations in:
 - District offices and EOC
 - Field
- Investigate or ensure an investigation of accidents that have occurred
- Work through Finance Section/Claims Unit to investigate Worker's Compensation Claims
- Request additional resources through the appropriate EOC Logistics Section Unit
- Think ahead and anticipate situations and problems before they occur

Deactivation:

- Ensure that all required forms or reports are completed prior to your release and departure
- Be prepared to provide input to the EOC After-Action Report
- Determine what follow-up to your assignment might be required before you leave
- Deactivate the EOC Safety Officer position and close out logs when authorized by the Director/EOC
- As necessary, provide a forwarding phone number where you can be reached
- Sign out of WebEOC® and checkout of the EOC



EOC Security Officer

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position: Public Safety Officer

First Alternate:

Second Alternate:

Immediate Supervisor: Director of Emergency Operations Center

Subordinates: N/A

Policy Group Member: No

GENERAL DUTIES

- Provides 24-hour a day security for EOC facilities
- Controls personnel access to facilities in accordance with policies established by the Director of the Emergency Operations Center (CEOC)
- Checks identification of EOC staff and visitors
- Ensures that personnel sign in upon arrival and sign out when leaving the EOC facility

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**



EOC Security Officer

CHECKLIST ACTIONS

Start-Up Actions

- Check-in upon arrival at the EOC
- Report to Director EOC
- Obtain a briefing on the situation
- Determine your personal operating location and set up as necessary
- Log in to WebEOC®
 - Username: _____
 - Password: (Contact _____ for password)
 - Reference the WebEOC instruction manual for specific login information.
- Once logged in to the WebEOC® website, select the “sign-in” option and complete all required information
- Identify yourself as the EOC Security Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment
- Clarify any issues regarding your authority and assignment and what others in the EOC organization do
- Determine 24-hour staffing requirements and request additional support as required
- Request additional resources through the appropriate EOC Logistics Section Unit
- Based on the situation as known or forecast determine likely future Branch/Unit needs
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

General Operational Duties:

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays
- Keep the Director/EOC advised of your status and activity and on any problem areas that currently need or will require solutions
- Establish operating procedure with the Communications Unit of the EOC Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known
- Review situation reports as they are received. Verify information where questions exist
- Monitor your position activities and adjust staffing and organization to meet current needs
- Use face-to-face communication in the EOC whenever possible and document decisions and policy
- Ensure all personnel time and costs are tracked for reimbursement
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period

EOC Security Officer

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- Brief your relief at the shift change. Ensure that in-progress activities are identified and follow-up requirements are known

Specific Operational Duties:

- Determine current security requirements and establish staffing as needed
- Ensure that all access points to the EOC are staffed to ensure security
- Determine needs for special communications. Make needs known to the Communications Unit of the EOC Logistics Section
- Complete a radio or communications check with all on-duty security personnel as appropriate
- Establish or relocate security positions as dictated by the situation
- Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required
- Assist in any EOC evacuation
- Assist in sealing off any danger areas. Provide access control as required
- As requested, provide security for any EOC critical facilities, supplies, or materials
- Provide executive security as appropriate or required
- Provide security input and recommendations to the Director/CEOC as appropriate to conditions

Deactivation:

- Ensure that all required forms or reports are completed prior to your release and departure
- Be prepared to provide input to After-Action Report
- Determine what follow-up to your assignment might be required before you leave
- Deactivate the Security Officer position and close out logs when authorized by the DES
- As necessary, provide a forwarding phone number where you can be reached
- Sign out of WebEOC® and checkout of the EOC

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.

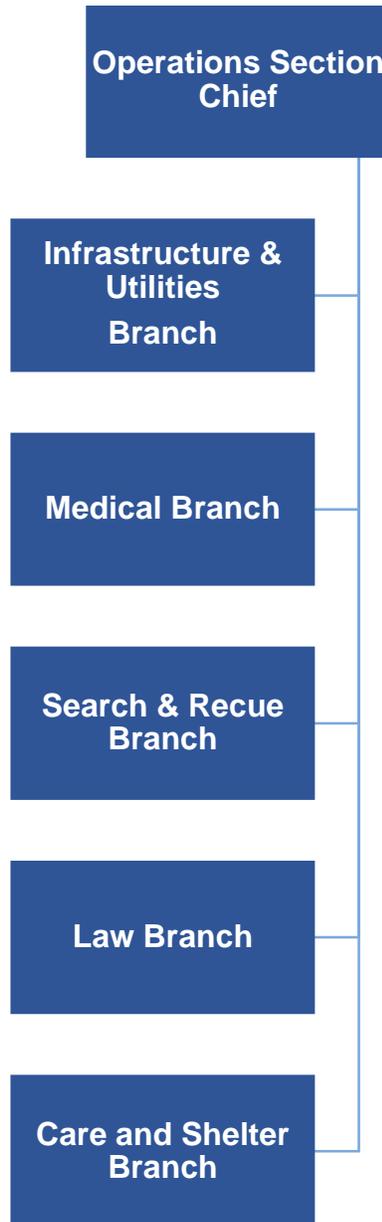


EOC Security Officer

EOC SECURITY - CHECK-IN/CHECK-OUT FORM				
NAME	ORGANIZATION & ADDRESS	PHONE	TIME IN	TIME OUT

EOC Operations Section

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The EOC Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as requested.





Operations Section Chief

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position:

First Alternate:

Second Alternate:

Immediate Supervisor: Director of Emergency Operations Center (EOC)

Supervises: Search and Rescue Branch
Infrastructure Damage & Utilities Branch
Medical Branch
Agency Representatives/ARC/Law/Fire
Recorder

Policy Group: No

GENERAL DUTIES

Under the direction of the Director/EOC the Operations Section Chief manages all incident tactical activities, implements tactical components of the Incident Action Plan, and is responsible for the management of all operations directly applicable to the primary mission:

- Executes the EOC Incident Action Plan
- Manages activities in direct support of field operations for the entire disaster organization
- Implements executive decisions with respect to priorities and response plans
- Participates in development of the EOC Incident Action Plan
- Supervises Operations Section in accordance with the District EOC Incident Action Plan
- Supports Incident Command Posts in identifying incident priorities, assessing resources, and maintaining situational awareness
- Determines the need for resources, as required by the incident
- Requests mutual aid and other necessary resources
- Monitors incident activities and recommends EOC Incident Action Plan changes as necessary



Operations Section Chief

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Start-Up Activities

- Obtain briefing from Director of EOC
- Gain overall situational awareness and assess the incident situation
- Log in to WebEOC® or have assigned personnel do so:
 - Username: _____
 - Password: (*Contact _____ for password*)
 - Reference the WebEOC instruction manual for specific login information
- Once logged in to the WebEOC® website, select the “sign-in” option and complete all required information
- Assume command of the Operations Section
- Maintain an activity log of significant events, phone/radio calls, and decisions made
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support District EOC After-Action Report and the history of the emergency/disaster Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - District EOC personnel, time on duty and assignments

Operational Activities

- Ensure emergency warnings disseminated as necessary including the special needs population
- Obtain authority to alert and warn the college community as necessary
- Ensure personnel are conducting evacuations as necessary
- Ensure evacuation of pets is included in the evacuation process
- Ensure traffic and direction and control is being provided
- Coordinate debris removal as required
- Maintain access and control to the EOC and other sites as necessary
- Contact Orange County Sheriff Coroner operations if needed.

Operations Section Chief

Page 3 of 3

- Ensure that all Operations Section positions are filled, as needed
- Brief Operations Section personnel in accordance with the Incident Action Plan
- Determine the amount and type of resources available
- Determine any immediate unmet needs and/or resource requests
- Request initial damage assessment information from operations departments
- Complete the Operational Area Resource Request Form, as needed and give to the Plans Section/Documentation Unit Leader to transmit to the Operational Area via internet or fax
- Participate with the Policy Group in the development of the Action Plan
- Coordinate crisis counseling for personnel and emergency responders
- Coordinate search and rescue operations
- Ensure personnel are aware of any issues regarding disease and prevention control
- Utility restoration
- Flood operations
- Coordinate shelter and feeding as needed
- Brief operations personnel in accordance with the Action Plan
- Develop the operations portion of the Action Plan
- Implement the operations portion of the Action Plan
- Request and coordinate mutual aid and other necessary resources
- Manage operations activities
- Continually monitor operations activities and make changes, as necessary
- Brief the Director of the EOC and/or District as needed
- Hold section meetings as necessary to ensure communications and coordination among branches and units
- Ensure all personnel time and costs are tracked for reimbursement
- Conduct safety assessment and ensure general welfare and safety of section personnel

Deactivation

- Pass log on to your replacement
- As necessary, provide forwarding phone number where you can be reached by District EOC personnel or others
- Sign out of WebEOC® and checkout of the District EOC



Infrastructure Damage & Utilities / Public Works Branch

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders
- Coordinate with the EOC Logistics Section on the acquisition of all resources and support supplies, transportation, materials and equipment
- Determine the need for and location of general staging areas for unassigned resources
- Coordinate with the EOC Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements
- As needed, provide for the procurement and distribution of potable water supplies and coordinate with the OC Department of Health Services on water purification notices
- Begin the immediate inspection for re-occupancy of key District facilities by departments responsible for emergency response and recovery
- Provide the engineering support as requested for other EOC Operations Section Branches; i.e. Urban Search and Rescue teams
- Impose emergency building regulations as determined from performance of structures
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes
- Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

Start-Up Actions:

- Ascertain if all key personnel are in the EOC or have been notified
- Ensure that all on-duty personnel have been alerted and notified of the current situation
- Ensure that all off-duty personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures
- Ensure that all personnel have completed a status check on equipment, facilities and operational capabilities

Infrastructure Damage & Utilities / Public Works Branch

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- Ensure that the inspection personnel have begun the safety assessment survey of critical facilities and are reporting status information to the EOC Planning/Intelligence Section

Position Operational Duties:

- Receive and process all requests for resources
- Maintain back-up power in the EOC
- Assure that all emergency equipment has been moved from unsafe areas
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas
- Obtain resources through the EOC Logistics Section, utilizing a mutual aid process when appropriate
- Allocate available resources based on requests and EOC priorities
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities
- Coordinate with the Law Enforcement to determine status of the Disaster Routes and other transportation routes into and within the affected area
- Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis
- Coordinate with the Law enforcement to ensure the safety of evacuation routes following a devastating event
- Coordinate with the Supply Unit of the EOC Logistics Section for sanitation services during an emergency
- Support clean-up and debris removal during recovery operations of the disaster events
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed

Infrastructure Damage & Utilities / Public Works Branch

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Water/Utilities Management Duties:

- Determine the need to staff a task group based on the need for water/power services and secure resources through the Logistics Section
- Contact the Orange County Health Care Agency-Public Health and local water, electric and gas utility companies, Public Works, Fire Departments, Police Department and other sources to compile situation information including:
 - Estimated duration of systems/outage
 - Geographical area affected
 - Population affected
 - Actions taken to restore system
 - Resources needed to reactivate system

Water

- Determine cause and extent of water system damage for both domestic and fire hydrant systems
- Determine the emergency potable water needs (quantity and prioritized areas)
- Notify the Orange County Operational Area (OA) EOC of the situation and need for mutual aid and participate in conference calls as requested
- Provide a drinking water situation report for affected areas (including information on boil water order areas)
- Evaluate and prioritize potable water needs (quantity/location/duration—minimum two gallons per person per day)
- In coordination with the EOC Logistics Section, identify and obtain potable water resources. If necessary, recommend the EOC Director request through the OA EOC additional water resources
- Identify and secure locations for water distribution points (e.g., facilities, shelters, etc.)
- In coordination with the EOC Logistics Section, identify and secure staff resources needed to operate water distribution points (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources.)
- Consult with Department of Health Services, water utilities and PIO for appropriate public information announcements and media interface
- Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water

Infrastructure Damage & Utilities / Public Works Branch

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Utilities

- Determine the emergency power needs for critical facilities (outside resources for power generation)
- Coordinate with local electric utilities for information affecting local jurisdictions. Gather emergency contact information from each utility that provides service
- Coordinate with all district sites to take proper precautions and emergency actions during a major power failure. Determine the availability of emergency generators
- Coordinate with local planning boards and inspection departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure
- Conduct safety assessments of critical facilities and the impact of a major power failure on one or more of those facilities. Request mutual aid emergency generators via the Orange OA
- Coordinate with the PIO and local broadcast media and the OA to ensure timely and accurate Emergency Alert System activation and/or ENS
- Procure or produce information pamphlets for distribution to the college community and with assistance from utilities, on what to do during a major power outage
- Ensure the public is informed to contact their electric utility to report outages
- Coordinate with the Care and Shelter Branch to activate the American Red Cross, public and private agencies and other non-governmental organizations to implement shelter operations, as appropriate

Damage Assessment

- Activate the Damage / Safety Assessment Unit as needed
- Survey all local facilities, assessing the damage to such facilities, and coordinating the repair of damage
- Survey all other infrastructure systems, such as local roads, bridges, sewer and water systems within the District facility

*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.

Infrastructure Damage & Utilities / Public Works Branch

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Use a Three Phased Approach to Inspection Based Upon Existing Disaster Intelligence:

- General Area Survey of structures
- ATC-20 Rapid Inspection (ATC Safety Assessment)
- ATC-20 Detailed Inspection
- Be prepared to start over due to aftershocks if the hazard was an earthquake
- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance
- Assess the need and establish contacts for requesting or providing mutual aid assistance
- Prepare the initial damage estimate for the District
- Collect, record, and total the type and estimated value of damage
- Alert and activate structural inspection personnel
- Request volunteer Structural Engineers to assist in the inspection of structures. Provide personnel to act as guides for the engineers
- Provide, as required, damage assessment teams to survey structures and potential shelter sites after the emergency
- In coordination with the Infrastructure & Damage/Utilities Branch of the EOC Operations Section:
 - Establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business or personal property
 - Establish criteria for re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe Building
 - Establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures.
- Ensure that buildings considered for demolition that come under “Historical Building” classification follow the special review process



Medical Branch

Page 1 of 1

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

The Medical Branch will be led by a District representative/Local Fire Representative, or Orange County Health Care Agency – Public Health Department.

- Assess the nature of medical needs, if it is related to public health, provide information to the OCOA Public Health Branch Coordinator as needed
- Coordinate with the community health care for an epidemic or pandemic event
- Determine the possibility of an intended bioterrorism incident
- Assess the need for medical care and coordinate assistance/coverage as required
- Assess the need for a vector control plan for the affected disaster area(s) within the District
- Coordinate the provision of emergency medical care
- Conduct all Activation, General Operation, and Deactivation Phase Tasks

Start-Up Actions:

- Assess the need for controls or procedures regarding a Public Health emergency and make appropriate recommendations
- Provide advice to the EOC staff on protective action decisions. Develop food, water, and other health advisories, as needed
- Prepare information for release to authorities, the media, and the public regarding a Public Health emergency. Provide the information to the Orange OA EOC for countywide dissemination
- Coordinate medical support/care and provide staff for mass care and shelter locations
- Conduct appropriate public information for the community if the event is an epidemic or pandemic. Coordinate all information released to the public through the EOC PIO
- Consider activation of a Point of Dispensing site
- Determine the need for vector control, and coordinate with Orange County Public Health for vector control services as required
- Inform the EOC Director through the EOC Operations Section Chief on all activities of the Public Health Branch throughout the operational period
- Refer all contacts with the media to the Public Information Officer



Search & Rescue Branch

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Coordinate the prevention, control and suppression of fires and rescue incidents
- Coordinate the provision of emergency medical care
- Coordinate and conduct all search and rescue operations
- Implement that portion of the EOC Action Plan appropriate to the S & R Branch
- Coordinate the provision of available supplies
- Determine the status of medical facilities within the affected area
- Coordinate and conduct all hazardous materials operations
- Conduct all Activation, General Operation, and Deactivation Phase Tasks

Start-Up Actions:

- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if key fire personnel have responded to the District EOC or have been notified
- Clarify any issues regarding your authority and assignment and what others in the organization do
- Ensure that all Safety personnel have completed a status check on facilities, equipment, and operational capabilities
- Ensure that field units begin safety assessment survey of critical facilities in the District and report status information to the Planning/Intelligence Section in the EOC

General Operational Duties:

- Ensure that the Windshield Survey assessments are being carried out by field units
- Obtain regular briefings from field command post(s) or DOC
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch

Search & Rescue Branch

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Position Operational Duties:

- Assess the impact of the disaster on the Search & Rescue operational capacity
- Set search and rescue priorities based on the nature and severity of the disaster
- Attend planning meetings at the request of the EOC Operations Section Chief
- Assist in the preparation of the EOC Action Plan
- Estimate need for fire mutual aid
- Request local fire personnel and if necessary
- Request mutual aid resources through proper channels and notify the EOC Operations Section Chief:
 - Order all fire and rescue resources through the local fire department and/or Fire and Rescue Mutual Aid Coordinator located at the OA EOC
 - Order all other resources through the Logistics Section
- Report to the EOC Operations Section Chief when:
 - EOC Action Plan needs modification
 - Additional resources are needed or surplus resources are available
 - Significant events occur
- Coordinate with local fire for medical care and transportation of injured to care facilities
- Identify patients and notify hospitals if contaminated or exposed patients are involved
- Implement the Radiological Protection Procedures as needed
- Coordinate the transportation of injured victims to appropriate medical facilities
- Provide assistance as required to people with disabilities and others with access and functional needs, such as non-English speaking and hearing and sight impaired persons, when conducting fire and rescue duties
- Coordinate with the OA Department of Public Health on all public health matters, emergencies and incidents
- Implement Point of Dispensing operations when directed by the Orange County Department of Public Health
- Request mutual aid resources through proper channels and notify the EOC Operations Section Chief:
 - Order all fire medical or hazardous materials resources through the Fire and Rescue Mutual Aid Coordinator located at the Orange Operation Area EOC
 - Order all other resources through the Logistics Section



Search & Rescue Branch

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- Assist in dissemination of warning to the public
- Provide fire protection and safety assessment of shelters
- Check with the other EOC Operations Section Branches on the status of the emergency
- Coordinate with the EOC Logistics Section for feeding and shelter of fire personnel
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents, and/or other potential problems
- Review and approve accident and medical reports originating within the Fire Branch
- Resolve logistical problems reported by the field units

Additional Actions in Response to Hazardous Materials Incidents:

- Coordinate with Orange County Fire Authority on any issues with hazardous materials.
- Alert all emergency responders to the dangers associated with hazardous materials and fire
Conduct hazardous materials management and operations



Law Branch

Page 1 of 5

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster
- Alert and notify the public of the pending or existing emergency/disaster
- Activate any public warning systems
- Coordinate all law enforcement and traffic control operations during the disaster
- Ensure the provision of security at incident facilities
- Coordinate with local law enforcement and the OA for incoming law enforcement mutual aid resources during the emergency

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

Start-up Actions:

- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key safety and law personnel are in the EOC or have been notified
- Clarify any issues regarding your authority and assignment and what others in the organization do

Mobilization:

- Ensure that all off-duty District Police and Public Safety personnel have been notified of callback status in accordance with current department emergency procedures
- Ensure that Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities
- Alter normal patrol procedures to accommodate the emergency situation

Initial Response:

- Ensure that field units begin an initial safety/damage assessment survey of critical facilities and report status information to the Operations Section and Planning/Intelligence Section in the EOC
- Notify Operations Chief of status

Law Branch

Page 2 of 5

- Coordinate with the appropriate units of the EOC Logistics Section for supplies, equipment, personnel, and transportation for field operations
- Establish a multi-purpose staging area as required
- Determine if a law enforcement DOC should be activated
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate Operations

Evacuation:

- Designate area to be warned and/or evacuated, and assembly area
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
 - Nature of the emergency and exact threat to the college community
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center
 - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the PIO.
Consider following dissemination methods:
 - Notifying police units to use loudspeakers and sirens to announce warning messages
 - Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director
 - Request the Local Police Department or the OA who has the authority to request an EAS warning via the Orange County Sheriff's Office
 - Using volunteers and other District personnel as necessary to help with warnings
 - Request volunteer support through the EOC Logistics Section
- Ensure that all facilities are notified requiring warning and/or notification

Law Branch

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- Warn all people with disabilities and others with access and functional needs such as non-English speaking and hearing and sight impaired persons of the emergency situation/hazard by:
 - Using bilingual employees whenever possible
 - Translating all warnings, written and spoken, into appropriate languages
 - Contacting media outlets (radio/television) that serve the languages you need
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf
 - Using pre-identified lists of disabled and hearing and sight impaired persons for individual contact
- Ensure provision of emergency alerts (IPAWS, WEAs) for people with disabilities and others with access and functional needs
- Check vacated areas to ensure that all people have received warnings
- Implement the evacuation portion of the EOC Action Plan
- Establish emergency traffic routes in coordination with the local law enforcement
- Ensure that evacuation routes do not pass through hazard zones in the District
- Identify alternate traffic routes where necessary; determine traffic and direction control points
- Through field unit requests, identify persons/facilities that require evacuation assistance, i.e. disabled, elderly, etc. Check status and evacuate if necessary. Coordinate with the Facilities Transport & Supply of the EOC Logistics Section for transportation
- Consider use of District vehicles if threat is imminent. Coordinate use of District vehicles (trucks, vans, etc.) with the Ground Support Unit of the EOC Logistics Section. Encourage the use of private vehicles if possible
- Establish evacuation assembly points
- Coordinate the evacuation of hazardous areas with local first responders
- Coordinate with Care and Shelter Branch and the ARC to open evacuation centers
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas
- Place towing services on stand-by to assist disabled vehicles on evacuation routes
- Monitor status of warning and evacuation processes
- Coordinate with the Public Works Branch/Infrastructure Damage for access control and to obtain necessary barricades and signs

Law Branch

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Security:

- Enforce curfew and other emergency orders, as identified in the EOC Action Plan
- Request mutual aid assistance through the OA Mutual Aid Coordinator
- Coordinate security in the affected areas to protect public and private property
- Coordinate security for critical facilities and resources.
- Coordinate with the Public Works Branch for street closures and board up of buildings
- Coordinate with local law enforcement and crowd control services at mass care and evacuation centers
- Ensure access control to damaged areas
- Provide information to the PIO on matters relative to public safety
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary
- Develop procedures for safe re-entry into evacuated areas
- Ensure post incident investigation is conducted and documented

Fatalities Management:

- Coordinate with the OA for Coroner duties and fatalities management as needed
- Establish temporary morgue facilities if necessary
- Coordinate with the OA to arrange for cold storage locations and transportation for temporary body storage if necessary
- Coordinate with the Supply Unit of the EOC Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items
- Ensure that assigned personnel and volunteers are monitored for stress, morale, or psychological problems related to body recovery operations
- Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Supply (Personnel) Unit of the EOC Logistics Section
- Maintain list of known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency
- Provide assistance to the Deputy Coroner in the identification of remains if necessary
- Provide data on casualty counts to the EOC and the OA
- In a hazardous materials incident, contact OCFA determine if special body handling procedures will be required to avoid contamination

Law Branch

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Animal Care:

- Ensure the provision of rescue, care, shelter, and essential needs to individuals with household pets and service animals; and to the pets and animals themselves
- Coordinate with animal care agencies and the EOC Care and Shelter Branch for potential shelters for animals per the PETS Act (Public Law 109-308). Take required animal control measures as necessary

Additional Actions in Response to Hazardous Material Incidents:

- Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change
- Notify appropriate local, state, and federal hazard response agencies
- Assist with the needs at the Command Posts or Unified Command Post as requested
- Assist in efforts to identify spilled substances, contacting as required: County Health, Cal OES, etc.

Additional Actions in Response to Major Air Crash:

- Request the OA to request temporary flight restrictions if necessary

Additional Actions in Response to Localized Flooding:

- Notify all units of areas of localized flooding
- Set up traffic control and detours around flooded areas
- Direct mobile units to warn college community of localized flooding and traffic dangers due to flooding. Continue warning as long as needed



Care and Shelter Branch

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Identify the care and shelter needs of the community
- Work with the American Red Cross (ARC) to establish shelters as required
- Coordinate with the ARC and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims
- Via the media, encourage residents to go to the shelter nearest their residence
- Coordinate animal care, rescue operations, and sheltering
- Coordinate with Law Enforcement for pet evacuations for people that will not evacuate if they have to leave their pet
- Conduct all Activation, General Operation, and Deactivation Phase Tasks

Start-Up Actions:

- Ascertain if all key Care and Shelter personnel are in the EOC or have been notified
- Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities

Position Operational Duties:

- If the EOC is activated, contact the ARC and request a liaison for the District EOC as needed
- Identify the care and shelter needs of the community, in coordination with the other Operations Branches
- Determine the need for an evacuation center or mass care shelter
- Contact the ARC any time a mass care facility is required
- Identify and prioritize which pre-identified shelter site will be used and determine its availability
- Ensure that a Building Inspector has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock
- If evacuation is ordered, in conjunction with the ARC if available, open evacuation centers in low risk areas and inform public of locations

Care and Shelter Branch

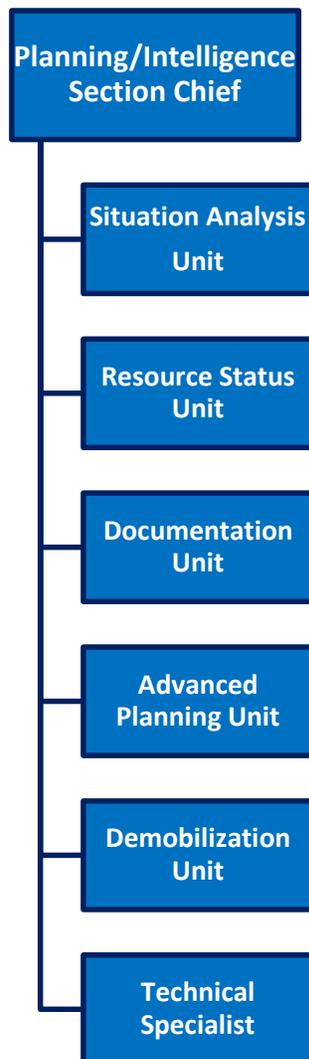
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- In conjunction with the ARC, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards, in conjunction with the ARC
- Coordinate needs for sheltering of residential care and people with disabilities and others with access and functional needs populations
- Provide and maintain feeding areas within the shelter that are free from contamination and meet all health, safety, and ADA standards
- Coordinate with the ARC and other volunteer agencies for emergency mass feeding operations
- Coordinate with the Operational Area Care and Shelter Unit, the ARC, other volunteer organizations, and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc.
- Coordinate with the Communications Unit of the EOC Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities
- Coordinate with the Transportation Unit of the EOC Logistics Section for the transportation of evacuated people to the shelter/s
- Coordinate with the Police Department's Animal Control Division and animal care agencies for evacuation of and potential shelters for animals per the PETS Act. Take required animal control measures as necessary
- Assist the ARC to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Food Unit of the EOC Logistics Section if requested by Red Cross
- Coordinate with the EOC Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities, which may be threatened by any hazardous condition
- Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed

EOC Planning / Intelligence Section

The EOC Planning/Intelligence Section is responsible for overall supervision of collecting, verifying and analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the District EOC Action Plan and facilitating the action planning meeting; conducting advanced/recovery planning activities; providing technical support services to the various EOC sections and units, and documenting and maintaining files on all EOC activities.

The information gathered needs to be reported in an expeditious manner to the District EOC and the Orange OA. The EOC Planning/Intelligence Section is also responsible for the detailed recording of the response effort and the preservation of these records during and following the disaster.





Planning / Intelligence Section Chief

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position:

First Alternate:

Second Alternate:

Immediate Supervisor: Director of EOC

Subordinates: Situation Status/Advance Planning Unit
Resource Status Unit & Technical Specialists
Documentation Unit
Demobilization Unit

Policy Group Member: No

Function Description: The EOC Planning/Intelligence Section Chief manages the section units that are responsible for gathering, analyzing, evaluating, displaying, and disseminating emergency information and forwarding planning recommendations to the Director of the EOC and all other affected EOC sections. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents an Incident Action Plans and incident maps, and gathers and disseminates information and intelligence critical to the incident.

GENERAL DUTIES

- Ensures that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
 - Collecting, analyzing and displaying situation information
 - Preparing periodic situation reports
 - Initiating and documenting the District EOC’s Incident Action Plan (IAP) and After-Action Report
 - Advance planning for future operational periods and recovery operations
 - Planning for demobilization
- Provides Geographic Information Services and other technical support services to the various organizational elements within the EOC

Planning / Intelligence Section Chief

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- Establishes the appropriate level of organization within the Section, and continuously monitors the effectiveness of that organization
- Exercises overall responsibility for the coordination of branch/group/unit activities within the Section
- Reports to the Director/EOC on all matters pertaining to Section activities
- Develops Incident Action Plans
- Briefs the EOC and response agencies on the situation and status of resources
- Considers communications, medical, and traffic plan requirement
- Maintains situation and resource status reports
- Plots activities on status boards and maps
- Documents all response activities and maintains a master log
- Collects and reports damage assessment information
- Advises Section personnel of a transition to an alternate EOC, if necessary

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

Start-Up Actions

- Check in upon arrival at the EOC
- Print your name on the EOC organization chart next to your assignment
- Report to the Director of EOC
- Obtain a briefing on the situation
- Identify yourself as the EOC Planning/Intelligence Section Chief by wearing the vest with your title
- Log in to WebEOC®
 - Username: _____
 - Password: (Contact _____ for password)
 - Reference the WebEOC instruction manual for specific login information
- Once logged in to the WebEOC® website, select the “sign-in” option and complete all required information
- Review position responsibilities and this checklist
- Complete the Jurisdiction Situation Report form and fax it to the Orange County OA EOC if necessary. Also provide a hard copy to the Liaison Officer

Planning / Intelligence Section Chief

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- Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards
- Clarify any issues you may have regarding your authority and responsibilities
- Review organization in place at the EOC. Know where to go for information or support
- Determine if other section staffs have checked in to the EOC
- Confirm that all key EOC Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency
- Based on the situation, activate units within the section as needed and designate Unit Leaders for each element that may be needed and/or implemented:
 - Situation Status Unit
 - Resource Status Unit
 - Documentation Unit
 - Advance Planning Unit
 - Demobilization Unit
 - Technical Specialist(s)
- Request additional personnel for the section as necessary to maintain a 24-hour operation as required
- Identify the need for any Technical Specialists and make related requests
- Determine operational periods for planning purposes
- Begin the initial Incident Action Plan
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of operational period work shifts
- Inform the Director of the EOC and General Staff when your section is fully operational
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster
Document:
 - Messages received / Action taken
 - Decision justification and documentation

Planning / Intelligence Section Chief

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- Requests filled
- EOC personnel, time on duty and assignments
- Review responsibilities of units in your section. Develop a plan for carrying out all responsibilities
- Make a list of key issues to be addressed by the Planning/Intelligence Section. In consultation with section staff, identify objectives to be accomplished during the Operational Period
- Meet with other activated Section Coordinators
- Review major incident reports and additional field operational information that may pertain to or affect section operations
- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.
- Based on the situation as known or forecast, determine likely future Planning/Intelligence Section need
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur
- Request additional resources through the appropriate Logistics Section Unit, as needed
- Keep the Director/EOC informed of significant events

Operational Actions:

- Carry out responsibilities of the Planning/Intelligence Section units that are not currently staffed
- Ensure that Planning/Intelligence Section position logs and other necessary files are maintained
- Ensure that the following Jurisdictional Information Management System (JIMS) forms are provided to the OA via WebEOC as well as fax, and are also provided as a printed copy to the EOC liaison
 - Jurisdictional Notification Status Report to OA (J-1)
 - Jurisdictional Situation Report (J-2)
 - Jurisdictional Resource Request (J-3)
 - Jurisdictional Initial Damage Estimate (J-4)
- Confirm with OA via telephone that the JIMS forms above have been received
- Ensure that the Situation Analysis Unit is maintaining current information for the situation analysis report
- Ensure that major incident reports and status reports are completed by the Operations Section and are accessible by the Planning/Intelligence Section

Planning / Intelligence Section Chief

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- Ensure that a situation analysis report is produced and distributed to EOC Sections and the Orange County OA EOC at least once, prior to the end of each operational period
- Make a list of key issues currently facing your section to be accomplished within the next operational period
- Working with the EOC Management Team and the Documentation Unit, prepare a District EOC Incident Action Plan to identify priorities and objectives
- Ensure that the District EOC Incident Action Plan is completed and distributed for current and forthcoming operational periods
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible
- Brief the Director on major problem areas that may require solutions
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units
- Monitor section activities and adjust section organization as appropriate
- Ensure internal coordination between unit leaders
- Review intelligence, confirm reports, and predict their influence on the situations
 - Receive information from all departments
 - Request confirmation of reports
 - Specify method and location of display of this information
 - Ensure all reports and data are displayed
- Sort and categorize information for briefing
- Assess the impact of the disaster on the community
- Periodically brief the Command Staff members
- Participate in Policy Group meetings as requested
- Using the Policy Group's recommended priorities and strategy, prepare and distribute an Incident Action Plan for each planning period
- Determine what information is needed
- Decide on reporting schedules
- Utilize relevant ICS forms to develop the Incident Action Plan (IAP)
- Provide hard copy IAP to the Director/EOC and EOC Liaison
- Request weather reports to include in the IAP
- Update status information with other sections as appropriate
- Resolve problems that arise in conducting your section responsibilities
- Anticipate potential situation changes, such as severe aftershocks, in all section planning

Planning / Intelligence Section Chief

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- Develop a backup plan for all plans and procedures requiring off-site communications
- Conduct periodic briefings for section staff and work to reach consensus among staff on section objectives for forthcoming operational periods. Ensure that all organizational elements are aware of priorities
- Use face-to-face communication in the EOC whenever possible and document decisions and policy
- Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays. Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO)
- Facilitate Planning meetings approximately two hours before the end of each operational period
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting
- Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period, particularly those situations which may influence the overall strategic objectives of the EOC
- Ensure that all section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period
- Assess the impact of the disaster/emergency on the District, including the initial safety/damage assessment by field units
- Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, EOC section staff, District personnel, Orange County Operational Area, and the Public Information Officer
- Review and approve reconnaissance, District status, and safety/damage assessment reports for transmission by the Situation Status Unit to the Orange County Operational Area
- Ensure that the EOC Action Plan is completed and distributed for current and forthcoming operational periods
- Provide technical specialists to all EOC sections as required
- Assemble information on alternative strategies
- Identify the need for use of special resources
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections
- Ensure all personnel time and costs are tracked for reimbursement
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known
- Begin planning for recovery



Planning / Intelligence Section Chief

Deactivation

- Authorize deactivation of organizational elements within your section when they are no longer required and ensure demobilization procedures are followed
- Ensure that any open actions are handled by your section or transferred to other EOC elements as appropriate
- Ensure that any required forms or reports are completed prior to your release and departure
- Be prepared to provide input to the After-Action Report
- Deactivate your section and close out logs when authorized by the Director/EOC
- As necessary, provide a forwarding phone number where you can be reached
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section
- Sign out of WebEOC® and checkout of the District EOC



Situation Analysis Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

General Duties:

- Collect, organize and analyze situation information from EOC sources
- Provide current situation assessments based on analysis of information received from a variety of sources and reports
- Develop situation reports for dissemination to EOC Planning/Intelligence Section Chief, EOC Director and other Section Chiefs to initiate the action planning process
- Develop and maintain current maps and other displays (locations and types of incidents)
- Assess, verify and prioritize situation information into situation intelligence briefings and Situation Analysis reports
- Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area
- Evaluate the content of all-incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize, and provide current information on centralized maps and displays
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC
- Conduct all Activation, General Operation, and Deactivation Phase Tasks

Position Operational Duties:

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the disaster/emergency
 - Special hazards
 - Number of injured/ deceased persons
 - Road closures and disaster routes
 - Structural property damage (estimated dollar value)
 - Personal property damage (estimated dollar value)
 - District resources committed to the disaster/emergency
 - District resources available
 - Assistance provided by outside agencies and resources committed
 - Shelters, type, location, and number of people that can be accommodated

Situation Analysis Unit

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- Prepare and maintain EOC displays
- Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
- Develop sources of information and assist the Planning/Intelligence Section Chief in collecting, organizing and analyzing data to provide situation analysis
- Provide for an authentication process in case of conflicting status reports on events
- Meet with the Planning/Intelligence Section Chief and the EOC Director to determine needs for planning meetings and briefings. Determine if there are special information needs
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Analysis Unit information
- Provide information to the PIO for use in developing media and other briefings
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units
- Determine weather conditions; and keep up-to-date weather information posted
- Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- In coordination with the Operations Section, estimate the number of people who will require evacuation, sheltering, and transportation out of the risk areas. Post this information
- As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation
- Provide Situation Analysis information in response to specific requests.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Chief
- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Chief and transmit to the Orange County OA
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Chief
- Assist at planning meetings as required



Resource Status Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Verifying proper check-in and check-out of personnel
- Preparing and maintaining displays, charts, and lists reflecting current status and location of personnel, critical resources, transportation, and support equipment
- Maintaining a master list of resources assigned to the incident
- Ensure that resources are documented to enable District to receive all emergency assistance and disaster recovery costs for which it is eligible
- Conduct all Activation, General Operation, and Deactivation Phase Tasks

Position Operational Duties:

- Establish contact with the ICP, DOCs, OA EOC Resource Tracking Units, and other outside agencies as required, to coordinate information sharing procedures to include:
 - Confirm Status boards for resources are established
 - Coordinate resource status / location boards and update information sharing procedures
- Develop backup procedures for information sharing in the event that network data links are interrupted
- Meet with the Logistics Section to develop procedures for the identification and updating of acquired EOC resources
- Develop procedures for tracking acquired EOC resources from acquisition / procurement to final destination
- Develop a master list of all resources committed to the operation
- Coordinate with the Situation Analysis Unit to ensure that resource status boards are included in situation updates and briefings as required
- At the beginning of each Operational Period review previous information on the status of allocated resources to include:
 - New Purchases / Rentals
 - New volunteers / Personnel
 - New Donations
 - New Supplies/Equipment / Facilities
 - Location of enroute resources and estimated time of arrival
 - Current status of deployed resources

Resource Status Unit

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- Meet with the Logistics Section Chief and identify current status of enroute resources; identify backlogs and delays
- Coordinate with the Situation Analysis Unit on the current status of acquired EOC resources; highlight backlogs and delays
- Verify incoming resources for posting to the activities tracking board
- Update GIS products to indicate locations and status of EOC resources as required
- Maintain a master list that captures date and time resources were acquired, type and category of acquired resources per NIMS classification guidelines, quantity, status / condition, destination and estimated time of arrival
- Prepare a report on the status of acquired resources for the Planning and Intelligence Section Chief prior to the EOC Director's initial Management Staff meeting;
 - Highlight backlogs and delays
 - Provide estimated time of arrival for critical resources
- Prepare Resource Status / Location reports for the Planning and Intelligence Section Chief prior to the Planning Meeting and Operations meeting as part of the EOC Action Planning process. Reports should include resources committed and estimated time of arrival for resources enroute
- Provide additional Resource Reports as directed by the Planning and Intelligence Section Chief for EOC Staff
- Ensure that all Resource Status / Location reports are shared with other activated EOCs in the Operational Area once approved for release
- Brief the Planning and Intelligence Section Chief on major problem areas that need or will require solutions
- Archive all Resource Status / Location reports for use in developing After-Action Reports
- Provide final reports to the Documentation Unit and Cost Unit detailing total assets deployed and post-emergency status
- Provide input to the Documentation Unit for the After-Action Report recommendations.



Documentation Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events
- Assist other parts of the EOC organization in setting up and maintaining files, journals, and special reports
- Collect and organize all written forms, logs, journals, and reports at completion of each shift from all sections
- Establish and operate a Message Center at the EOC. Assign appropriate internal and external message routing
- Provide copying services to EOC staff
- Maintain and preserve disaster/emergency files for legal, analytical, and historical purposes
- Compile, copy and distribute the EOC Action Plans as directed by the Section Chiefs
- Compile, copy and distribute the After-Action Report with input from other sections/units

Position Operational Duties:

- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained for official records
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system
- Following planning meetings, assist in the preparation of any written action plans or procedures
- Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form
- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Chief
- Identify and establish a delivery system for collecting, distributing, duplicating journals, logs and message center forms throughout the EOC
- Establish copying service and respond to authorize copying requests



Documentation Unit

- Establish a system for collecting all section and unit journal/logs at completion of each operational period
- Periodically collect, maintain and store messages, records, reports, logs, journals, and forms submitted by all sections and units for the official record
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Chief
- Operate the EOC Message Center
- Perform message delivery face to face or use message forms available in the EOC
- Deliver messages throughout the EOC and retain copies for documentation
- Ensure all messages are composed on a hard copy message form



Advanced Planning Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours
- Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives
- Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
- Consider potential mitigation projects from disaster-caused damage, while ensuring that legal safeguards for property owners and the jurisdiction are observed
- Ensure that the District is prepared to participate jointly with FEMA, Cal OES, Orange OA and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance

Position Operational Duties:

- Review all available status reports, Action Plans, and other significant documents.
- Meet individually with the general staff and determine best estimates of the future direction and outcomes of the event or disaster
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72-hour time frame
- Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EO Director
- Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EO Director when EOC activity shifts predominately to recovery operations
- Identify issues to be prioritized by the EOC Director on restoration of services to the District
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses
- With Section Chiefs, develop a plan for initial Recovery Operations. Prepare the EOC organization for transition to Recovery Operations



Demobilization Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports
- Administer a format for each section's input to the Demobilization Plan
- Finalize the Demobilization Plan for approval by the EOC Director

Position Operational Duties:

- Develop an EOC Demobilization Plan detailing specific responsibilities and release priorities and procedures; submits for approval
- Coordinate demobilization with EOC personnel
- Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed
- Monitor ongoing resource needs, consults with EOC personnel to identify surplus resources and track probable release time
- Evaluate logistics and transportation capabilities to support demobilization
- Establish communications with off-site incident facilities
- Distribute approved EOC Demobilization Plan



Technical Specialist

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Provide technical expertise to the EOC Sections and others as requested

Position Operational Duties:

- Develop a plan for EOC operations and support of field operations as requested. Assign specific responsibilities
- Keep the EOC Planning/Intelligence Section Chief advised of your position status and activity and on any problem areas that now need or will require solutions
- Act as a resource to members of the EOC staff in matters relative to your technical specialty
- Coordinate with the Logistics Section to ensure that technical staff are located and mobilized
- Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery
- Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests

EOC Logistics Section

The EOC Logistics Section’s primary responsibility is to provide all necessary personnel, supplies, equipment, support, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, and EOC, etc. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response at all operational sites during emergency/disaster conditions will be according to established Disaster Accounting procedures developed by the Finance/Administration Section in the EOC, unless authorized by the EOC Director or emergency orders of the District.





Logistics Section Chief

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position:

First Alternate:

Second Alternate:

Immediate Supervisor: Director of Emergency Operations Center

Subordinates: Personnel/Human Resources Branch/Units
Information Technology & EOC Support Branch/Units
Facilities, Transportation, & Supplies Services Branch/Units

Policy Group Member: No

GENERAL DUTIES

- Provides oversight relative to support operations
- Provides support to the supply and procurement process and oversees acquisition of needed supplies and resource tracking
- Provides personnel, facilities, services, and materials in support of the incident
- Participates in development of the EOC Incident Action Plan
- Identifies, tracks, and provides personnel to support emergency operations
- Manages transportation, fuel, and materials for all operations
- Manages and schedules the transportation needs for emergency workers, supplies, evacuees and other essential resources
- Assigns work locations and assignments to section personnel
- Provides Field Incident support
- Identifies facilities to serve emergency needs as necessary
- Identifies service and support requirements for planned and unexpected operations

Logistics Section Chief

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- Coordinates and processes requests for additional resources
- Ensures computer support is available as needed
- Reviews the District EOC Incident Action Plan and estimates section needs for the next operational period
- Ensures that an Incident Communications Plan is prepared and that communications are efficiently and effectively established
- Ensures general welfare and safety of section personnel
- Arranges for relocation of EOC staff members to the alternate EOC if necessary
- Advises Section personnel of a transition to an alternate EOC if necessary

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

Start-Up Actions

- Check in upon arrival at the EOC
- Obtain a briefing on the situation from the Director of the EOC:
 - Log in to WebEOC®
 - Username: _____
 - Password: (*Contact _____ for password*)
 - Reference the WebEOC instruction manual for specific login information
- Once logged in to the WebEOC® website, select the “sign-in” option and complete all required information
- Determine any immediate unmet needs/resource requests
- Review your position responsibilities by reading this entire checklist
- Identify yourself as Logistics by putting on the Logistics vest. Print your name on the EOC organization chart next to your assignment
- Notify key Logistics Section personnel or alternates. Recall the required staff members necessary for the emergency

Logistics Section Chief

POSITION	NAME OF CONTACT	WILL RESPOND YES OR NO	EST. TIME OF ARRIVAL
<i>Logistics Section Chief</i>			
<i>Communications Unit Leader</i>			
<i>Medical Unit Leader (For Responders)</i>			
<i>Food Unit Leader</i>			
<i>Supply Unit Leader</i>			
<i>Facilities Unit Leader</i>			
<i>Ground Support Unit Leader</i>			

- Call back additional personnel for the section to maintain a 24-hour operation, if required
- Brief incoming section personnel prior to them assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of coworkers within the job function and/or geographical assignment
 - Availability of communications
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- Inform the Director/EOC when your section is fully operational
- Open and maintain section logs
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the After-Action Report and the history of the Emergency/Disaster. Document:
 - Messages received
 - Actions taken
 - Decision justification and documentation
 - Requests filled
 - Logistics personnel, time on duty and assignments
- Prepare work objectives for Section Staff and make staff assignments
- Based on the situation as known or forecast, determine likely future Logistics Section needs

Logistics Section Chief

Page 4 of 5

General Operational Duties:

- Carry out responsibilities of the Logistics Section Branches/Groups/Units that are not currently staffed
- Make a list of key issues currently facing your section to be accomplished within the next operational period
- Keep up to date on situation and resources associated with your section; maintain current status and displays at all times
- Brief the Director/EOC on major problem areas that need or will require solutions.
- Ensure that your section logs and files are maintained
- Monitor your section activities and adjust Section Organization, as appropriate.
- Participate in Policy Group meetings as requested
- Update status information with other sections as appropriate
- Anticipate potential situation changes such as severe aftershocks in all section planning; develop a backup plan for all plans and procedures requiring off-site communications
- Conduct periodic briefings for your section; ensure that all organizational elements are aware of priorities
- Use face-to-face communication in the EOC whenever possible; document decisions and policy
- Ensure that all personnel time and costs are tracked for reimbursement
- Ensure that all of your section personnel and equipment time records and a record of expendable materials used are provided to the Finance Section at the end of each operational period
- Brief your relief at the shift change; ensure that in-progress activities are identified and follow-up requirements are known

Specific Operational Duties:

- Meet with the Finance Section and review Financial and Administration Support needs and Procedures
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and Field Units
- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources
- Identify future operational needs (both current and contingency) in order to anticipate logistical requirements

Logistics Section Chief

Page 5 of 5

- Ensure that the logistics function is carried out effectively, including the coordination of resource acquisition, management, and distribution
- Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units
- Ensure general welfare and safety of Section personnel
- Exercise overall responsibility for the coordination of activities within the section
- Ensure that Logistics Section personnel coordinate with all Sections in requests for and allocation of resources
- Keep the Orange County Operational Area (OA) Logistics Section apprised of overall situation and status of resource requests if the OA EOC is activated

Deactivation

- Authorize deactivation of your section when they are no longer required
- Ensure that any open actions are handled by your section or transferred to other EOC sections, as appropriate
- Ensure that any required forms or reports are completed prior to your release and departure
- Be prepared to provide input into the After Action Report
- Deactivate your section and close out all logs when authorized by the Director/EOC
- Turn all logs and paperwork over to the plans Section/Documentation Unit
- As necessary, provide a forwarding phone number where you can be reached
- Sign out of WebEOC® and checkout of the EOC



Communications Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services
- Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests, and general messages
- Make special assignment of radio, information systems, and telephone services as directed by the EOC Director
- Organize, place and oversee the operation of amateur radio services working in support of the EOC

Position Operational Duties:

- Meet with section and branches/units and provide a briefing on EOC on-site and external communication needs, capabilities and restrictions, and operating procedures for the use of telephones, information systems, and radio systems
- Coordinate all communications activities
- Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible
- Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that include radio, information systems and telephone needs utilizing established communications, the private sector and amateur radio
- Coordinate with RACES volunteers and private sector organizations to supplement communications needs
- Establish a plan to ensure staffing and repair of communications equipment



Communications Unit

- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.
- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, computers, and radio systems. Receive any priorities or special requests
- Monitor operational effectiveness of EOC communications systems
- Obtain an additional communications capability as needed
- Coordinate frequency and network activities with Orange OA
- Provide communications briefings as requested at action planning meetings
- Coordinate needed telephone and information system lines for all EOC positions
- Support activities for restoration of computer services.



Food & Supply Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Determine food and water requirements, and maintain an inventory of food/water
- Determine the method of feeding to best fit each facility or situation
- Obtain necessary equipment and supplies and establish cooking facilities
- Ensure that well-balanced menus are provided
- Order sufficient food and potable water from the Supply Unit
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed
- Supervise caterers, cooks, and other Food Unit personnel as appropriate

Position Operational Duties:

- Obtain briefing from Logistics Section Chief or Service Branch Director:
 - Determine potential duration of incident
 - Number and location of personnel to be fed and the last meal provided
 - Proposed time of next meal
- Determine food service requirements for planned and expected operations
- Determine best method of feeding to fit situation and obtain bids if not done prior to incident
- Determine location of working assignment
- Ensure sufficient potable water and beverages for all incident personnel
- Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief
- Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer
- Supervise administration of food service agreement, if applicable
- Provide copies of receipts and bills to the Finance/Administration Section
- Let the Supply Unit know when food orders are complete
- Provide briefing to relief on current activities and unusual situations



Facilities Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Ensure 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
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed

Position Operational Duties:

- Receive and process all incoming requests for facilities needed for the emergency response. Secure an estimated time for use of the facility after set up of necessary equipment and materials
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager
- Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager
- Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- As facilities are vacated, coordinate with the facility manager to return the location to its' original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility
- Keep the Support Branch Coordinator/Logistics Section Chief informed of significant issues affecting the facilities unit



Information Technology Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

The Information Technology Unit will be led by a District IT Support Staff Technician

- Provide information technology support to the EOC
- Provide advice to the EOC Director and Section Chiefs on information technology issues

Start-Up Actions:

- Establish communication with IT personnel
- Obtain situation status reports on District network, internet and telecommunications, infrastructure, operations, and capabilities. Maintain IT situational awareness throughout activation
- Identify the priorities for restoring information systems. Coordinate with the Operations Section and the EOC Director to bring up systems
- Make all logistical arrangements for restoring and/or replacing system components'
- Coordinate system restoration with Telecommunications and DATA Networks to ensure a system performance
- Coordinate with phone companies and wireless cellular providers for restoration of priority telephone service
- Assure IT staff is available for configuring EOC laptops, printers, projectors and other hardware during initial EOC set-up and as needed thereafter
- Coordinate Administrative computing and telecommunications Data Networks to bring up and maintain systems to support EOC operations
- Coordinate IT staff deployment to DOCs, ICPs, Staging Areas, Shelters, etc.
- Deactivation/Recovery
- Deactivate your position in the EOC as directed
- Ensure all documentation is submitted to the Logistics Chief or as directed
- Submits comments, recommendations, issues as directed



Ground Support Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Coordinate with field level to develop and implement a Traffic Plan
- Support out-of-service resources
- Notify the Resource Status Unit of all status changes on support and transportation vehicles
- Arrange for and activate fueling, maintenance, and repair of ground resources
- Maintain support vehicle inventory and transportation vehicles
- Provide transportation services, and meet requests from the Logistics Section Chief
- Collect information on the use of rented equipment
- Requisition maintenance and repair supplies (e.g., fuel, spare parts)
- Maintain incident roads

Position Operational Duties:

- Coordinate with the EOC Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use
- Coordinate use of disaster routes with the Operations Section
- Coordinate with other sections and branches/groups/units to identify transportation priorities
- Identify routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel
- Establish and implement a Traffic Plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites
 - Individuals to medical facilities
 - Emergency workers and volunteers to and from risk areas
- Coordinate with the EOC Operations Section on the movement of people with disabilities and others with access and functional needs, elderly persons, and pets and service animals as required
- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed
- Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed



Ground Support Unit

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- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements
- Provide emergency transportation for evacuated persons that have no vehicle to leave the area

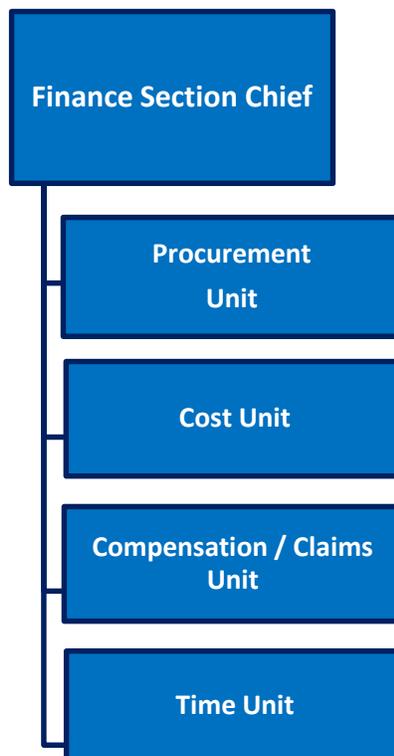
Finance / Administration Section

The EOC Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the District functioning during a disaster/emergency.

These systems include:

- Payroll Payments Revenue collection
- Claim processing
- Cost analysis and recovery documentation
- Revenue Collection
- Documentation, timekeeping and tracking

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures. The extent of the disaster/emergency will determine the extent to which the EOC Finance/Administration Section will mobilize.





Finance / Administration Section Chief

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Responsible Department:

Responsible Position:

First Alternate:

Second Alternate:

Immediate Supervisor: Director, EOC

Subordinates: Purchasing/Procurement Unit
Claims/Compensation & Time/Cost Unit
Cost Recovery/ Vital Records/ Cal OES & FEMA Unit

Policy Group Member: No (on-call)

GENERAL DUTIES:

- Ensures that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
 - Oversees the Finance/Administration Section and reports to the Director of Emergency Operations Center
 - Responsible for all fiscal management and cost analysis of the incident
 - Provides accounting of costs as required
 - Quantifies damage to public property
 - Provides financial liaison between the District and other agencies
 - Manages the financial claims process, working with Cal OES and FEMA
 - Recommends financial policies to Policy Group and carries out agreed upon policies
 - Implements a Disaster Accounting System
 - Tracks and records all agency staff time
 - Processes purchase orders and contracts

Finance / Administration Section Chief

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- Processes workers' compensation claims
- Handles travel and expense claims
- Advises section personnel of a transition to an alternate EOC if necessary.
- Responsible for cost recovery, travel request, forms and claims.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

Start-Up Actions

- Check in upon arrival at the EOC
- Report to the Director of the Emergency Operations Center
- Obtain a briefing on the situation:
 - Log in to WebEOC®
 - Username: _____
 - Password: (Contact _____ for password)
 - Reference the WebEOC instruction manual for specific login information
- Once logged in to the WebEOC® website, select the "sign-in" option and complete all required information
- Use your EOC Section materials and on-site supplies
- Review your position responsibilities
- Identify yourself as the Finance & Admin. Section Chief by putting on the vest with your title
- Print your name on the District EOC organization chart next to your assignment
- Review the organization in place at the District EOC. Know where to go for information or support
- Determine if other Section staffs are needed. Recall the required staff members necessary for the emergency
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements
 - Procurement Unit
 - Time/Cost Unit
 - Vital Records Unit
 - Claims/Compensation Unit
 - Cost Recovery/ Cal EMA & FEMA Filing Unit

Finance / Administration Section Chief

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- Request additional personnel for the Section to maintain a 24-hour operation, as required
- Ensure that all personnel time and costs are tracked for reimbursement
- Brief incoming Section personnel. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements, as appropriate
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- Inform the Director of EOC and General Staff when your Section is fully operational
- Open and maintain Section logs
- Using a WebEOC® or hard copy activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency for the cost recovery process.
Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - District EOC personnel, time on duty and assignments
- Review responsibilities of Units in your Section. Develop a plan for carrying out all responsibilities
- Prepare work objectives for Section staff and make staff assignments
- Meet with other activated Section Chiefs
- From the Planning Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate Units
- Determine likely future Finance & Administration Section needs based on the situation, as known or forecasted
- Think ahead and anticipate situations and problems before they occur
- Request additional resources through the appropriate Logistics Section Unit, as needed

Finance / Administration Section Chief

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General Operational Duties:

- Carry out responsibilities of the Finance & Administration Section Units that are not currently staffed
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims, and bystanders. Arrange debriefings through the Human Resources Unit of the Logistics Section
- Make a list of key issues currently facing your Section
- Keep up to date on situation and resources associated with your Section; maintain current status and displays at all times
- Brief the Director/EOC on major problem areas that need or will require solutions
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires
- Establish operating procedures with Logistics Section/Communications Unit for use of telephone, data and radio systems. Make any priorities or special requests known
- Determine status of transportation system into and within the affected area in coordination; find out present priorities and estimated times for restoration of the disaster route system; provide information to appropriate Units. Document travel request information as appropriate
- Ensure that your Section logs and files are maintained
- Monitor your Section logs and files
- Monitor your Section activities and adjust Section organization as appropriate
- Ensure internal coordination between Unit leaders
- Update status information with other sections, as appropriate
- Resolve problems that arise in conducting your Section responsibilities
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning; develop a backup plan for all plans and procedures requiring off-site communications
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities
- Use face-to-face communications in the EOC whenever possible and document decisions and policy
- Participate in the action planning meetings
- Brief your relief at shift change; ensure that in-progress activities are identified and follow-up requirements are known

Finance / Administration Section Chief

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Specific Operational Duties:

- Authorize use of the Disaster Accounting System
- Ensure that purchasing/accounting function codes for the disaster response/recovery have been determined and disseminated
- Ensure that the payroll process and the revenue collection process continue
- Collect your Section personnel and equipment time records and record of expendable materials used and provide copies to the Time Unit and Cost Analysis Units at the end of each operational period
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time Unit and Cost Analysis Units at the end of each operational period
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups
- Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff
- Meet with assisting and cooperating agency representatives as required
- Maintain separate logs for overtime hours
- Establish and maintain a file for employee time records within the first operational period for each person
- Ensure that all obligation documents initiated during the emergency are properly prepared and completed
- Keep the General Staff apprised of overall financial situation

Deactivation:

- Authorize deactivation of organizational elements within your Section when they are no longer required
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate
- Ensure that any required forms or reports are completed prior to your release and departure
- Deactivate your Section and close out logs when authorized by the Director/EOC
- As necessary, provide a forwarding phone number where you can be reached
- Sign out of WebEOC® and checkout of the EOC



Finance / Administration Section Chief

Sample Form

POSITION	NAME OF CONTACT	WILL RESPOND YES OR NO	EST'D. TIME OF ARRIVAL
<i>Procurement Unit Leader</i>	1. 2. 3.	1. 2. 3.	
<i>Time/Cost Unit Leader</i>	1. 2. 3.	1. 2. 3.	
<i>Vital Records Unit Leader</i>	1. 2. 3.	1. 2. 3.	
<i>Claims Compensation Unit Leader</i>	1. 2. 3.	1. 2. 3.	
<i>Cost Recovery/ Cal EMA & FEMA Filing Unit</i>	1. 2. 3.	1. 2. 3.	



Procurement Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operations
- Obtain and record all cost data for the emergency/disaster
- Ensure the proper identification of all equipment and personnel requiring payment
- Analyze and prepare estimates of EOC costs
- Maintain accurate record of EOC costs
- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables
- Maintain records to ensure a complete accounting of supplies procured and monies expended
- Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures

Position Operational Duties:

- Meet and coordinate activities with EOC Finance/Administration Section Chief and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures
- Review, verify and process requests from other sections for resources
- Review emergency purchasing and contracting procedure.
- Determine if requested types of supplies and material are available in District resources, and evaluate inventory levels. If supplies are not available determine need to purchase the appropriate resources
- Obtain a list of pre-designated emergency purchase orders as required
- Whenever possible, meet personally (usually telephone) with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source



Procurement Unit

- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status, such as:
 - Resources readily available
 - Resource requests
 - Status of shipments
 - Priority resource requirements
- Determine if the procurement item can be provided without cost from another jurisdiction or organization within the jurisdiction



Compensation/Claims Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Accept, as agent for District, claims resulting from an emergency/disaster
- Collects information for all forms required by Workers Compensation and local agencies
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the District

Position Operational Duties:

- Coordinate with the Safety Officer, Liaison Officer, Supply Unit (Personnel) of the Logistics Section, and ICS Field Level Compensation/Claims Unit
- Maintain a log of all injuries occurring during the disaster/emergency
- Develop and maintain a log of potential and existing claims
- Prepare claims relative to damage to District property and coordinate the claims with the District's insurance provider
- Coordinate with the Damage Assessment Unit for information on damaged facilities to initiate claims and potential mitigation grant funding
- Process claims for travel requests, forms, and expense claims
- Determine if there is a need for Injury and Claims Specialists and order personnel as needed
- Ensure that all Injury and Claims logs and forms are complete and routed to the appropriate department for post EOC processing
- Ensure the investigation of all accidents, if possible
- Ensure that the Supply (Personnel) Unit of the EOC Logistics Section completes claims for any injured personnel or volunteers working at the emergency
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards
- Obtain all witness statements pertaining to claims and review for completeness



Cost Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operations
- Obtain and record all cost data for the emergency/disaster
- Ensure the proper identification of all equipment and personnel requiring payment
- Analyze and prepare estimates of EOC costs
- Maintain accurate record of EOC costs
- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables
- Maintain records to ensure a complete accounting of supplies procured and monies expended
- Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures.

Position Operational Duties:

- Collect and record all cost data
- Maintain a fiscal record of all expenditures related to the emergency/disaster
- Maintain cumulative emergency/disaster cost records
- Ensure that all financial obligation documents are accurately prepared
- Prepare use of resources cost estimates
- Maintain accurate information on the actual cost for the use of all assigned resources.
- With the Time Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified
- Ensure all EOC sections maintain supporting records and documentation to support claims.
- Make recommendations for cost savings to the Finance/Administration Section Chief
- Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law



Cost Unit

Page 2 of 2

- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs and for audit
- Provide analyses, summaries, and estimates of costs for the EOC Finance/Administration Section Chief, and EOC Director as required
- Receive and allocate payments



Time Unit

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

GENERAL DUTIES:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster
- Establish and maintain a file for all personnel working at the emergency/disaster
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific local, Cal OES, and FEMA time recording policies
- Track, record, and report equipment uses and time

Position Operational Duties:

- Determine specific requirements for the time recording function
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period
- Ensure that all records identify scope of work and site specific work location
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with District policy
- Ensure that all employee identification information is verified to be correct on the time report
- Ensure that time reports are signed
- Maintain separate logs for overtime hours
- Establish and maintain a file for employee time records within the first operational period for each person
- Maintain records security
- Close out time documents prior to personnel leaving emergency assignment
- Keep records on each shift. Operational Period work schedules are determined according to the time it may take to achieve the objectives outlined in the EOC Action Plan
- Coordinate with the Supply (Personnel) Unit of the Logistics Section



Time Unit

- Ensure that all records identify scope of work and site specific work location
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators)



CONTACTING SWITCHBOARD AND CAMPUS SAFETY

District personnel are to notify the District or Campus Public Safety Office immediately when an emergency situation is imminent or has already occurred. The District Emergency Notification System will be used to disseminate information via text, cell phone, home phone.

Golden West College

24-hour Phone Line: (714) 895.8924

Emergency Phone Line: (714) 895-8999

Campus Public Safety Office: (714) 895-8924

Huntington Beach Police: (714) 960-8843

Health Services Nurse: (714) 895-8379

CCCD Environmental Health and Safety Office: (714) 438-4728

Maintenance & Operations: (714) 895-8158

The Public Safety office is located in the in the Health Science Building at the west end of campus, next to Math Science and Humanities. *Office hours are from 8:00 a.m to 5:00 p.m. Monday through Friday.*

District Office

Risk Services Office: (714) 438-4690

Costa Mesa Police: (714) 754-5252

Maintenance & Operations: (714) 432-5590, extension 25590

Coastline Community College

College Center

General Information: (714) 241-6360 or use extension 16360

Campus Emergency Information Line: (877) 241-6328

Campus Public Safety Office: (714) 501-8158

Fountain Valley Police: (714) 593-4485

CCCD Environmental Health and Safety Office: (714) 438-4728

Maintenance & Operations: (714) 501-8158

After hours: (714) 981-1958

The main office of the Public Safety Department is located in the College Center building at 11460 Warner Avenue, Fountain Valley, CA, 92708. *Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.*



CONTACTING SWITCHBOARD AND CAMPUS SAFETY

Garden Grove Campus

General Information: (714) 981-2237

Campus Emergency Information Line: (877) 241-6328

Campus Public Safety Office: (714) 501-8158

Garden Grove Police: (714) 741-5704

CCCD Environmental Health and Safety Office: (714) 438-4728

Maintenance & Operations: (714) 501-8158

After hours: (714) 981-1958

The main office of the Public Safety Department is located in the College Center building at 11460 Warner Avenue, Fountain Valley, CA, 92708. *Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.*

Le Jao Campus

General Information: (714) 981-2245

Campus Emergency Information Line: (877) 241-6328

Campus Public Safety Office: (714) 501-8158

Westminster Police: (714) 898-3315

CCCD Environmental Health and Safety Office: (714) 438-4728

Maintenance & Operations: (714) 501-8158

After hours: (714) 981-1958

The main office of the Public Safety Department is located in the College Center building at 11460 Warner Avenue, Fountain Valley, CA, 92708. *Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.*

Newport Beach

General Information: (714) 981- 2235

Campus Emergency Information Line: (877) 241-6328

Campus Public Safety Office: (714) 501-8158 Newport Beach Police: (949) 644-3681

CCCD Environmental Health and Safety Office: (714) 438-4728

Maintenance & Operations: (714) 501-8158

After hours: (714) 981-1958

The main office of the Public Safety Department is located in the College Center building at 11460 Warner Avenue, Fountain Valley, CA, 92708. *Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.*



Orange Coast College

Main Office: (714) 432-5555

Emergency Phone Line: (714) 432-5555, extension 25555

Emergency Information: (714) 432-5878, extension 25878

Campus Public Safety Office: (714) 432-5017, extension 25017

Unit 1 {cell} (714) 412-0582

Unit 1 alpha {cell} (714) 412-2733

Unit 1 bravo {cell} (714) 412-1911

Costa Mesa Police (714) 754-5252

Student Health Center: (714) 432-5808, extension 25808

CCCD Environmental Health and Safety Office: (714) 438-4728

Maintenance & Operations: (714) 432-5590, extension 25590

The main office of the Public Safety Department is located in Watson Hall, at 2701 Fairview Rd.

Costa Mesa, CA, 92626. *Office hours are from 7:00 a.m. to 10:30 p.m. Monday through Thursday. And on Friday: 7 a.m. – 4:30 p.m.*

BUILDING AND CAMPUS EVACUATION

Before a Building or Campus Evacuation:

There are numerous emergency situations that could cause a single building, all buildings or even a whole campus evacuation. When an alarm sounds in a building or if an order from the Emergency Operations Center is received to evacuate part of or all District property, then it is understood that a situation exists of sufficient urgency to warrant immediate action by the entire campus community. While the circumstances requiring an evacuation may be varied, the process of evacuation is relatively standard. The main emphasis is on a safe, orderly, timely and complete egress of all building occupants to a pre-designated evacuation area.

Building Evacuation:

Preparation is key:

- At the beginning of each semester, review the emergency information posted in each classroom/office/conference room to determine if procedures are still accurate.
- Determine in advance the nearest exit from your location and the best way to get there.
- Determine in advance at least one alternate route and alternate exit location in the event your primary path is blocked.
- Know where the pre-determined evacuation location is for your office, classroom or workspace. That information is also posted in each building, campus building and in each classroom.

When you receive an evacuation order:

- If time and conditions permit, secure your workplace and take your important personal items such as car keys, purse, medication, glasses, cell phone, flashlight, wallet, etc.
- Check doors for the heat of a fire before opening. Do not open the door if it's hot.
- Walk. Do not run. Don't push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.
- Watch for falling objects and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- DO NOT return to the building for any reason unless you are notified by authorities that it is safe to do so.
- Follow the directions of Campus Safety and First Responder personnel.

BUILDING AND CAMPUS EVACUATION

Evacuating persons with limited mobility:

- Any person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered to have limited mobility. This includes:
 - Persons confined to wheelchairs
 - Persons recovering from surgery
 - Pregnant women
 - Persons with significant hearing or sight impairment
 - Persons with extreme obesity
- Assist in helping to evacuate people with disabilities if asked to do so.
- In most cases, people with disabilities will be able to explain what kind of special assistance they will need.
 - Visual Disability:
 - ♦ Explain the nature of the emergency. Alarms or confusion may disorient a person, even if the person is normally familiar with the area.
 - ♦ Give verbal instructions and guide individuals to safety by having them hold onto your arm below the elbow.
 - ♦ Verbally say where you are as you walk and describe any obstacles in the path.
 - ♦ When you have reached safety, orient individuals as to where they are and ask them if they need further assistance before leaving.
 - Hearing Disability:
 - ♦ Get the attention of individuals by touching their shoulders, flashing room lights, or waving your arms.
 - ♦ Write on a board or paper the nature of the emergency and the evacuation route that is going to be taken.
 - ♦ Use visual cues and gestures to explain what is happening and what to.
- DO NOT use elevators during fire, earthquake or power outage. Other scenarios may allow use of elevators to evacuate people with limited mobility.
- It is possible, in some complex situations, that disabled and/or non-disabled people may opt to stay in an area of refuge until the situation stabilizes or help arrives. An area of refuge is a location that provides immediate protection during an emergency, when evacuation may not be safe or possible due to area contamination, obstruction, or other hazard. Occupants may opt to wait there until given further instructions or rescued by first responders. These locations are not pre-designated on our campuses since it is impossible to predict where damage or threats may exist in advance. They are determined by building occupants based on the circumstances of the moment.

BUILDING AND CAMPUS EVACUATION

Campus Evacuation:

If a complete campus evacuation is ordered, common sense dictates that it should occur with as much calm and order as possible. Since most students arrive at our campuses by car, the orderly egress of potentially thousands of cars (depending on time of day and day of week) onto area roadways is very important.

Here are some simple guidelines to follow:

1. Drive carefully through campus parking lots.
 2. Drive to the nearest campus exit, even if it may not be your “normal” exit point.
 3. Follow the directions of campus safety or other emergency preparedness personnel.
 4. At campus exits, do not attempt to “cross” traffic on the main roadways. In most cases, you will need to turn “right” on main roadways to avoid bottlenecks behind you.
 5. Do not return to campus unless directed to by authorities.
- Campus Safety personnel will post signage (if feasible) at exits in an effort to direct vehicles in the most efficient directions as possible.
 - If traffic lights are functioning, signals must be obeyed unless local law enforcement is on hand to direct otherwise.
 - Campus Safety will direct the entry of emergency and other authorized vehicles into college parking lots.
 - Campus Safety will advise local authorities of the evacuation and work closely with them regarding traffic flow from the campus to potentially busy local streets.
 - Once the evacuation is complete, information about the District’s status will be available through the college’s Website, through the mass media, and through the college’s ENS.

[NOTE: For those students who have no form of transportation immediately available and who live too far from the campus to walk, a safe location will be designated (based on the circumstances of the emergency) where one can wait while travel plans are being arranged.]

Campus Police/Security – Responsible for the overall district office and/or campus evacuation procedures and serves as the focal point in any emergency for assistance and coordinating outside services as delineated in the EOP Checklist. Serves as the primary point for collecting information on the evacuation status of each individual building as reported by personnel or building marshals. The Campus Police/Security will direct assistance in search and rescue of outside services as required.

Building Marshals – These individuals are responsible for obtaining the evacuation status of their buildings in terms of assistance needed, building status, or any other critical informational needs. Building Marshals station themselves in pre-assigned Emergency Evacuation gathering areas to obtain information from their building evacuation monitors. As soon as the status of their evacuation is known they forward this information to the Security Officer. Their primary responsibility is the



Golden West College Emergency Operations Center Activation Guide

evacuation of people from their buildings and the reporting of this information to the District Security Office.

Evacuation Monitors – Responsible for the timely and orderly evacuation of their buildings occupants. They direct occupants to the proper exit and redirect occupants to secondary exits as necessary. They are responsible for making quick checks of rooms and reporting any assistance needs to the building Marshal upon exiting.

The Emergency Notification System (ENS), and mass telephone messaging, email, text, and word-of-mouth runner may be used to give emergency evacuation orders and other public information directives. During evening hours, faculty is instructed to act as building monitors and assist with evacuation.

Lockdown or sheltering-in-place is a protective action taken inside a building to protect the building occupants from external hazards, minimize the chance of injury and/or provide the time necessary to allow for a safe evacuation. Circumstances that may warrant a shelter-in-place activity may include (but are not limited to)

- Severe weather
- Biological incident
- Active Shooter
- Civil Unrest
- Radiological Incident
- Accidental Chemical Exposure

Practice general safety precautions at all times. If you observe any suspicious activity on campus, immediately contact Campus Police or the local law enforcement agency on your critical telephone numbers list.

The notice for Lockdown will be issued by emergency personnel from the EOC and can be received in many ways. Building emergency personnel may receive notice to Lockdown or notice may be sent using the campus wide Emergency Notification System (ENS), such as ReGroup.



Types of Specific Incidents *and* Suggested Emergency Procedures

Specific Incident Emergency Procedures

The following sections serve to provide possible actions one can take, based on best practices from professionals in their respective fields and as a result of “lessons learned” from colleges and universities around the country who have “been there.”

Most of the procedures listed in the various emergency scenarios are simply the results of applying “common sense” to unique circumstances. The sections attempt to apply reasonable steps that members of the campus communities can take to provide for their own safety.

The following pages in this section discuss background information and some best practices for a variety of potential emergency scenarios.

List of Emergency Procedures

- Contacting Switchboard and Campus Security
- Building and Campus Evacuation
- Active Shooter
- Bomb Threat
- Chemical & Hazardous Material
- Civil Disturbance
- Earthquake
- Fire or Explosion
- Hostage Situation
- Medical Emergency (General)
- Medical Emergency (Seizures)
- Nuclear and Radiological
- Severe Weather
- Shelter in Place – General
- Suspicious Packages or Mail
- Tsunami
- Utility Failures
- Violent or Threatening Behavior
- Wildlife Issues

ACTIVE SHOOTER

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An active shooter is an individual actively engaged in shooting at people on or near campus property. Active shooter events may involve one or more shooters and/or one or more victims. There is generally no pattern or method to their selection of victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Before an Active Shooter Event:

- The most important means for dealing with active shooters is prevention – identifying potential shooters before they act. Faculty, staff, counselors and Campus Safety personnel are in the best positions to react to warning signs of potential shooters such as ambiguous messages in papers and student projects; direct threats; rumors about guns and other weapons of campus; victimization by social groups or individuals; change in emotion or interests; isolation, repeated engagement in minor offenses or violations, and lack of family connection and support.
- The College has formed a Behavioral Assessment Team (BAT) that is designed to assist students who may be in the earlier stages of a crisis. The BAT team consists primarily of the Director of Campus Safety; the Dean of Student Services and the Director of the Student Health and Wellness Center. Questions regarding concerns a faculty member, staff member or student may have about themselves or a particular person of interest should be addressed directly to these team members to seek advice before referring the person in "crisis" to the team since each circumstance is different. However, if violence has occurred or if it is believed to be imminent, contact Campus Safety immediately.

Active Shooter Response:

What kind of incident should we prepare for? Over the years, active-shooter situations have involved single shooters, multiple shooters, close encounters, distant encounters, targeted students, random victims, contained (single room) confrontations and mobile confrontations. The demeanor of some shooters was considered "odd" while others seemed "normal" leading up to shooting incidents. If an active shooter enters one of our campuses, it will be unlike any situation we've ever experienced. With this in mind, however, there is still a lot we can do to prepare ourselves.

ACTIVE SHOOTER

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Most experts agree that we collectively need to:

- Become more aware and be able to recognize sights and sounds (gunshots) that are out of the norm for our environment.
- Prepare ourselves by frequently addressing “what if” questions and toughening ourselves mentally and emotionally to survive in extreme situations.
- Rehearse potential responses to “what if” scenarios.
- Respond in a rational and orderly manner if confronted with a unique shooter situation.

Notification

While a shooter incident on campus may be obvious by the sound of a gunshot, the more likely way you will find out will be by notification through the District Emergency Notification System, internal district phone system, internal paging system, and a public address system. The District EHS and IT in consultation with the Chancellor will determine messaging and method of delivery. It is important to note that the wide variety of cell phone providers available today have different coverage patterns, so it is probable that you may receive a cell phone notification while someone sitting next to you (with another provider) may not.

In the interest of safety, please make sure you call out to those around you that you have received an emergency message requiring immediate action and follow the instructions given.

Since every situation regarding guns and potential shooters is impossible to predict, law enforcement has provided us with a simple philosophy to consider for these situations. They recommend:

- Run
- Hide
- Fight

On our campuses, we have interpreted this to mean:

1. **Run** to the safest place to hide;
2. **Hide** yourself and others the best you can, using the resources at hand;
3. Have a plan to **fight** as a last resort if the gunman(men) enters your space.

Hiding generally entails an action called “**Shelter In Place.**”

Since “Shelter in Place” is a tactic that may be used for a variety of non-shooter emergency scenarios, ***basic procedures are included in their own section of this plan.***

ACTIVE SHOOTER

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The information below applies specifically to an active shooter event and are in addition to the basic procedures.

If YOU are OUTSIDE on campus:

- Run away from the sound of gunfire.
- Seek the nearest structure for shelter.
- If in a parking lot, return to your car, lock it and hide on the floor.
- Do not try to drive off campus. A gunman may focus on a moving car as a target AND law enforcement will be blocking exits in search of gunmen.
- Follow directions from the Emergency Notification System (ENS).

If YOU are INSIDE a building:

In addition to the basic shelter in place procedures:

- Have one person in the room call 911 and provide information requested by the dispatcher.
- Remain in place until police or a campus authority known to you gives the “all clear.” Do not be misled by a clever shooter posing as a law enforcement officer. (If the shooter is in your building and you have not received an ENS message.)
- Follow all directions received from campus Emergency Notification System messages.
- If the shooter manages to enter your space, have a plan of action in place to neutralize the shooter. This plan should be designed to disarm and hold the shooter by whatever means is necessary.

Since “shooter” scenarios may involve more than one gunman, simply fleeing a classroom or building could increase your risk. In general, only leave a building if you are told to do so by law enforcement, a campus official known to you or official emergency messaging.

When Law Enforcement Arrives:

- Officers are trained to proceed immediately to the area where the shots were last heard. Their purpose is to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims. Rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.
- Officers may shout commands and may push individuals to the ground for their safety.
- Put down any items in your hands.
- Immediately raise your hands and spread your fingers.

ACTIVE SHOOTER

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- Keep your hands visible at all times.
- Avoid making quick movements toward officers.
- Avoid pointing, screaming and yelling.
- Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain at whatever assembly point authorities designate.

Persons with Disabilities:

- Assist people with special needs as best you can by helping them to shelter-in-place until the situation has been resolved.

BOMB THREAT

Before the Bomb Threat:

Statistically, most bomb threats in the U.S. are just that – threats. They usually don't involve the actual placement of a bomb at a location. In most cases, the person making a bomb threat simply wants to create an atmosphere of anxiety and panic, which will in turn result in a disruption of the college's normal activities. Bomb threats occur frequently throughout the nation. They are delivered in a variety of ways with the majority being called in by phone. Occasionally these calls are through a third party. Social media is being used on an increasing basis to deliver threats. While most bomb threats are hoaxes, there have been cases in which the person making a threat has definite knowledge about a real bomb or believes that an explosive or incendiary device has been or will be placed at a location. In fact, the caller may be the person who placed the device or someone who has become aware of such information. Whatever the reason behind the threat, all bomb threats should be evaluated and treated in a serious manner. (NOTE: *Making a false bomb threat is a federal offense and carries a penalty of up to ten years in prison, a \$250,000 fine, or both. This penalty also applies to juvenile offenders.*)

Bomb Threat Responses:

For the person on campus who receives a bomb threat:

- Take the threat seriously, but remain calm.
- If on the phone, write a note to a nearby co-worker to contact Campus Safety.
- Fill out the college's bomb threat form.
- Keep the caller on the phone as long as possible; DELAY
- ASK QUESTIONS:
 - Where is the bomb located?
 - When is it set to explode?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Did YOU place the bomb?
 - Why are you doing this?
 - What is your name?

IMMEDIATELY write down the EXACT WORDS of the threat as you remember them.

- Note details such as: gender, accent, speech impediment, age, background noises, unusual speech patterns or phrases, slurred, nasal, disguised, angry, crying, familiar to you, (If the voice is familiar, who did it sound like?), etc.
- Number at which the call was received (if switchboard, all of the computer detail on the call.)
- Time and date of call. If you receive a bomb threat via social media, email or other electronic means, attempt to "save" or preserve the message and contact Campus Safety immediately

BOMB THREAT

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After the Bomb Threat Call:

- Upon termination of the call or receipt of the threat message by other means, don't talk to anyone but your supervisor and review the information you put on the Bomb threat form for accuracy and to fill in additional information.
- Wait for Campus Safety or local police to arrive for further direction.
- FOR ALL STAFF WITH TWO-WAY RADIOS AND BASE STATIONS: Immediately turn off your radio and base station. Do not transmit under any circumstances as there is a chance this may activate the bomb.
- If evacuation of the District buildings or the campus as a whole is warranted, building alarms will be sounded and emergency messaging disseminated by the Director of Risk/EHS or the District PIO through the ENS system and work with first responders to coordinate a systematic search of the District offices/campus(s).
- As in all building evacuations, once outside, proceed to the designated evacuation location (hill beside Adams sidewalk) for the building you are in and stay at least 500 feet away from any place where a bomb could be hidden (trash cans, golf carts, etc.) and wait until the "all clear" is given. (Remember: it is important to keep the streets, fire lanes, hydrants and walkways clear for emergency vehicles and first responders.)
- DO NOT return to an evacuated building until it is determined to be safe by a District official.

CHEMICAL AND HAZARDOUS MATERIALS

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The District and its Colleges are subject to exposure to harmful chemicals and other hazardous substances – either from materials maintained on the campuses or from exposure due to transportation accidents on or near the campuses.

Before a Spill:

- Every area in the District that stores chemicals or substances of a hazardous nature will, at the beginning of each semester, report the types and quantities of each item to the Facilities Department and Campus Safety Office. These inventories will be immediately available to the Incident Commander and Emergency Operations Team in the event of a spill.
- All chemicals or substances of a hazardous nature will be stored in accordance with the manufacturer's recommended procedures and any additional procedures required by the Coastline Community College District.
- District personnel who order, maintain and use chemical or substances of a hazardous nature as part of their official District duties will be held accountable for storage and use of those substances and will cause to be posted - in the immediate vicinity – approved spill response procedures.

Spill Response:

The amount and hazard of spilled chemicals or hazardous substance will determine the appropriate response to a chemical spill. ALWAYS contact your Campus Public Safety Department **AND** the College Maintenance/Operations Department. Contact the District Risk Services/Environmental Health & Safety Department to assist in responding to clean up the spill, and/or will coordinate the proper response with local Fire Departments and Orange County Health/Hazardous Materials Departments.

Chemical Spill (on campus)

Response Steps:

1. Protect Yourself and Alert Others
 - Avoid direct contact with the spilled material.
 - Contact your College Maintenance/Operations and Campus Public Safety Department immediately.
 - For spills of **10 gallons or less** - **Contact CCCD Risk Services/Environmental Health & Safety directly at 714-432-4810.**
 - For spills **in excess** of 10 gallons – **or WHEN IN DOUBT**– contact the local fire department immediately **AND Contact** CCCD Risk Services/Environmental Health and Safety directly at 714-432-4810.

CHEMICAL AND HAZARDOUS MATERIALS

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- CCCD Risk Services/Environmental Health & Safety will coordinate with other agencies as required.
 - Treat **all** chemicals as if they are hazardous materials.
2. Contain the Spill and Secure the Area
 - Cordon off the spill area. Use a standard chemical spill sign to alert people to the spill.
 - Do not walk through, or allow others to walk through, the spilled material.
 3. CCCD Risk Services/Environmental Health & Safety will work with the College to dispose of the contaminated material according to manufacturer and COC established procedures.

Important Response steps:

1. Protect yourself and others:
 - Shut off any sources of ignition
 - Stop the source of the spill, if you can do so **without** endangering yourself.
2. Evacuate the immediate area:
 - Close the door behind you.
 - Put a chemical spill sign up at the entrance to the affected area.
 - Remove contaminated clothing and use emergency eyewash/shower if needed
3. Pull the fire alarm located and evacuate the building **if**:
 - A chemical reaction could create a fire or there is potential for fire or explosion
 - The spill is flowing or could flow outside of the room.
 - Fumes or odors are permeating the building.
4. Notify Campus Safety immediately.
 - Be prepared to provide:
 - Your name.
 - Specific location of the spill.
 - Name of the substance(s) spilled.
 - Quantity spilled. - Any injuries.
 - What you have already done.
5. Wait in a safe place for College Campus Safety, Maintenance & Operations, and Risk Services/Environmental Health & Safety personnel to arrive .
6. Do not return to an evacuated building until it has been determined to be safe by first responders and/or the college administration.

CHEMICAL AND HAZARDOUS MATERIALS

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Chemical Spill (from an off-campus source):

The District offices/campuses are located along busy traffic corridors along which vehicles that transport a wide variety of chemicals and other hazardous materials. It is within the realm of possibility that an accident could occur along these roadways – the resulting vapor-clouds of which could be carried by wind to populated areas of our campuses. We will largely be reliant on local authorities to advise us of impending hazards and to recommend either immediate evacuation to upwind or “out of harm” locations, or we could be required to “shelter in place – Chemical or Biological.” “Shelter in place” means to take cover where you are. The best room to use for the shelter is a room with as few windows and doors as possible. For most chemical events, this room should be as high in the structure as possible to avoid vapors (gases) that sink.

Procedures for “Shelter in place – Chemical or Biological.”

The following items would be good to have in your shelter room:

- First aid kit
- Flashlight, battery-powered radio, and extra batteries for both
- A working telephone
- Food and bottled water. Store 1 gallon of water per person in plastic bottles as well as ready-to eat foods that will keep without refrigeration in the shelter-in-place room. If you do not have bottled water, or if you run out, you can drink water from a toilet tank (not from a toilet bowl). Do not drink water from the tap.
- Duct tape and scissors.
- Towels and plastic sheeting. You may wish to cut your plastic sheeting to fit your windows and doors before any emergency occurs.

What to do:

- Shut and lock all outside doors and windows. Locking them may pull the door or window tighter and make a better seal against the chemical.
- Turn off the air conditioner or heater.
- Turn off all fans.
- Go in the shelter-in-place room and shut the door.
- Turn on the radio.
- Keep a telephone close at hand, but don't use it unless there is a serious emergency.

CHEMICAL AND HAZARDOUS MATERIALS

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- Tape plastic over any windows in the room. Use duct tape around the windows and doors and make an unbroken seal. Use the tape over any vents into the room and seal any electrical outlets or other openings.
- When you leave the shelter, follow instructions from local emergency coordinators to avoid any contaminants outside. After you come out of the shelter, emergency coordinators may have additional instructions on how to make the rest of the building safe again.

Persons with Disabilities:

- If evacuation is indicated, assist people with special needs to exit the building and get to designated evacuation sites.
- For sheltering in place, assist people with special needs (and any equipment they may need) to the selected location and keep them informed about the procedures you are taking.
- Remain calm.

CIVIL DISTURBANCE

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Any incident that disrupts a community where intervention is required to maintain public safety is a civil disturbance. Examples are demonstrations, riots, strikes, public nuisances, and criminal activities. Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. While many campus demonstrations will be known in advance and can be easily accommodated by the campus community, some campuses across the nation have been the subjects of “spontaneous” demonstrations that form rapidly and usually become a little more heated.

Civil Disturbance Responses:

A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- **INTERFERENCE** with the normal operations of the college
- **PREVENTION OF ACCESS** to offices, buildings or other campus facilities
- **THREAT** of physical harm to persons or damage to campus facilities

If any of these conditions exist, District/Campus Safety should be notified and will take responsibility for contacting the Administration. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

Peaceful, non-obstructive demonstrations

Generally, demonstrations of this type should not be interrupted, obstructed or provoked. Efforts should be made to conduct business as normally as possible. If demonstrators are asked to leave, but refuse to leave by normal facility closing time, arrangements will be made by Administration to monitor the situation after hours, or a determination will be made to treat a refusal to leave as a disruptive demonstration.

Non-violent, disruptive demonstrations

In the event that a demonstration blocks access to college facilities and/or interferes with the operation of the college:

- Demonstrators will be asked to terminate the disruptive activity by Campus Safety or College administrative officials.
- The Public Information Office may be asked by the Administration to have a photographer available.
- Key personnel and student leaders may be asked by the Administration to go to the area in question and attempt to persuade the demonstrations to desist.

CIVIL DISTURBANCE

Page 2 of 3

If the demonstrators persist in the disruptive activity:

- They will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Directive A below).
- Except in extreme emergencies, the Chancellor or his/her designee will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification of demonstrators, including photography or videotape, to facilitate later testimony.
- After consultation with the Chancellor or his/her designee, campus district/campus authorities will determine the need for an injunction and/or intervention of civil authorities.
- If the determination is made to seek intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the law enforcement, read Directive B, below.

To Immediately Terminate a Demonstration

Identify yourself and read the following: “This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. You have been given the opportunity to discuss your grievances with the appropriate authorities. In no event will the Administration of this College accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order—including calling for law enforcement assistance. Any student who continues to participate in this demonstration is subject to suspension. Any student or other person who continues to participate in this demonstration is subject to possible arrest.”

To Immediately Terminate a Demonstration with the Assistance of the Local Law Enforcement Agency

Identify yourself and read the following: “You have been previously directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. The local Police Department will now be called in to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.”



CIVIL DISTURBANCE

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property damage occurs or appears imminent, the chancellor must be notified. Campus security will contact the local police for assistance.

EARTHQUAKE

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In Southern California, every day is "earthquake season." There is no predictable cycle of earthquake occurrence – a quake can happen at any time. How well you survive an earthquake often depends upon how well you prepare beforehand.

Before an Earthquake:

District Offices & Campuses

At the beginning of each semester, faculty and staff should refresh themselves about earthquake response actions based on the areas where they work and teach on CCCD campuses. In the event of earthquake, it is likely that students and visitors will turn to those in leadership positions for immediate guidance about what to do. Knowing earthquake response fundamentals will help everyone to remain reasonably calm and react appropriately. Remember that the fundamental task for everyone is to avoid injuries and get to a safe place when it is appropriate to do so. When the earth shakes, the first response is "Duck, Cover and Hold on." The second action is to calmly and efficiently cause a complete evacuation of the space(s) you are in to a predesignated evacuation location and await instructions from the Emergency Operations Team.

- Plan an escape route and an alternate. Locate the stairwell nearest you and an alternate in case the first is blocked. Keep a flashlight handy.
- Know where the nearest fire extinguisher is to your office/classroom and know how to use it.
- Know the safe areas in your workspaces: under study tables, desks or against inside walls. Know the danger spots: near windows, mirrors, hanging objects, tall unsecured furniture, etc.
- Secure tall furniture to the wall. Survey your work areas and make sure you don't have unsecured heavy or glass objects on shelves above your head that could fall and injure you during a quake. Keep heavy items on the bottom shelves.
- Keep emergency supplies in your car or desk. A change of clothing, heavy-soled shoes, medication, water, heavy-duty gloves, a flashlight and blanket are just a few things to have available.
- Store chemicals properly. Separate incompatible chemicals and keep them on shelves with protective barriers or behind cupboard doors that lock.
- Know who is onsite and/or in your class, in your meeting or in your immediate vicinity who may have a disability or may have needs that require special attention.

Familiarize yourself with the District's Emergency Operations Plan so you know what others are responsible for doing and what you can expect from your emergency leadership team. i.e., natural gas will be turned off by facilities personnel; search and first aid teams will be available for dispatch where/when needed; coordination with outside agencies will occur through the District Emergency Operations Center (EOC); etc.

- Take a CERT Class (Community Emergency Response Training)

EARTHQUAKE

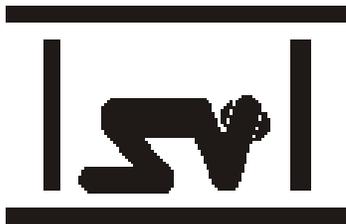
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During an Earthquake:

- If **INDOORS**, “Duck, Cover, and Hold-on” under a table or desk or against an inside wall until the shaking stops. Protect your head and neck with your arms.
- If you are in a **HALLWAY**, drop to the floor against an interior wall - protect your head and neck with your arms.
- If you are with **STUDENTS**, shout "EARTHQUAKE! DUCK, COVER AND HOLD ON!" Personnel and Students should seek cover.



DUCK- Duck or drop down on the floor.



COVER- Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.



HOLD-ON- If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

- After shaking stops, stay calm and check yourself and others for injuries.
- Evacuate the building to your designated evacuation site.
- Do not leave the area without reporting your status to the incident command team.
- **DO NOT** enter or **EXIT THE BUILDING** during the shaking - there is danger from falling debris.
- If you are **OUTDOORS**, find a spot away from buildings, trees, streetlights, and power lines. Drop to the ground and stay there until the shaking stops.
- **DO NOT** use the **ELEVATORS**.
- **IN A CAR-** stop in the safest place away from underpasses/overpasses, bridges, etc. **STAY IN THE VEHICLE** until the shaking stops.

EARTHQUAKE

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After an Earthquake:

- After the shaking stops, check for and report injuries to the incident command center. Administer first aid if necessary and if qualified. **DO NOT** move victims unless absolutely necessary.
- Replace telephone handsets that have been shaken off. **DO NOT** use telephones except to report fires or medical emergencies.
- **DO NOT** use matches or other open flames.
- Assist persons with disabilities.
- Notify emergency personnel as soon as possible of the location of anyone unable to evacuate the building.
- **DO NOT USE ELEVATORS.**
- **DO NOT** return to an evacuated building unless directed to do so by an emergency team member.
- Stay calm and assist others.
- Cooperate with emergency personnel.
- Be prepared for **AFTERSHOCKS.**

Persons with Disabilities:

- Make a list of any special needs, medications or equipment that you need. Always keep an updated copy of the list with you.
- Keep any auxiliary device you use, along with extra batteries, medications or other necessary items nearby at all times.
- Arrange to have “buddies” help you during an emergency.
- Know how to take cover during a quake. If you are in a wheelchair, lock the wheels once you are in a protected location.
- If you cannot move safely and quickly, stay where you are. Cover your head and body with your arms, a pillow or blanket.
- Call for help if you need it.

FIRE OR EXPLOSION

Page 1 of 2

There is no way of knowing when a fire or explosion will occur. It is important that college employees remain vigilant to the risks of fire and explosion and follow all of the recommended safety protocols for the equipment they are using as well as the storage of flammable or combustible materials. Faculty, students, staff and visitors must remain mindful of the possibility that fire could erupt anywhere on our campuses – and in any building - and be prepared to react appropriately and safely.

Fire Response:

- If you are at the scene of a fire or explosion:
 - Sound fire alarms.
 - Immediately call Campus Safety at:
 - Orange Coast: (714) 432-5017
 - Goldenwest: (714) 895-8924
 - Coastline: (714) 501-8158
 - Give your name, location, and the extent of the problem.
 - If the fire is small, attempt to extinguish it with a fire extinguisher.
 - If the fire is large, evacuate the building via the nearest fire exit. *
- Additional suggestions: - Do not panic.
 - Use stairways. Do not use elevators; they will shut down during a fire.
 - Know in advance the locations of at least two fire exit routes.
 - On stairways, use handrails and keep to the right. Check all doors for heat (top to bottom) with the back of your hand. If hot, do not open!
 - Be on the lookout for signs of smoke and fire.
 - If you are caught in smoke, drop to your hands and knees and crawl; breathe shallowly through your nose and use your blouse, shirt or jacket as a filter.
 - If you are trapped by fire in a room:
 1. Place moist cloth material around/under the door to keep out smoke.
 2. Retreat – close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break the glass unless absolutely necessary.
 - Know the locations of fire extinguishers and how to use them.

FIRE OR EXPLOSION

Page 2 of 2

- If you use a fire extinguisher remember P-A-S-S:
 1. Pull the pin.
 2. Aim the nozzle towards the base of the fire.
 3. Squeeze the handle.
 4. Sweep the base of the fire.
 - Never turn your back on what you extinguished; walk away backwards.
 - Notify District/Campus Safety – even if the fire is extinguished.

When Fire Alarms Sound on Campus:

- When a fire alarm sounds in any building(s) on campus and it is not associated with a system test, evacuate the building following the protocols listed in this plan.

When Fire Department Arrives:

- Create a clear path for the arrival and functioning of fire equipment.
- Do not interfere with fire personnel or try to assist in fighting the fire.
- If you have information to report, pass it to Campus Safety personnel who will relay it to the authorities.
- Do not return to the building until you are notified by campus authority that it is safe to do so.

Persons with Disabilities:

- Assist people with special needs as best you can by helping them to evacuate or seek safe refuge.

HOSTAGE SITUATION

Page 1 of 2

Before a Hostage Situation:

The FBI reports that hostage-takers fall into a few main categories:

- a) Political activist or terrorist
- b) Criminal
- c) Mentally disturbed person
- d) Domestic disputes as another

The best way to deal with a hostage situation is to prevent it before it can occur. In that regard, members of the district and/or campus community should:

- Stay informed about political movements, situations and protests seeking a forum of expression on our campuses.
- Be aware of developing criminal situations in the local community that may spill over onto the campus.
- Be aware of and report individuals who may be mentally disturbed.
- Be mindful of and report domestic disputes you see developing that may find their way to our campuses. In each case, reporting concerns and specific information to Campus Safety at an early stage is vital.

Hostage Situation Response:

If You Become Aware of a Hostage Situation

- Immediately remove yourself from any danger.
- Immediately call 911 or notify the Campus Safety Officer at:
 - Orange Coast: (714) 432-5017
 - Goldenwest: (714) 895-8924
 - Coastline: (714) 501-8158
- Be prepared to give the 911 Operator the following information:
 - Location and room number of incident.
 - Number of possible hostage takers.
 - Physical description and names of hostage takers (if known).
 - Number of possible hostages.
 - Any weapons the hostage takers may have.
 - Any injuries to hostages that you have witnessed.
 - Your name.
 - Your location and phone number.

HOSTAGE SITUATION

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If you are Taken Hostage

- Remain calm, be polite, and cooperate with your captors.
- Do not attempt escape unless there is an extremely good chance of survival. It is safer to be submissive, and obey your captors.
- Speak normally. Do not complain, avoid being belligerent, and comply with all orders and instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captors, and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.

When Law Enforcement Arrives:

- In a rescue situation, do not run. Drop to the floor, and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions, and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a captor or a hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

Persons with Disabilities:

- Assist people with special needs as best you can by helping them to comply with the demands of the hostage taker(s) and helping them to express their needs to the hostage-takers in a calm manner.



MEDICAL EMERGENCY (GENERAL)

Before a Medical Emergency:

These emergencies can range from relatively minor to severe or critical injuries. Identifying that an actual emergency exists that requires professional assistance is a key determination by campus personnel. Assessing any injury rationally and calmly is in the best interests of the injured individual and the District. A minor injury is defined as: cuts, abrasions, sprains, minor burns, epileptic seizures, minor eye debris, brief fainting (without head injury) and like circumstances. A major, severe or critical injury is defined as: cessation or difficulty breathing, chest pains, deformity fracture, uncontrolled bleeding, prolonged unconsciousness, irreversible shock, impalement of foreign objects, electrical shock, back/neck injury, etc.

When a Medical Emergency Occurs:

Minor Injury

- In many cases of minor injuries, it is simply most efficient to have the person escorted to the Student Health and Wellness Center for treatment.
- In incidences when the Student Health and Wellness Center is closed or the nature of the injury precludes transport to the Health & Wellness Center, contact Campus Safety
- Immediately call 911 or notify the Campus Safety Officer at:
 - Orange Coast: (714) 432-5017
 - Golden West: (714) 895-8924
 - Coastline: (714) 501-8158
- District personnel or District vehicles should never be used to transport injured people to medical care facilities. A friend or family member should make and carry out those arrangements.

Major, severe or critical injury

- Immediately call 911 or notify the Campus Safety Duty Officer at:
 - Orange Coast: (714) 432-5017
 - Golden West: (714) 895-8924
 - Coastline: (714) 501-8158

MEDICAL EMERGENCY (GENERAL)

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- If you are reporting about a person who cannot or should not be moved, has breathing difficulty or a suspected heart attack and you don't immediately get a response from Campus safety, dial 911. Be prepared to provide the 911 operator:
 - The specific location of the emergency.
 - The telephone number from which you are calling.
 - A brief description of what happened.
 - The number of people involved.
 - Approximate age of the injured person(s).
 - What emergency steps you have taken so far to assist the person(s).
- **DO NOT MOVE A VICTIM UNLESS AN IMMEDIATE HAZARD MAKES IT UNAVOIDABLE .**
- If CPR is necessary, find someone who is CPR-trained and continue to conduct CPR until the person revives or until relieved by other competent responders.
- Until help arrives, keep the injured person warm and comfortable.
- Stay with the person(s). Never leave them unattended. First Aid Cabinet Locations:
- There are first aid cabinets located in the following departments which contain an assortment of first aid supplies (bandages, gauze pads, eye wash, etc.):

Emergency Supplies & Equipment:

There are first aid supplies located in conspicuous locations throughout the buildings at each of the college campuses and at the District Office. First aid supplies are marked with signs and contain an assortment bandages, gauze pads, eye wash, etc.

AED (Automated External Defibrillator) Locations:

There are AEDs located in conspicuous locations throughout the buildings and are marked with signs at each of the college campuses and at the District Office.

EMERGENCY MEDICAL (SEIZURES)

Background

There are different kinds of seizures, and symptoms of each type can affect people differently. Seizures typically last from a few seconds to a few minutes. The victim may be alert during the seizure or lose consciousness. He/she may not remember what happened during the seizure or may not even realize a seizure occurred.

Seizures that make a person fall to the ground or make the muscles stiffen or jerk out of control are easy to recognize. But many seizures do not involve these reactions and may be harder to notice. Some seizures make a person stare into space for a few seconds. Others may consist only of a few muscle twitches, a turn of the head, or the person describing a strange smell or visual disturbance that only he/she can sense.

In all cases of seizures that occur on our campuses immediately call 911 or notify the Campus Safety Officer at:

Orange Coast: (714) 432-5017

Golden West: (714) 895-8924

Coastline: (714) 501-8158

Response (from American Red Cross guidelines)

First aid for seizures involves responding in ways that can keep the person safe until the seizure stops by itself. Your role is critical in successfully managing such issues should they arise:

- Keep calm and reassure other people who may be nearby.
- Prevent injury by clearing the area around the person of anything hard or sharp.
- Ease the person to the floor and put something soft and flat, like a folded jacket, under his head.
- Remove eyeglasses and loosen ties or anything around the neck that may make breathing difficult.
- Time the seizure with your watch. If the seizure continues for longer than five minutes without signs of slowing down or if a person has trouble breathing afterwards, appears to be injured, in pain, or recovery is unusual in some way, report this to responders.
- Do not hold the person down or try to stop his movements.
- Contrary to popular belief, it is not true that a person having a seizure can swallow his tongue. Do not put anything in the person's mouth. Efforts to hold the tongue down can injure the teeth or jaw.
- Turn the person gently onto one side. This will help keep the airway clear.
- Don't attempt artificial respiration except in the unlikely event that a person does not start breathing again after the seizure has stopped.

EMERGENCY MEDICAL (SEIZURES)

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- Stay with the person until the seizure ends naturally and he is fully awake.
- Do not offer the person water or food until fully alert
- Be friendly and reassuring as consciousness returns.
- Offer to call a taxi, friend or relative to help the person get home if he seems confused or unable to get home without help.

Here are a few things you can do to help someone who is having a seizure that appears as blank staring, loss of awareness, and/or involuntary blinking, chewing, or other facial movements.

- Stay calm and speak reassuringly.
- Guide him/her away from dangers.
- Block access to hazards, but don't restrain the person.
- If he/she is agitated, stay a distance away, but close enough to protect him/her until full awareness has returned.

Consider a seizure an emergency requiring a 911 call if any of the following occurs:

- The seizure lasts longer than five minutes without signs of slowing down or if a person has trouble breathing afterwards, appears to be in pain or recovery is unusual in some way.
- The person has another seizure soon after the first one.
- The person cannot be awakened after the seizure activity has stopped.
- The person became injured during the seizure.
- The person becomes aggressive.
- The seizure occurs in water.
- The person has a health condition like diabetes or heart disease or is pregnant.

NUCLEAR OR RADIOLOGICAL

Background

Nuclear explosions can cause deadly effects—blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction. They also produce radioactive particles called “fallout” that can be carried by wind for hundreds of miles. Terrorist use of a radiological dispersion device (RDD)—often called “dirty nuke” or “dirty bomb”—is considered far more likely than use of a nuclear device. These radiological weapons are a combination of conventional explosives and radioactive material designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. A dirty bomb is in no way similar to a nuclear weapon or nuclear bomb. A nuclear bomb creates an explosion that is millions of times more powerful than that of a dirty bomb. The cloud of radiation from a nuclear bomb could spread tens to hundreds of square miles, whereas a dirty bomb’s radiation could be dispersed within a few blocks or miles of the explosion. A dirty bomb is not a “Weapon of Mass Destruction” but a “Weapon of Mass Disruption,” where contamination and anxiety are the terrorists’ major objectives. (U.S. NRC) Such radiological weapons appeal to terrorists because they require very little technical knowledge to build and deploy compared to that of a nuclear device. Also, these radioactive materials, used widely in medicine, agriculture, industry and research, are much more readily available and easy to obtain compared to weapons grade uranium or plutonium. Terrorist use of a nuclear device would probably be limited to a single smaller “suitcase” weapon. The strength of such a weapon would be in the range of the bombs used during World War II. The nature of the effects would be the same as a weapon delivered by an inter-continental missile, but the area and severity of the effects would be significantly more limited. There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains a possibility. The danger of a massive strategic nuclear attack on the United States involving many weapons receded with the end of the Cold War. However, some terrorists have been supported by nations that have nuclear weapons programs. If there were a threat of an attack from a hostile nation, people living near potential targets could be advised to evacuate or they could decide on their own to evacuate to an area not considered a likely target. Protection from radioactive fallout would require taking shelter in an underground area, or in the middle of a large building.

In general, potential targets include:

- Strategic missile sites and military bases
- Centers of government, such as Washington, D.C. or state capitals
- Important transportation and communication centers
- Manufacturing, industrial, technology and financial centers
- Petroleum refineries, electrical power plants and chemical plants
- Major airfields and shipping ports

NUCLEAR OR RADIOLOGICAL

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Taking shelter during a nuclear attack is absolutely necessary.

There are two kinds of shelters—blast and fallout.

Blast shelters offer some protection against blast pressure, initial radiation, heat and fire, but even a blast shelter could not withstand a direct hit from a nuclear detonation.

Fallout shelters do not need to be specially constructed for that purpose. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles. The three protective factors of a fallout shelter are shielding, distance, and time.

- **Shielding.** The heavier, dense materials—thick walls, concrete, bricks, books and earth between you and the fallout particles the better.
- **Distance.** The more distance between you and the fallout particles the better. An underground area, such as a home or office building basement, offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.
- **Time.** Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1% of its initial radiation level. Remember that any protection, however temporary, is better than none at all, and the more shielding, distance and time you can take advantage of, the better.

Electromagnetic Pulse

In addition to other effects, a nuclear weapon detonated in or above the earth's atmosphere can create an electromagnetic pulse (EMP), a high-density electrical field. EMP acts like a stroke of lightning but is stronger, faster and briefer. EMP can seriously damage electronic devices connected to power sources or antennas. This includes communication systems, computers, electrical appliances, and automobile or aircraft ignition systems. The damage could range from a minor interruption to actual burnout of components. Most electronic equipment within 1,000 miles of a high-altitude nuclear detonation could be affected. Battery powered radios with short antennas generally would not be affected. Although EMP is unlikely to harm most people, it could harm those with pacemakers or other implanted electronic devices.

NUCLEAR OR RADIOLOGICAL

What to do before a nuclear or radiological attack:

- Be alert and listen to your local news and radio stations.
- Assemble and maintain a disaster supply kit with food, water, medications, fuel and personal items adequate for up to 2 weeks—the more the better.
- Find out what public buildings in your community may have been designated as fallout shelters. It may have been years ago, but start there, and learn which buildings are still in use and could be designated as shelters again.
- Call your local emergency management office.
- Look for yellow and black fallout shelter signs on public buildings. Note: With the end of the Cold War, many of the signs have been removed from the buildings previously designated.
- If no noticeable or official designations have been made, make your own list of potential shelters near your home, workplace and school: basements, or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
- Give your household clear instructions about where fallout shelters are located and what actions to take in case of attack.
- Jurisdictions and the ARC have designated specific areas such as high schools, as emergency shelters.
- If you live in an apartment building or high-rise, talk to the manager about the safest place in the building for sheltering, and about providing for building occupants until it is safe to go out.
- There are few public shelters in many suburban and rural areas. If you are considering building a fallout shelter at home, keep the following in mind:
 - A basement, or any underground area, is the best place to shelter from fallout. Often, few major changes are needed, especially if the structure has two or more stories and its basement—or one corner of it—is below ground.
 - Fallout shelters can be used for storage during non-emergency periods, but only store things there that can be very quickly removed. (When they are removed, dense, heavy items may be used to add to the shielding.)
 - All the items you will need for your stay need not be stocked inside the shelter itself but can be stored elsewhere, as long as you can move them quickly to the shelter.
 - Learn about your community's evacuation plans. Such plans may include evacuation routes, relocation sites, how the public will be notified and transportation options for people who do not own cars and those who have special needs.

NUCLEAR OR RADIOLOGICAL

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What to do During a Nuclear or Radiological Attack:

If you hear an attack warning:

- Take cover as quickly as you can
- If you are caught outside, unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.
- If you are inside, STAY INSIDE. Move as far away from windows as possible and get under as much cover as possible, e.g., desks, tables, etc. Remain in that location until you receive other instructions.
- If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
- Do not look at the flash or fireball—it can blind you.
- Protect yourself from radioactive fallout. If you are close enough to see the brilliant flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are many miles from ground zero—radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: shielding, distance and time.
- Keep a battery-powered radio with you, and listen for official information. Follow the instructions given. Local instructions should always take precedence: officials on the ground know the local situation best.

What to do After a Nuclear or Radiological Attack:

- Do not leave the shelter until officials say it is safe. Follow their instructions when leaving.
- If in a fallout shelter, stay in your shelter until local authorities tell you it is permissible or advisable to leave. The length of your stay can range from a day or two to four weeks.
- Contamination from a radiological dispersion device could affect a wide area, depending on the amount of conventional explosives used, the quantity of radioactive material and atmospheric conditions.
- A “suitcase” terrorist nuclear device detonated at or near ground level would produce heavy fallout from the dirt and debris sucked up into the mushroom cloud.
- A missile-delivered nuclear weapon from a hostile nation would probably cause an explosion many times more powerful than a suitcase bomb, and provide a greater cloud of radioactive fallout.
- The decay rate of the radioactive fallout would be the same, making it necessary for those in the areas with highest radiation levels to remain in shelter for up to a month.
- The heaviest fallout would be limited to the area at or downwind from the explosion, and 80% of the fallout would occur during the first 24 hours.

NUCLEAR OR RADIOLOGICAL

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- Because of these facts and the very limited number of weapons terrorists could detonate, most of the country would not be affected by fallout.
- People in most of the areas that would be affected could be allowed to come out of shelter and, if necessary, evacuate to unaffected areas within a few days.
- Although it may be difficult, make every effort to maintain sanitary conditions in your shelter space.
- Water and food may be scarce. Use them prudently but do not impose severe rationing, especially for children, the ill or elderly.
- Cooperate with shelter managers. Living with many people in confined space can be difficult and unpleasant.

Returning to Your Home:

- Keep listening to the radio for news about what to do, where to go, and places to avoid.
- If your home was within the range of a bomb's shock wave, or you live in a high-rise or other apartment building that experienced a non-nuclear explosion, check first for any sign of collapse or damage, such as:
 - Toppling chimneys, falling bricks, collapsing walls, plaster falling from ceilings;
 - Fallen light fixtures, pictures and mirrors;
 - Broken glass from windows;
 - Overturned bookcases, wall units or other fixtures;
 - Fires from broken chimneys; and
 - Ruptured gas and electric lines.
- Immediately clean up spilled medicines, drugs, flammable liquids, and other potentially hazardous materials.
- Listen to your battery-powered radio for instructions and information about community services.
- Monitor the radio and your television for information on assistance that may be provided. Local, state and federal governments and other organizations will help meet emergency needs and help you recover from damage and losses.
- Broken water mains and fallen power lines may aggravate the danger at hand. If you turned gas, water and electricity off at the main valves and switch before you went to shelter:
 - Do not turn the gas back on. The gas company will turn it back on for you or you will receive other instructions.
 - Turn the water back on at the main valve only after you know the water system is working and water is not contaminated.



NUCLEAR OR RADIOLOGICAL

- Turn electricity back on at the main switch only after the gas company has checked your home for gas leaks, you know the wiring is undamaged in your home and the community electrical system is functioning.
- Check to see that sewage lines are intact before using sanitary facilities.

SEVERE WEATHER

Before a Weather Emergency:

The Coast Community College District climate is described as “semiarid” or “Mediterranean” and is generally hot and dry during most of the year. Winter temperatures average between 40 and 65 degrees and summer temperatures average from 70 to 100 degrees. Despite these nearly ideal weather conditions, the area does experience some weather extremes that have, from time to time, impacted college operations. In most weather situations, there is a fair amount of warning and the administration will post information on the college website to help the college community prepare.

When a Weather Emergency Occurs:

Despite the improving accuracy of weather reporting, worse than anticipated weather has the potential to occur, potentially causing impacts on the college, the community and transportation modes and corridors. In that regard, the college will do its best to keep everyone informed – either via postings on the website or, if necessary, through the Emergency Notification System (ENS).

Highest Probability Weather Events Extreme Wind:

Extreme Wind: Santa Ana winds are common to the District and all of southern California. These are winds that generally blow from the east to the west and often reach speeds from 40 mph to more than 100 mph. They can be very destructive to property; provide a hazardous driving environment; and can make being out of doors quite difficult and even dangerous.

What do I do when these winds are blowing?

- Make sure you stay informed about predicted strong wind events through media.
- Plan for extra time in transit to and from the college.
- Be mindful of windborne objects while driving or walking.
- Secure objects that could become windborne.
- Avoid downed power lines.
- When out of doors, wear eye protection if possible.
- Keep outdoor time to a minimum.
- As a precaution when inside, stay away from windows or glass doors.
- If power goes out as a result of the storm, be mindful of traffic lights that may not be functioning normally and drive defensively.
- Report any dangerous wind-caused situations to Campus Safety.

(Note: Santa Ana winds are often accompanied by extremely low humidity, increasing fire danger and even causing people to become dehydrated. Adequate fire safety and re-hydration steps should be taken by everyone.)

SEVERE WEATHER

Page 2 of 3

Flooding: Despite being in a “semi-arid” climate, history has shown that certain weather conditions can bring enormous amounts of rain in short periods of time to the District and college campuses. Flooding can occur at any of the college’s campuses causing unpredictable situations that could disrupt operations.

What do I do when floods occur?

- Make sure you stay informed about potential flooding/closures through mass media and/or the college website. Short notice closures or delays in openings may be the subject of messaging through the Emergency Notification System or other methods.
- Check the college website for any delay or closure notices.
- Adopt cautious and defensive driving habits; make sure you have good tires on your car and your windshield wipers are working properly.
- When driving:
 - Watch for severe potholes overpasses or bridges that are impacted by fast-running water.
 - Watch for pooling of water on roadways.
 - Watch for washed-out roadways, or roadways impacted by falling rocks or mudslides.
 - Drive at a safe speed and avoid hydroplaning.
 - Remember it is State law that your car's headlights must be turned on when your windshield wipers are in operation.
- When walking:
 - Be mindful of any vehicles that may be out of control in your vicinity.
 - Avoid any downed power lines (water conducts electricity!).
 - Don't step in fast-moving water or any water where the depth is uncertain.
 - Always move to higher ground and avoid low-lying areas.
- Flood waters are not clean so they should be avoided. Remember that they often will contain harmful chemicals, bacteria, dangerous objects, harmful animals such as snakes, and other hazards.
- Report any dangerous, flood-caused situations immediately to Campus Safety.

Mudslides: Much like flooding, mudslides and significant land movement can occur on our campuses. Follow the suggestions for “flooding” above and:

- Quickly move out of the path of any mudslide, land movement or debris flow. The best direction to move is perpendicular to the flow and towards higher ground.

SEVERE WEATHER

Page 3 of 3

- If you cannot escape getting caught in a flow, curl into a tight ball and protect your head.
- Report any dangerous, mudslide-caused situation immediately to Campus Safety.
- Try to be aware of others who may also be involved and provide a complete report to rescuers.

Lightning: The National Weather Service reports that lightning can strike anywhere in the country at any time of year! The Weather Service advises:

“There is no safe place outside when thunderstorms are in the area. If you hear thunder, you are likely within striking distance of the storm. Just remember, When Thunder Roars, Go Indoors! Too many people wait far too long to get to a safe place when thunderstorms approach.

Unfortunately, these delayed actions lead to many of the lightning deaths and injuries in the U.S. The best way to protect yourself from lightning is to avoid the threat. You simply don’t want to be caught outside in a storm. Cancel or postpone activities early if thunderstorms are expected.

Monitor weather conditions and get to a safe place before the weather becomes threatening. Substantial buildings and hard-topped vehicles are safe options.

A safe shelter from lightning is either a substantial building or an enclosed metal vehicle. A safe building is one that is fully enclosed with a roof, walls and floor, and has plumbing or wiring. Once inside, stay away from showers, sinks, bath tubs, and electronic equipment such as stoves, radios, corded telephones and computers.

A safe vehicle is any fully enclosed metal-topped vehicle such as a hard-topped car, minivan, bus, truck, etc. While inside a safe vehicle, do not use electronic devices such as radio communications during a thunderstorm.

If you drive into a thunderstorm, slow down and use extra caution. If possible, pull off the road into a safe area. Do not leave the vehicle during a thunderstorm. Unsafe vehicles include golf carts, convertibles, motorcycles, or any open cab vehicle.”

What do I do if someone is struck by lightning?

- Victims will likely need immediate medical attention.
- Call 911 and then notify Campus Safety.
- If more than one person is struck, treat those who are unconscious first – they are at greatest risk.
- A person struck by lightning may appear dead, with no pulse or breath.
- Lightning victims do not carry an electrical charge and are safe to touch.
- Victims can often be resuscitated through CPR or by use of an Automated External Defibrillator if needed and available.

SHELTER IN PLACE

Page 1 of 1

In general terms, sheltering in place involves moving to a defensible space and making that space secure against a safety hazard. While we often think this applies to only shooters or other dangerous people on campus, it also applies to certain chemical or biological substance spills on area roadways, the conditions of which may preclude evacuation.

Notification

While an emergency situation may occasionally be obvious by the smell of a chemical or the sound of a gunshot, the more likely way you will find out about an emergency situation that will require a “shelter in place” order will be by notification through the Emergency Notification System. That system provides emergency information and direction by a number of means including: text messaging, email messaging, voicemail, etc.

It is important to note that the wide variety of cell phone providers available today have different coverage patterns, so it is probable that you may receive a cell phone notification while someone sitting next to you (with another provider) may not.

So, in the interest of safety, please make sure you call out to those around you that you have received an emergency message requiring immediate action and follow the instructions given.

Shelter in place basics:

1. Go to a room you can lock. Your instructors should discuss this with you during the first day of class, for each of your classes.
2. Lock the door if possible, otherwise move heavy furniture in front of the door and/or secure the door any way you can.
3. Close any exterior blinds.
4. Turn out the lights.
5. Turn off ringers on phones, turn off radios, remain quiet. (At night, keep phone “glow” to a minimum).
6. Remain in place until law enforcement or a campus authority known to you (including Alert message), gives the “all clear.”
7. Follow all directions received from campus Emergency Notification System
8. For a chemical spill, follow the additional instructions in the Chemical and Hazardous Materials section of this guide.
9. For a shooter or other law enforcement action, follow the additional steps in the Shooter section of this guide.

SUSPICIOUS PACKAGE OR MAIL

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Suspicious Package:

The likelihood of receiving a life-threatening package is remote. However, a small number of life-threatening packages have been discovered over the years in various parts of the Country, and they can result in death, injury and/or destruction of property. Keep in mind that an explosive, or other life threatening items (razorblades, chemical and biological items, etc.) can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. Since 9 -11 and the ensuing anthrax scares, a great deal of information has been published about what constitutes a “suspicious package.” Much of that information focuses on unique characteristics of an individual package, and while that is great information to have, please know that clever individuals will always be creative in sending dangerous packages and that anyone who handles or receives a package from the Post Office or through a parcel service should pause long enough to consider whether the package is expected and examine the package carefully before opening it. A “normal” looking package could easily have harmful contents. Extra caution and awareness just makes good sense.

What Should I Look For?

- The U.S. Postal Service suggests that extra caution be taken if a package or envelope contains:
 - Postal irregularities, including excessive postage, no postage, or unusual stamps.
 - Return address irregularities:
 - no return address
 - return address that does not match the postmark
 - a return address that is not familiar to the person receiving the item.
- Delivery address irregularities, including a title with no name, or the wrong title with a name.
- Badly typed or poorly written addresses.
- Misspelled names or words.
- Restrictive markings or special handling instructions, such as “Personal,” “Confidential,” “Special Delivery,” “Open by Addressee Only,” etc.
- A rigid or bulky envelope.
- An oddly shaped, unevenly-weighted, lopsided, or lumpy package or envelope.
- A strange odor coming from the package or envelope.
- Oily stains or discoloration on the package or envelope.
- Protruding wires or tinfoil.
- Over-wrapping with excessive securing material such as tape or string.
- A package or envelope, personally addressed to you, that is not expected

SUSPICIOUS PACKAGE OR MAIL

Page 2 of 2

- A package left by an unknown person.
- A package that is improperly delivered (Is left in an unlikely place.)

Although the presence of one or more of these conditions does NOT mean, for certain, that there is a bomb or dangerous substance in the package, their mere presence should warrant extra care in handling.

What Should I do with a Suspicious Package?

- Anyone handling packages or mail on District property should either wear surgical type protective gloves or have them immediately available.
- IMMEDIATELY notify a supervisor and Campus Safety:
 - Orange Coast: (714) 432-5017
 - Goldenwest: (714) 895-8924
 - Coastline: (714) 501-8158
- Put the package or envelope down on a stable surface; do NOT sniff, touch, taste, shake, open or come into contact with any powder or fluid that might have spilled.
- Evacuate the immediate area, close the doors and ensure that no one else enters but Campus Safety personnel and/or first responders.
- If possible, shut off the ventilation system.
- Turn off two-way radios and base stations if wires/tin foil or other indications of an explosive device exist.
- Wash hands with soap and warm water and rinse thoroughly to prevent spreading potentially infectious material to your face and skin.
- DO NOT CLEAN UP suspicious powders or other residue.
- Remove contaminated clothing as soon as possible and place in a plastic bag or other container that can be sealed. Give to emergency responders.
- Create a list of all people who were in the area or who may have come into contact with the package/envelope since its arrival on campus.

What Happens After a Suspicious Package is Removed?

- Follow the directions of the Emergency Operations Center on campus, other college officials and first responder's/law enforcement.
- Remain alert for similar packages or envelopes in the same batch or in later deliveries. Always remain alert to the possibility that a subsequent mail/package could arrive on campus after a few days, a few weeks, or even a few months.
- Don't speculate about the contents of the suspicious mail/package.

TSUNAMI

Page 1 of 2

Tsunamis, also known as seismic sea waves, are a series of enormous waves created by an underwater disturbance such as an earthquake, landslide, volcanic eruption, or meteorite. A tsunami can move hundreds of miles per hour in the open ocean and smash into land with waves as high as 100 feet or more.

From the area where the tsunami originates, waves travel outward in all directions. Once the wave approaches the shore, it builds in height. The topography of the coastline and the ocean floor will influence the size of the wave. There may be more than one wave and the succeeding one may be larger than the one before. That is why a small tsunami at one beach can be a giant wave a few miles away.

What to do Before and During a Tsunami

The following are guidelines for what you should do if a tsunami is likely in your area:

- **Turn on your radio** to learn if there is a tsunami warning if an earthquake occurs and you are in a coastal area.
- **Move inland to higher ground** immediately and stay there.
- **Stay away from the beach.** Never go down to the beach to watch a tsunami come in. If you can see the wave you are too close to escape it.

CAUTION - If there is noticeable recession in water away from the shoreline this is nature's tsunami warning and it should be heeded. You should move away immediately.

UTILITY FAILURE

This category of a campus emergency is defined as an unplanned, unexpected and indeterminate massive disruption of power, gas, water, sewer or other major system that the college depends upon to maintain a safe and habitable environment for its faculty, staff, students and visitors.

When a Utility Emergency Occurs:

- In most cases a utility failure will be self-evident: power, water, or gas will cease to function and their resulting impacts will be obvious throughout the campuses.
- While, historically, a few utility failures have occurred as a result of equipment malfunction or failure at one of our campuses, the far higher incidences of utility failures have had their causes off campus and have been the responsibility of “providers” to identify and resolve.
- When a failure occurs off campus, it generally affects an area larger than our campuses and simply obtaining information regarding cause and estimated times of repair can take hours.
- When a failure occurs, the facilities department will assess the situation and report the immediate prognosis to the pre-designated Incident Commander who will determine whether the ICS should be activated and, coordinating with the administration, determine what steps need to be taken regarding the college’s immediate and/or long term operation. Decisions will be transmitted to the campus community through established (and appropriate) communications channels.
- In most cases, campuses will remain open and all business and instructional operations will continue to the maximum extent possible.

When a Power Failure Occurs:

- Remain calm.
- Emergency lighting will activate.
- Campus emergency generators will activate (key systems).
- Elevators should automatically descend to the lowest level and open.
- Electronic door access systems will continue to function.
- Heating and AC system blowers will shut down.
- Fire alarm system will continue to function.
- Should fire alarms sound, follow normal building evacuation procedures.
- If no alarm sounds, no immediate danger exists, and if you determine you can continue your work safely, remain where you are and await clarifying information.
- Faculty retains the discretion to cancel the remainder of a class if instructional quality or student safety is compromised. Report any cancellation decisions up the chain of command.

UTILITY FAILURE

When a Gas Leak Occurs:

- If you detect a strong odorized natural gas smell, move to a place where the aroma is not detected and notify Campus Safety immediately.
- Do not switch on lights or any electrical equipment.
- Extinguish all flames.
- Evacuate the area and notify others in your building.
- Prevent others from entering the building.
- Wait at the evacuation site until Campus Safety or response teams arrive.
- Provide them with complete information.
- Responders (campus personnel and/or first responders) will assess the situation and inform the Incident Commander about the actual and potential impacts to the campuses.
- If the gas leak is off campus, the Maintenance and Operations Department will attempt to obtain information from the supplier and inform the Incident Commander who will determine what communication or actions are required.

When the Water Supply is Interrupted:

- The Maintenance and Operations Department will assess the situation, attempt to contact the off campus supplier regarding the anticipated duration of the problem and inform the Incident Commander about the actual and potential impacts to the campuses.
- The Incident Commander will communicate significant changes to normal college routine to all affected groups and individuals.

VIOLENT OR THREATENING BEHAVIOR

Violent Behavior:

Understanding various terms and concepts regarding violent or threatening behavior will assist members of the campus community in identifying and reacting/responding in the most appropriate and helpful ways.

Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to another person and/or damage to property.

Violent behavior can include, but is not limited to, the following:

- Physically assaulting a person, including slapping, hitting, punching, pushing, poking or kicking.
- Threats to inflict physical harm.
- Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects.
- Displaying a weapon or an object which appears to be a weapon in a threatening manner.
- Carrying a firearm of any kind onto District owned or controlled property.
- Using a weapon to harm someone.
- Using greater physical size/strength to intimidate another.
- Intimidating or threatening gestures, bullying or hazing.
- Intimidating, threatening, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that person and leads a reasonable person to expect that violent behavior may occur.
- Stalking another person.

Threatening behavior includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as intent to harm another person or damage property belonging to another. Threats may be oral, written, or communicated through conventional mail, electronic, fax, or telephonic means and may be direct or implied.

There are many causes for violent or threatening behavior, but many result from people being in psychological or emotional crisis. This kind of behavior often results when an individual's usual style of coping is no longer effective, and the physiological response begins to escalate to a point where the person may become disoriented, non-functional or attempt harm.

Crisis can be a result of an emotionally stressful event or a traumatic change in one's life.

VIOLENT OR THREATENING BEHAVIOR

If a person is in a serious mental health crisis, the following symptoms (in addition to the symptoms of distress) may exist:

- Suicidal statements – verbal or in writing.
- Violent statements – verbal or in writing.
- Destruction of property or other criminal acts.
- Inability to communicate (garbled or slurred speech, incoherent thoughts).
- Loss of contact with reality (i.e. seeing or hearing things that are not present, statements at odds with reality).
- Extreme anxiety resulting in panic reactions.
- Highly disruptive behavior (i.e. hostility, aggression, violence).
- The College has formed a Behavioral Assessment Team (BAT) designed to assist students who may be in the early stages of a personal crisis which may surface as observable changes in behavior, or by direct disclosure from the student. Questions regarding concerns a faculty or staff member may have about a particular student of interest should be addressed directly to these team members to seek advice before referring the person in "crisis" to the team since each circumstance is different. However, if violence has occurred or if it is believed to be imminent, contact Campus Safety immediately!

When Violent or Threatening Behavior Occurs:

- If you are a victim of, or witness to, violent or threatening behavior by others, avoid confrontation and immediately contact Campus Safety.

Orange Coast: (714) 432-5017

Golden West: (714) 895-8924

Coastline College: (714) 501-8158

Provide Campus Safety:

- Nature of the incident or threat
- Location
- Description of person(s), property, and weapons involved
- Description of injuries to specific campus sites
- Campus Safety will notify the pre-designated, campus Incident Commander.
- If a person becomes disruptive (violent, threatening, bizarre behavior), contact Campus Safety.
- Keep a safe distance from anyone acting violently or bizarrely and encourage others to keep clear until trained assistance arrives.
- If a weapon is involved, flee to a safe area. If possible, keep the subject in view so you can assist responders. Should behavior escalate to the level of "active shooter" or "hostage" situations, follow the procedures elsewhere in this plan.

WILDLIFE ISSUES

The mild southern California climate that we enjoy on our campuses also makes this area an ideal habitat for many types of wildlife. Over the years, the college has made an attempt to live harmoniously with a wide variety of creatures that call our campuses home and, for the most part, that strategy has been a successful and enriching experience.

Creatures that may be encountered more frequently are coyotes, owls, ducks, bobcats, rodents of several varieties, ravens, bees, bats, raccoons, spiders and snakes. The District has adopted a “hands off” attitude towards interactions with wildlife on its campuses and has actively promoted the following campus demeanor: Please let our wildlife stay wild! Don’t feed them, approach them, touch them, or otherwise interfere with them! The best advice when one encounters any of these creatures is to simply stay away from them and, in the case of any animals that may cause a safety issue, to call the switchboard or campus safety and make a report.

Orange Coast: (714) 432-5017

Golden West: (714) 895-8924

Coastline: (714) 501-8158

The following paragraphs highlight information about, and response to, encounters with:

- Bats
- Black Widow Spiders
- Coyotes
- Raccoons
- Snakes

(Sources of the information have been listed for each item.)

Bats

(Excerpted from information provided by the Center for Disease Control (CDC); the California Department of Public Health; and the California Department of Fish and Game.)

Many species of bats have been identified in California: Four species of leaf-nosed bats; 19 species of vesper bats; and 4 species of free-tailed bats.

All bats are protected species in California.

When people think about bats, they often imagine things that are not true. Bats are not blind. They are neither rodents nor birds. They will not suck your blood — and most do not have rabies. Bats play key roles in ecosystems around the globe, from rain forests to deserts, especially by eating insects, including agricultural pests.

WILDLIFE ISSUES (cont'd)

Worldwide, bats are major predators of night-flying insects that cost farmers billions of dollars annually. Seed dispersal and pollination by bats are vital to rain forest survival. Studies of bats have contributed to medical advances, including development of navigational aids for the blind.

Description: Bats are often thought of as flying mice, but they are more closely related to primates, including humans, than they are to mice. Bats are unique among mammals because they fly. As with most other mammals, the bat's body is covered by hair, with the exception of its wings. Although bats have the same basic arm and hand bones found in humans and most other mammals, the bat's hand and finger bones are very long and slender and there are only 4 digits. The delicate-looking skin between the arms, fingers, body, legs, and feet looks delicate, but is extremely resistant to tearing by sharp objects.

Habitat: Depending on the species and the time of year, bats can be found roosting in groups or individually in caves, mines, crevices, under bridges and in tree hollows. People are most likely to see bats at dusk, when they emerge from their roosts to seek water and their insect prey. People may also encounter bats in buildings, where warm, quiet attic space is available for them to raise their young.

Bats and Rabies: Most bats don't have rabies. For example, even among bats submitted for rabies testing because they could be captured, were obviously weak or sick, or had been captured by a cat, only about 6% had rabies. Just looking at a bat, you can't tell if it has rabies. Rabies can only be confirmed in a laboratory. But any bat that is active by day or is found in a place where bats are not usually seen like in your home or on your lawn just might be rabid. A bat that is unable to fly and is easily approached could very well be sick.

What is rabies and how do people get it?

Rabies is an infectious viral disease that affects the nervous system of humans and other mammals. People get rabies from the bites of animals with rabies (rabid animals). Any wild mammal, like a raccoon, skunk, fox, coyote, or bat, can have rabies and transmit it to people. It is also possible, but rare, that people may get rabies if infectious material from a rabid animal, such as saliva, gets directly into their eyes, nose, mouth, or a wound.

Because rabies is a fatal disease, the goal of public health is, first, to prevent human exposure to rabies by education and, second, to prevent the disease by vaccination treatment if exposure occurs. Tens of thousands of people are successfully vaccinated each year after being bitten by an animal that may have rabies. A few people die of rabies each year in the United States, usually because they do not recognize the risk of rabies from the bite of a wild animal and do not seek medical advice.

WILDLIFE ISSUES (cont'd)

How can I tell if a bat has rabies?

Rabies can be confirmed only in a laboratory. However, any bat that is active by day, is found in a place where bats are not usually seen (for example, in a room in your home or on the lawn), or is unable to fly is far more likely than others to be rabid. Such bats are often the most easily approached. Therefore, it is best never to handle any bat.

What should I do if I come in contact with a bat?

If you are bitten by a bat — or if infectious material (such as saliva) from a bat gets into your eyes, nose, mouth, or a wound — wash the affected area thoroughly and get medical advice immediately. Whenever possible, the bat should be captured and sent to a laboratory for rabies testing.

Rabies Symptoms:

The early symptoms of rabies in people are similar to that of many other illnesses, including fever, headache, and general weakness or discomfort. As the disease progresses, more specific symptoms appear and may include insomnia, anxiety, confusion, slight or partial paralysis, excitation, hallucinations, agitation, hyper salivation (increase in saliva), difficulty swallowing, and hydrophobia (fear of water). People usually know when they have been bitten by a bat. However, bats have small teeth, which may leave marks not easily seen, and some situations require that you seek medical advice even in the absence of an obvious bite wound. For example, if you awaken and find a bat in your room, or if you see a bat in the room of an unattended child, or near a mentally impaired or intoxicated person, seek medical advice and have the bat tested. People cannot get rabies just from seeing a bat in an attic, in a cave, or at a distance. In addition, people cannot get rabies from having contact with bat guano (feces), blood, or urine, or from touching a bat on its fur (even though bats should never be handled!).

Bees

For the purposes of this plan, “bees” refer to honeybees and Africanized honeybees.

(Excerpted from Los Angeles County West Vector & Vector-Borne Disease Control District)

The honeybee we are all familiar with in California is actually a non-native insect species. The European honeybee was originally brought to the Americas by colonists from Europe.

These are the bees that beekeepers commonly used for honey production and pollination of our crops. Several different subspecies of this honeybee now exist throughout the United States. Most people believe that they have always been here.

WILDLIFE ISSUES (cont'd)

What about the Africanized Honey Bee?

The Africanized honeybee (AHB) is more a recent addition to our state. It is known as the more aggressive relative of the European honeybee (EHB). The AHB has taken an interesting path to become established in Southern California.

When EHB's were brought here by colonists, they survived quite well in North America and were good honey producers. However, they did not fare as well in the tropical climate of South America. This habitat was very different than Europe where the EHB's evolved.

Honeybees from Africa thrive in tropical climates. These bees are also very aggressive in their defensive behavior. In 1956, African honeybees were imported from Tanzania (Africa) to Brazil (South America) as a way to increase honey production. It was thought that by crossbreeding the African honeybees with the EHBs, they could produce a bee that would thrive in the tropics like the African honeybee but with the more docile nature of the EHB.

Unfortunately, they were unable to produce a mix that was easy for beekeepers to work with and still do well in the tropics. All the hybrid bees retained the African bee's aggressive behavior. This mix between the African honeybee and the EHB was labeled the "Africanized honey bee" (AHB).

In 1957, these AHBs escaped from an apiary near Rio Claro, Sao Paulo, Brazil, and have spread northward ever since. Not only does this hybrid bee spread through swarming, it also interbreeds with EHBs in new areas. The offspring of these bees are also considered "Africanized" and the less aggressive EHBs gradually disappear.

Where are Africanized honeybees now?

After being released in Brazil, AHBs then spread through Central America and up into North America. They were first reported in Mexico in 1985. Only five years later, the first AHBs were found in the U.S., at the Texas border town of Hidalgo in October or 1990. The first California record was in Blythe in 1994. Los Angeles didn't have to wait long, with its first AHB colony discovered in the City of Lawndale in 1998. Today, most counties in Southern California are considered colonized by Africanized honeybees.

Though they look identical and share common behavior, there are some notable differences between AHBs and EHBs:

- AHBs tend to swarm more times per year than the EHBs. They will also fly further before establishing a new hive.

WILDLIFE ISSUES (cont'd)

- AHBs have a shorter development time. They go from egg to emerging adult in fewer days than EHBs. • AHBs fill a higher percentage of their comb with developing bees (brood) as opposed to storing honey for winter as the EHBs are known to do.
- AHBs (on average) are slightly smaller than EHBs.
- Three difference that concerns us most, is the more aggressive nature of the AHBs when their hive is disturbed.

Africanized honeybees respond more quickly when disturbed than do EHBs. They send out three to four times as many workers in response to a threat. They will also pursue and intruder for a greater distance from the hive. An important thing to remember is that the behavior of even a single AHB or EHB colony can vary greatly on any given day.

Inappropriately labeled “killer bees,” the sting of the AHB is no more venomous than that of the EHB. Each bee delivers only one sting. AHBs are more aggressive and more bees deliver stings than EHB, resulting in more venom. Although people have died as a result of 100-300 stings, it has been estimated that the average lethal dose for an adult is 500-1000 bee stings.

As a general rule, stay away from all honeybee swarms and colonies. If you accidentally encounter bees, do not panic, but remain calm and quietly retreat until the bees are out of sight. If forced to run, use your arms and hands to protect your face and eyes from possible stings. Quickly take shelter in a car or building. Water or thick brush does not offer adequate protection.

Do not disturb or tease bees, and do not try to remove bees yourself. Do not shoot at, spray water at, throw rocks at, or douse bee colonies with chemicals. This will only irritate the bees. Also, do not attempt to control bees with aerosol pesticides.

What to do if stung

For stings in general:

- Quickly move to a safe area.
- Remove the stinger or stingers as soon as possible.
- Scrape the stinger out with either a fingernail or credit card if readily available. Pulling out the stinger with your fingers is also an acceptable method since research has shown that removing the stinger as soon as possible is more important than the actual method of removal when it comes to minimizing the venom received.
- Wash the sting area with soap and water.
- Apply an ice pack for a few minutes to relieve pain and swelling.

For multiple stings or hypersensitive individuals:

- Seek immediate professional medical care.
- Remove the stinger or most stingers as soon as possible.
- Count the number of stingers removed.
- This information will assist medical personnel in treatment.
- Watch for breathing and/or vision difficulties.

Black Widow Spiders

Black Widow spiders have, from time to time, been found on campuses.

We tend to see more spiders as temperatures rise in spring and they generally become more active.

(Information excerpted from OSHA safety guidelines)

Description:

The female black widow is normally shiny black, with a red hourglass marking on the underside of the abdomen. The abdominal marking may range in color from yellowish orange to red and its shape may range from an hourglass to a dot. The body of an adult black widow female is about ½inch long.

Habitat:

The black widow is commonly found in the following places:

- Outdoors – woodpiles, rubble piles, under stones, in hollow stumps, and in rodent burrows, privies, sheds and garages.
- Indoors – undisturbed, cluttered areas in basements and crawl spaces.

Bite Symptoms:

Symptoms for anyone bitten may include nausea, profuse perspiration, tremors, labored breathing, restlessness, increased blood pressure and fever. The pain from the bite will usually persist for the first 8 – 12 hours. Symptoms may continue for several days.

- The bite of the black widow may be painful or it may go unnoticed.
- The skin may display one or two bite marks with local swelling. Pain usually progresses from the bite site and eventually to the abdomen and back.
- Severe cramping or rigidity may occur in the abdominal muscles.

Treatment:

- Clean the bite area with soap and water.
- Apply ice to the bite area to slow absorption of the venom.
- Elevate and immobilize the extremity.
- Capture the spider, if at all possible, for identification purposes.
- Seek medical attention immediately.

Coyotes

(Information excerpted from the California Department of Fish and Game)

The coyote, a member of the dog family, is native to California. It closely resembles a small German shepherd dog with the exception of the long snout and bushy, black-tipped tail. The coyote's high-pitched, yodel-like yapping can frequently be heard at night.

Coyotes are extremely adaptable and can survive on whatever food is available. They hunt rabbits, mice, birds and other small animals, as well as young deer and sheep. They will also feed on the carcasses of dead animals and will accept handouts from people in the form of table scraps, pet food and garbage.

If Coyotes are encountered on campus, let them know they're not welcome. Make loud noises, throw rocks, but don't let them get near you.

Report all sightings or encounters with coyotes to Campus Safety.

Raccoons

Raccoons are common throughout California. They are medium sized animals 12-35+ pounds and 20-40 inches long, including a bushy tail with 4 to 7 black rings. The fur has a salt and pepper appearance with the black mask marking on a whitish face characteristic of the species. The tracks of raccoons are very distinctive. The hind foot is long, narrow, and rests flat on the ground like those of a bear. The front paw is hand-like, with toes that are long and well separated.

Raccoons are nocturnal or nighttime active animals. Urban raccoon populations are frequently underestimated because people seldom see them traveling during the daytime. They are also territorial, particularly the males. Raccoons den up in hollow trees, drainpipes, homes and buildings, under decks and storage buildings, brush piles, and abandoned burrows.

Damage:

In urban areas, raccoons can damage buildings (particularly attics and roofs), gardens, fruit trees, lawns, garbage cans, and trash containers. They are also attracted to pet food left outdoors and will attack pets. Occasionally, one or more raccoons will establish a communal toilet area. In rural areas, raccoons may feed on farm crops or raid poultry houses.

Disease:

All wildlife species including raccoons can carry diseases and parasites. Raccoons are known carriers of rabies (rare), canine distemper, encephalitis, histoplasmosis, trypanosomiasis, coccidiosis, toxoplasmosis, tularemia, tuberculosis, listeriosis, leptospirosis, roundworms and mange. They can

also be infested with fleas, ticks, lice and mites that are known transmitters of disease. Children and pets are particularly at risk.

Problem Prevention:

Raccoons are attracted to urban areas by the easy accessibility of food, water and shelter. Reducing or eliminating the availability of all these factors will encourage raccoons to leave. Tight fitting lids should be kept on garbage cans; pets should be fed during daylight hours and any left overs removed immediately; water bowls should be emptied or taken in at night; gardens should be frequently harvested and windfall fruit picked up. Food should never intentionally be left out for wild mammals. Raccoons can be excluded from buildings by covering foundation vents with slotted metal vent covers and by using ¼-inch grid screening to cover attic vents and chimneys. They have been known to enter homes through pet doors; be sure these are locked at night. Keep in mind that raccoons are good climbers. Moreover, they are strong animals capable of seizing and pushing or pulling objects with considerable force. Usually raccoons are not inclined to break through walls or fences that are intact and in reasonably good condition. Entry is usually made through open, weak or loose places.

Snakes

California has a variety of snakes, most of which are benign. The exception is California's only native venomous snake - the rattlesnake.

Southern California rattlesnake species include the Western Diamondback, Sidewinder, Speckled rattlesnake, Red Diamond rattlesnake, Southern Pacific, Great Basin rattlesnake and the Mojave rattlesnake. Though rattlesnakes are dangerous if provoked, they also provide humans with a tremendous service. They eat rodents, other reptiles, and insects, and are in turn eaten by other predators.

Generally, not aggressive, rattlesnakes strike when threatened or deliberately provoked, but given room they will retreat. Most snakebites occur when a rattlesnake is handled or accidentally touched by someone walking or climbing. The majority of snakebites occur on the hands, feet and ankles.

Rattlesnakes can cause serious injury to humans on rare occasions. The California Poison Control Center notes that rattlesnakes account for more than 800 bites each year with one to two deaths. Most bites occur between the months of April and October when snakes and humans are most active outdoors. About 25 percent of the bites are "dry," meaning no venom was injected, but the bites still require medical treatment.

Rattlesnake "do's" and "don'ts"

First, know that rattlesnakes are not confined to rural areas. They have been found near urban areas, in river or lakeside parks, and at golf courses. Be aware that startled rattlesnakes may not rattle

before striking defensively. There are several safety measures that can be taken to reduce the likelihood of startling a rattlesnake.

- Never go barefoot or wear sandals when walking through wild areas. Wear hiking boots. When hiking, stick to well-used trails and wear over-the-ankle boots and loose-fitting long pants. Avoid tall grass, weeds and heavy underbrush where snakes may hide during the day.
- Do not step or put your hands where you cannot see, and avoid wandering around in the dark. Step ON logs and rocks, never over them, and be especially careful when climbing rocks or gathering firewood. Check out stumps or logs before sitting down, and shake out sleeping bags before use.
- Never grab “sticks” or “branches” while swimming in lakes and rivers. Rattlesnakes can swim.
- Be careful when stepping over the doorstep as well. Snakes like to crawl along the edge of buildings where they are protected on one side.
- Never hike alone. Always have someone with you who can assist in an emergency.
- Do not handle a freshly killed snake, it can still inject venom.
- Teach children early to respect snakes and to leave them alone. Children are naturally curious and will pick up snakes.

A rattlesnake is a heavy-bodied, blunt-tailed snake with one or more rattles on the tail. It has a triangular-shaped head, much broader at the back than at the front, and a distinct “neck” region. The rattlesnake also has openings between the nostrils and eyes, which is a heat-sensing pit. The eyes are hooded with elliptical pupils. Additional identifying characteristics include a series of dark and light bands near the tail, just before the rattles, which are different from the markings on the rest of the body. Also note that rattles may not always be present, as they are often lost through breakage and are not always developed on the young.

What to do if you are a victim of a snakebite:

- Stay calm; an increased heart rate causes the venom to move quickly through your system.
- Remove jewelry and restrictive clothing.
- Immobilize extremity and keep at a level slightly below the heart.
- Apply a cold, wet cloth over the bite.
- Call 911 or go to an emergency facility where anti-venom will be given intravenously with fluids. **Urgent Care facilities do not store antivenin.**

What NOT to do if bitten by a rattler:

- Do NOT apply a tourniquet.
- Do NOT pack the bite area in ice.
- Do NOT cut the wound with a knife or razor.
- Do NOT use your mouth to suck out the venom.

- Do NOT let the victim take aspirin or Ibuprofen.
- Do NOT let the victim drink alcohol.
- Do NOT apply electrical shock.

Warnings

- Children are at greater danger than adults for snakebites because of their size. They are also naturally curious, and typically are not aware of their surroundings. Teach children not to pick up snakes. Many victims are curious children.
- Head to the emergency room.
- Some experts state that the dead snakes' bite reflex is active for up to an hour after its death.
- Even after a snake strikes, it may strike again. It generally reserves some of its venom.
- Some experts state that baby rattlesnakes release all of their venom, so their bite may be more dangerous than that of an adult.
- Be wary of fangs on any rattlesnake, even those that have been professionally prepared by a taxidermist. Even dry venom is extremely poisonous.

Extra Precautions

- Rattlesnakes' striking distance is approximately half their length. Give them room!
- Snakes can climb walls, trees, shrubs and rocks. Look before you put your hands on rocks or when digging in your garden.
- Newly constructed housing developments, schools and shopping centers--as well as those that meet up against undeveloped hillsides--pose a greater risk for snake encounters.
- Use a tall stick when hiking; the snake may strike the stick rather than you.
- Do not keep 'pet' rattlesnakes.
- Snakebite victims are typically young males who attempt to pick up the reptiles.

When are snakes most active? A snake's ideal temperature is somewhere in the 80's. This is why they are dormant in the winter. When the temperatures dip into the 60's, you'll find snakes burrowed for warmth. However, as temperatures rise into the 80's, they are most active. During the hottest days of summer, snakes will seek shade and hunt in the cooler hours of the day. Therefore, temperature dictates when you are most likely to encounter a snake.

Components of Emergency Management





Emergency Management Structure

As required by the standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), Coast Community College District's response operations will be managed and directed by Coast Community College District/College personnel using the Incident Command System (ICS). In an incident or an emergency, the first responder will initially act as the Incident Commander. The first responder and subsequent line of personnel are fully empowered, to act as the Incident Commander and direct all response activities until relieved by a person of higher authority or termination of the emergency.

Coast Community College District's Emergency Operations Plan (EOP) is the planned response to all hazards on or affecting the District, its colleges, or the surrounding community. In an emergency situation the EOP will be activated by the Chancellor, applicable President, or designated representative. The EOP details actions and responsibilities for all employees of the District.

The District's overall response to an emergency will be directed by the Chancellor who will serve as the District EOC Director. The District EOC Director will manage district-level response from the District EOC located at 1370 Adams Avenue, Costa Mesa, CA, along with the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief and the Finance Section Chief. The District and Emergency Management Coordinators will advise the Vice Chancellors/Presidents of the extent of the emergency. All emergency response personnel will be under the direction of the applicable College or District EOC Director.

The Emergency Response Team will assist in the decision making process providing expert assistance to the College or District EOC Director (as applicable) during the emergency. The team will interface with outside agencies and other parties during the response. Key responsibilities of the EOC Director include:

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

The District Emergency Operations Center (DEOC) and/or the College Emergency Operations Center (CEOC) may be individually or concurrently activated in an emergency situation. The Chancellor or his/her designated representative will activate the District EOC. The President of the Campus will activate the College EOC. The District and/or College EOC may be staffed by one or more key administrators depending on the specific situation and the required response.



College/District EOC Policy Groups

The Policy Group provides support in the decision making process and include the following:

- District's Chancellor
- Vice Chancellor
- Selected Management at the District EOC (as needed)
- Campus President
- Vice Presidents
- Selected Deans/Administrators for the Campus EOC

The **Policy Group** may include the following:

District Offices, Costa Mesa

Chancellor, (714) 438-4601

Vice Chancellor (714) 438-4611

Emergency Mgmt. Coord. (714) 438-4753

Vice Chancellor of Finance & Admin. Services

Orange Coast College

President (714) 432-5577

VP for Administrative Services (714) 432-5111

Public Safety Coordinator (714) 432-5017

Operations Chief (714) 432-5980

Golden West College

President (714) 895-8116

VP for Administrative Services (714) 895-8307

Public Safety Coord. (714) 895-8183

Operations Chief (714) 895-5159

Coastline College

President (714) 241-6152

VP for Administrative Services (714) 241-6144

M & Os Director (714) 241-6224

Public Safety Coordinator (714) 241-6360

Outside Agencies

Orange County Operational Area Control One (714) 628-7000

Operational Area Fax (714) 628-7154

Orange County OA Schools Desk (714) 628-7145



Response

The response to an emergency situation includes measures such as the implementation of the Emergency Operations Plan (EOP); activation of Emergency Operations Centers; establishing incident command posts; mobilization of resources, issuance of health and safety warning and direction; evacuations and enforcement of District emergency policies. The District's Emergency organization will be activated as required by the District's Emergency Operations Plan (EOP). The EOP includes the District, its colleges, campuses and other facilities that have accepted responsibility for their emergency management functions. Each College is responsible for developing and maintaining their own emergency management procedures, as set forth in this guide, that follow the District's EOP.

College emergency response personnel are trained in the Standardized Emergency Management System and the National Incident Management System and will be organized into five sections:

- Management Section
- Operations Section
- Planning/Intelligence Section
- Logistics Section
- Finance/Administration Section

When necessary, the District EOC will activate to support the College EOC. If and when District-wide resources are committed to the maximum, and additional material or personnel are required to respond to the emergency, requests for mutual aid will be initiated through an Operational Area request.

A local emergency proclamation will normally be made when there is an actual or threatened existence of conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or District. The District and its Colleges may command the aid of employees and students as deemed necessary to cope with an emergency. Any such employee or student will be automatically covered for Worker's Compensation under the California Emergency Services Act.



Personnel Reporting

In the event of a major disaster that would make it impossible for the District to function effectively, the District EOC and/or College EOC will be activated and all coordination will be accomplished between the identified EOCs.

In the event the College EOC is activated the EOC Director or designee will contact emergency personnel. If personnel are at home at the time of the incident, staff is expected to:

- Ensure the safety of their family and home.
- Respond to EOC Director with estimated time of arrival to the EOC.
- If unable to access any telecommunication systems such as landline or cell phone, email, text or radio communication remain at home.
- Monitor the local EAS radio station.

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

- Ensure their personal safety and those around them.
- Report their status to department head.
- Each management level to report their status.
- Conduct a conference call briefing.



Golden West College
Emergency Operations Center Activation Guide

District Site, Orange Coast College, and Coastline Community College EOC
Information



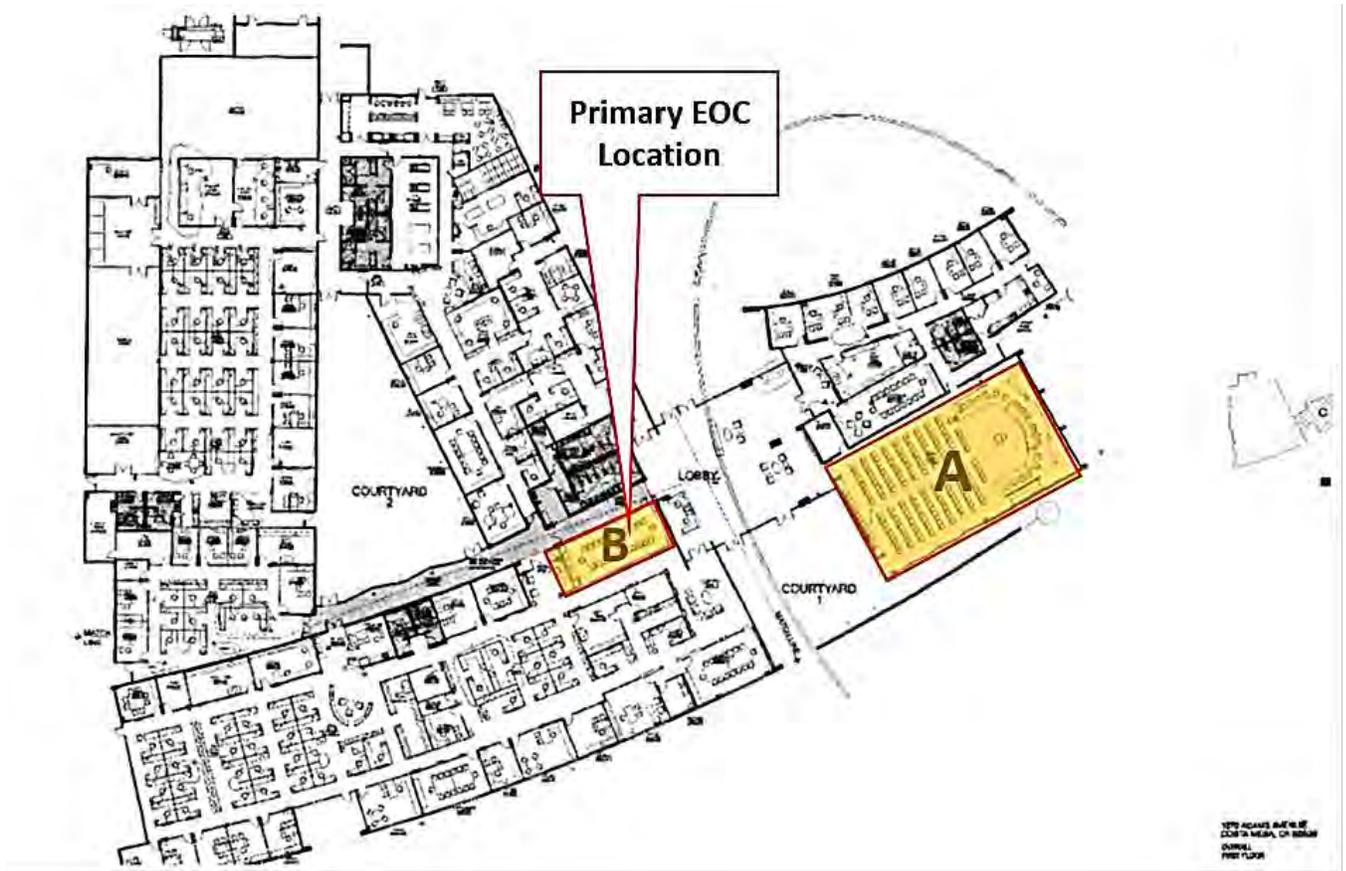


Coast Community College District Site - EOC Information

Coast Community College District Site EOC - Critical Phone Numbers

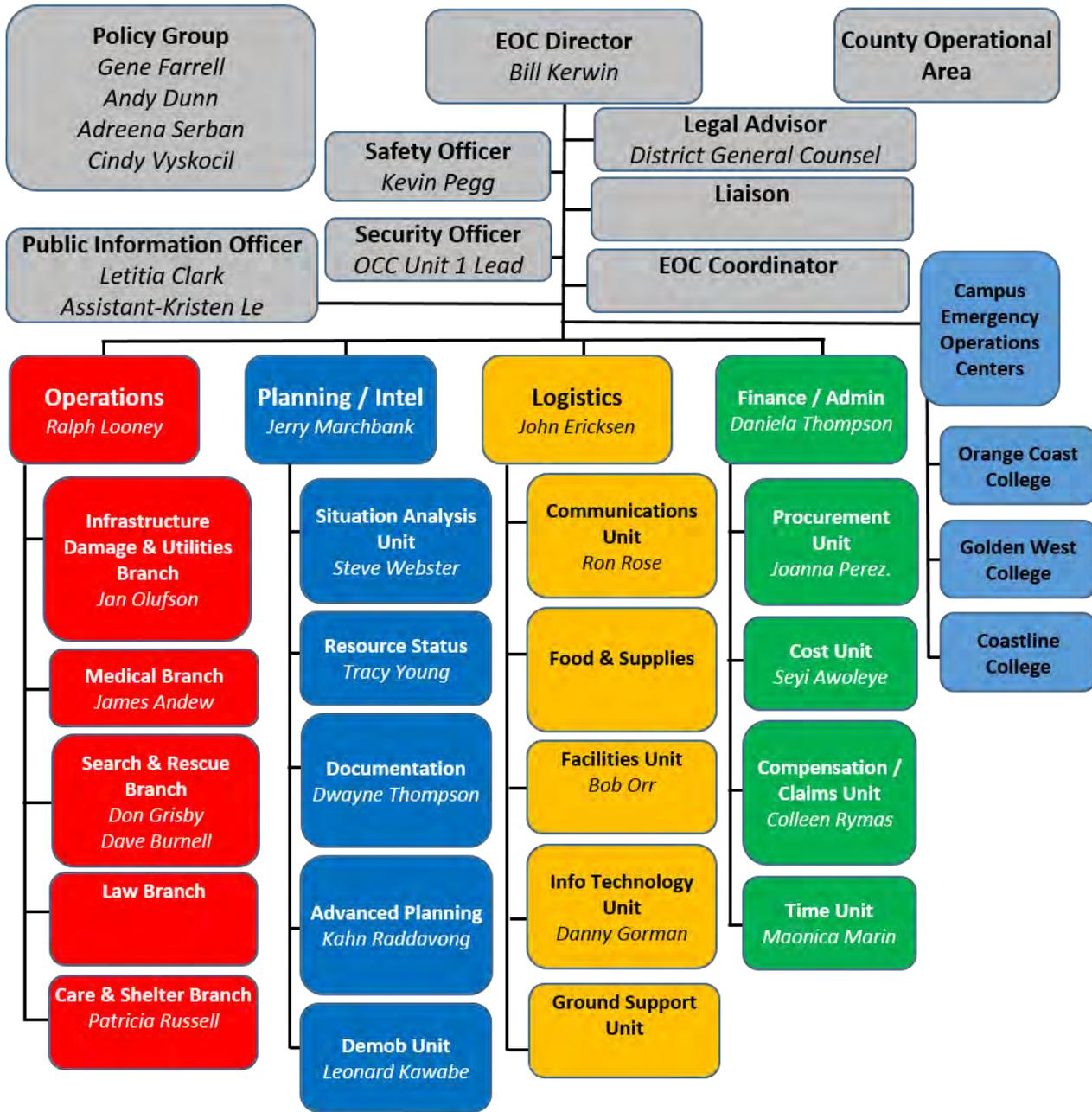
<i>Personnel</i>	<i>Phone Numbers</i>	<i>District EOC Position</i>
District Chancellor, Dr. John Thomas Weispfenning	(714) 438-4601	District EOC Director
Vice Chancellor W. Andrew Dunn	(714) 438-4611 Cell: (650) 930-6145	Alternate EOC Director
District Director, Risk Services/EH&S Bill Kerwin	(714) 438-4690 Cell: (714) 914-2494	Alternate EOC Director
District Dir. of Public Affairs, Letitia Clark	(714) 438-4605 Cell: (714) 430-4032	Public Information Officer
District PIO Office, Laurie Denning	(714) 438-4606	
EHS/Emergency Mgmt. Coordinator	(714) 438-4850	District EOC Liaison
Security Director	(714)432-5017 (714) 412-3660	Security & Safety /Liaison Officer
TBD / Unit 1 Officer Orange Coast College	(714) 412-0582 (714) 412-2733	Field Incident Commander
Ralph Looney	(714) 438-4645 Cell: (858)228-5436	Operations Section Chief
Jerry Marchbank	(714) 438-4731 Cell: (714) 404-4143	Planning Section Chief
John Eriksen	(714) 438-4680 Cell: (562)505-0981	Logistics Section Chief
Daniela Thompson	(714) 438-4654 Cell: (714) 865-8727	Finance, Director
OCC Emergency Line	(714) 432-5555	CEOC Registration
OCC Campus Information Line	(714) 432-5878	Emergency Information Line
Costa Mesa Police Chief, Rob Sharpnack	(714) 754-5252	Law Representative
Costa Mesa Fire Chief, Don Stephano	(714) 754-5106	Fire Representative
Costa Mesa Emergency Coordinator	(714) 754-5252	City Liaison & Emergency Coordinator
Costa Mesa City Manager, Tom Hatch	(714) 754-5328	Costa Mesa City Manager
Costa Mesa CERT	(714) 754-5106	Costa Mesa CERT Coordinator
American Red Cross	(714) 481-5300	ARC FAX (714) 547-7903
OC Operational Area	(714) 628-7000	OA EOC Liaison
Cal OES	(562)795-2900	
Counseling	(714) 432-5700	
OA1 Radio	46.560 MHZ	

Coast Community College District Primary EOC Location

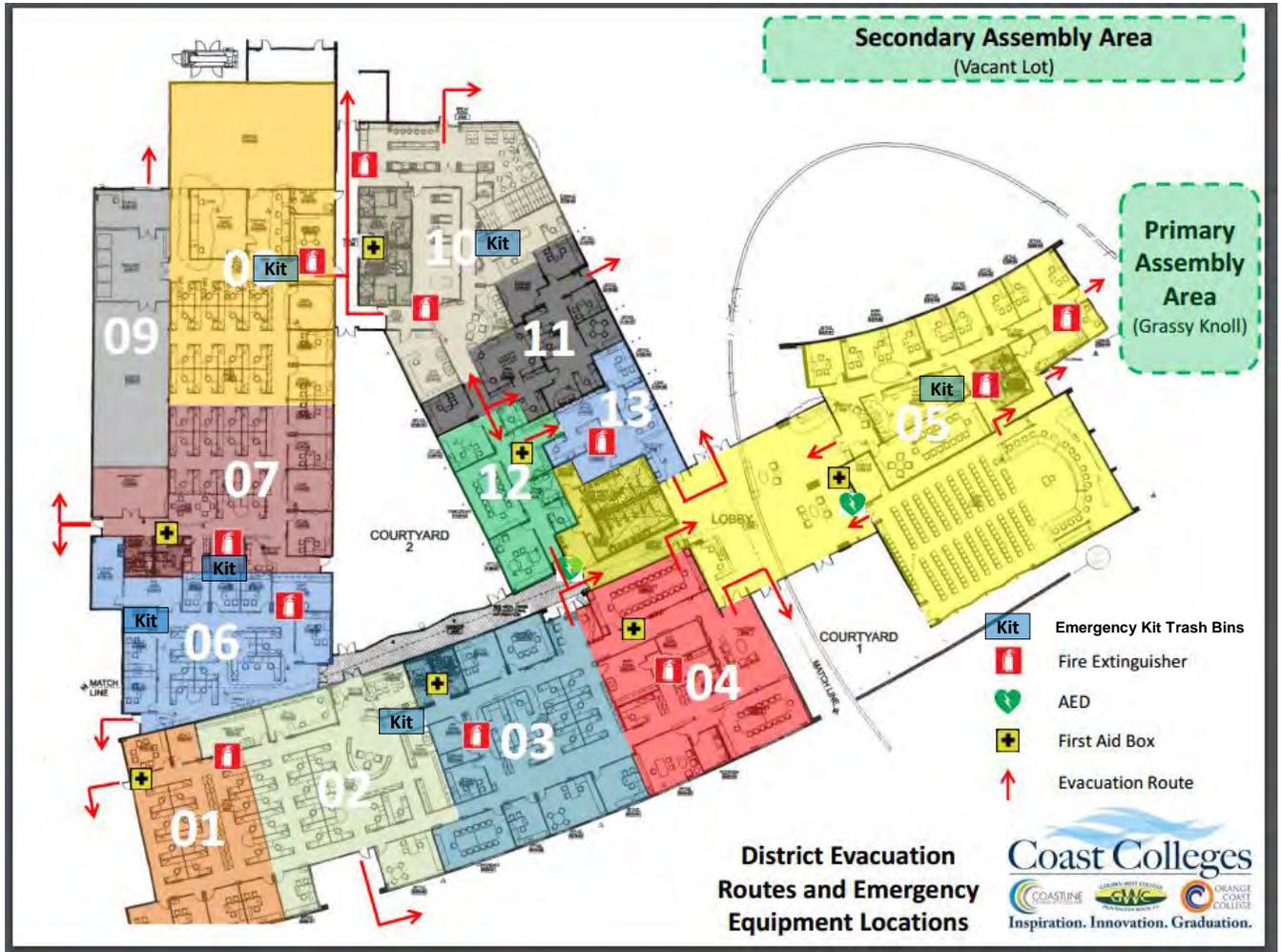


The Coast Community College District alternate EOC is located at Orange Coast Community College. 2701 Fairview Road, Costa Mesa CA., *John R. Clark* Computing Center.

Coast Community College District EOC Organization Chart



Coast Community College District Evacuation Routes and Emergency Equipment Locations





Coast Community College District Critical Corridors

- Adams Ave

American Red Cross Shelters

Orange County American Red Cross – ADA Compliant Shelters (714) 481-5338

The following sites are identified by the American Red Cross as ADA compliant shelters:

Costa Mesa High School										
2650 Fairview Road, Costa Mesa, CA. 92627										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
714-424-8700		Paul Reed			714-424-5002		Tim Walter		714-424-8700	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	119	29	0	No	Yes	ARC Managed	5/29/13	740	370	No

Estancia High School										
2323 Placentia Avenue, Costa Mesa, CA. 92627										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
949-515-6500		Paul Reed			714-424-5002		Don Pagel		949-515-6500	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	80	14	7	No	No	ARC Managed	5/29/13	750	375	No



**Golden West College
Emergency Operations Center Activation Guide**

TeWinkle Intermediate School 3224 California Street, Costa Mesa, CA. 92626										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
714-424-7965		Paul Reed			714-424-5002		Oscar Valencia		714-424-7965	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	4	23	3	No	No	ARC Managed	5/29/13	600	300	Yes



Coast Community College District Emergency Resources

Mobile Command Vehicle: A marked emergency command vehicle is parked at the Coastline Campus. This command vehicle is to be used to respond to all emergency situations in the District. The command vehicle will be used to support a Field Incident Command Post.

Specialized Equipment: Portable toilets, emergency lighting and power, pumps, bull horn, lift trucks, and heavy rescue equipment. Emergency Supplies are located at various locations at each of the District and College sites.

Meeting Facilities: When scheduling meetings, we normally think of the “regular” places to meet, such as the conference room near your office. Are there any other areas to meet?

Conference Call: Establish a conference call from the Chancellor’s Conference room. 30 individuals can normally participate in the conference call to coordinate the response.

Communications: Consider your options: e-mail, phone lines, cellular phones, wireless devices, OA1 Radio, amateur radio, the mobile command post which has satellite access.

Orange County AlertOC: AlertOC is a mass emergency notification system designed to keep Orange County residents and businesses informed of emergencies. By registering with AlertOC, time-sensitive voice messages from the County or City in which you live or work may be sent to your home, cell or business phone. Text messages may also be sent to cell phones, e-mail accounts and hearing impaired receiving devices. For more information and to register for Alert OC, visit www.alertoc.com

Volunteers: Amateur radio operators with the Costa Mesa Police Department can be mobilized through the Sergeant on duty. CERT Volunteers may be coordinated by the Public Safety Director.



Orange Coast College EOC Information



ORANGE COAST COLLEGE

Orange Coast College EOC Locations





ORANGE COAST COLLEGE CAMPUS MAP

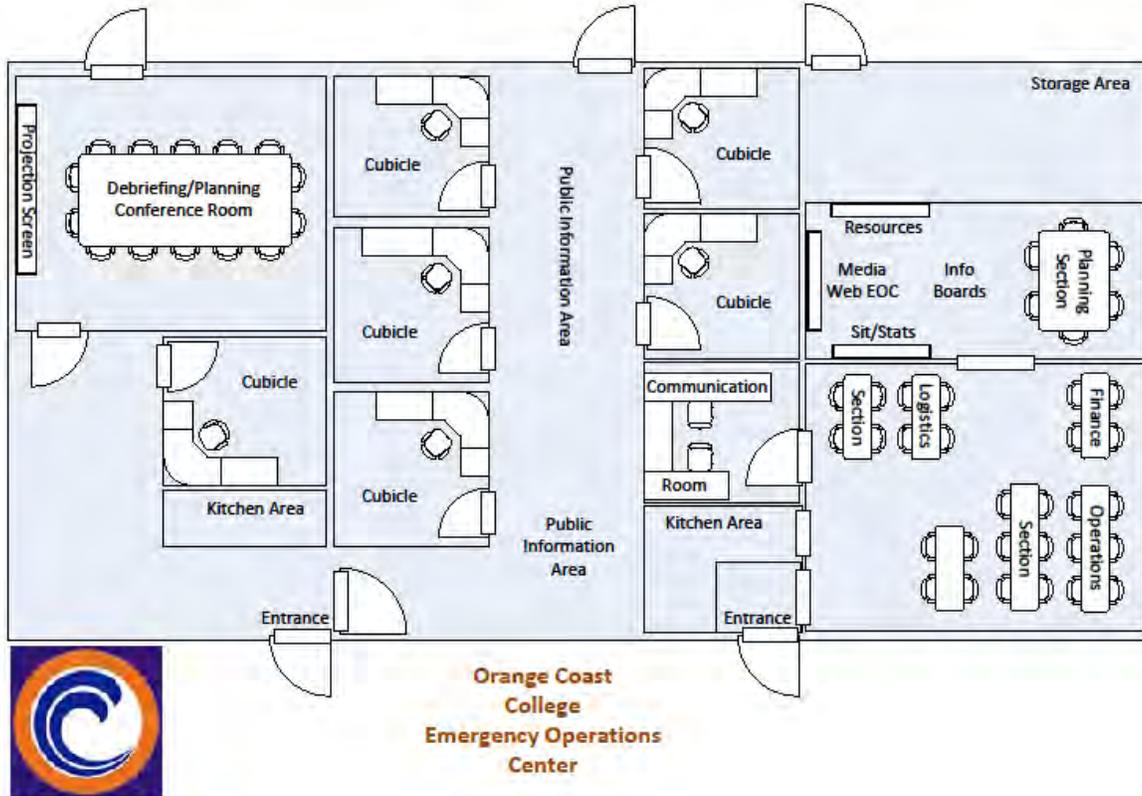
2701 Fairview Rd. Costa Mesa CA 92626 • 714-432-0202



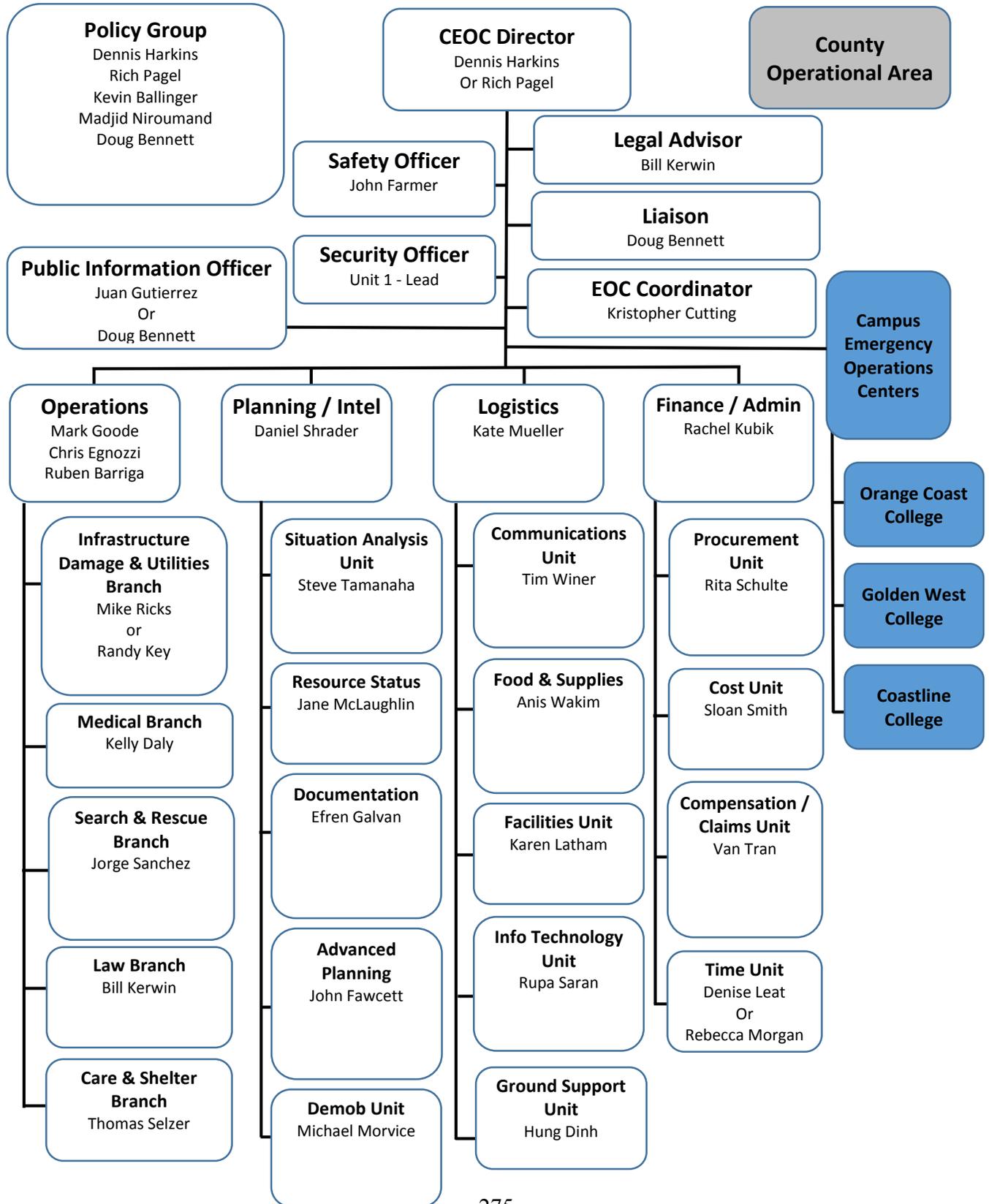
Scan code with your Smartphone to download map



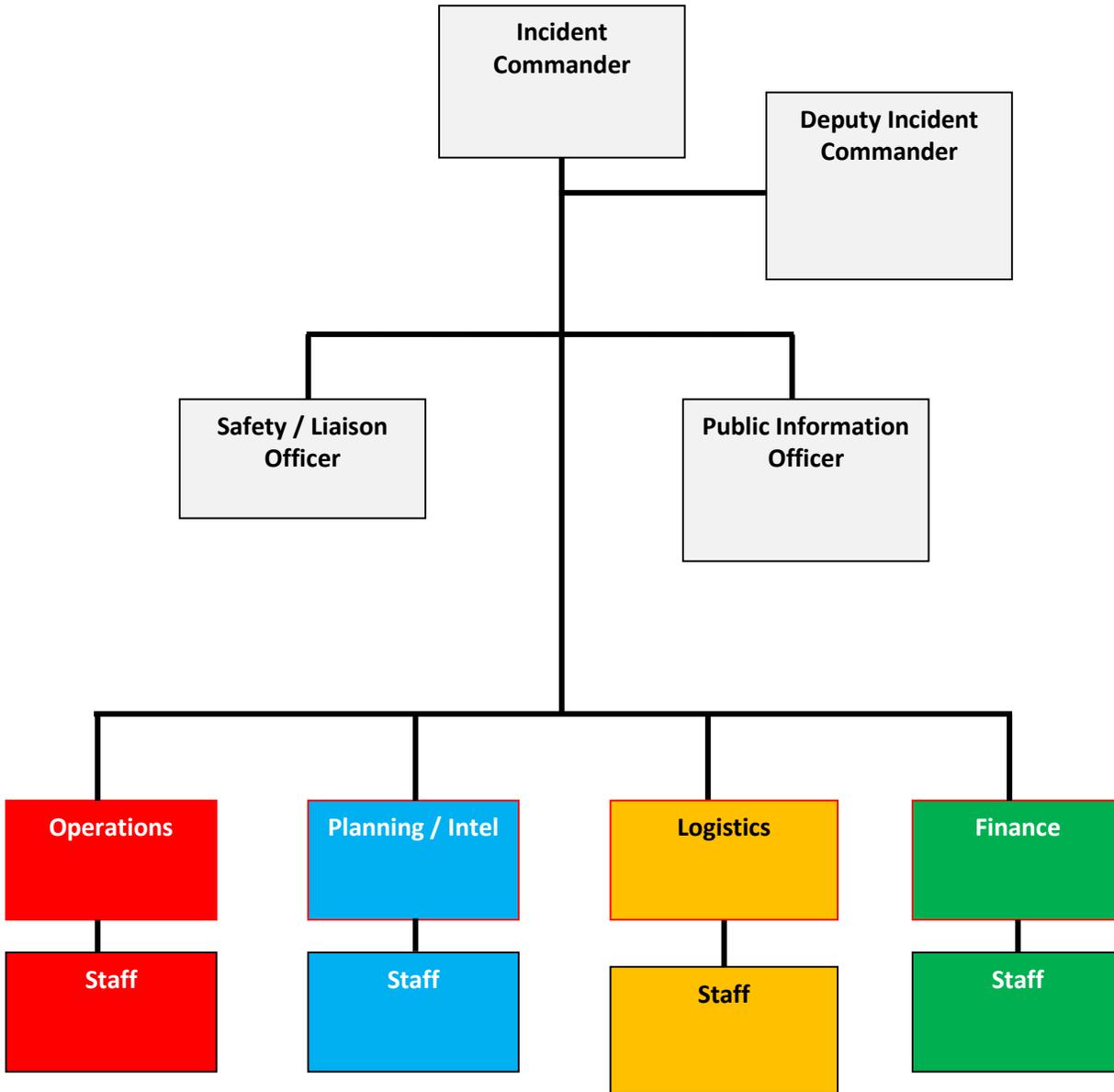
Orange Coast College Primary EOC Layout



Orange Coast College EOC Organization Chart



Orange Coast College Field Command Post (FCP) Organization Chart





Orange Coast College EOC Phone Numbers

CEOC Director	(714) 432-5816		
Alternate CEOC Director	(714) 432-5024		
PIO	(714) 432-5725		
Safety Officer / Liaison	(714) 432-5017		
Operations Section Chief	(714) 432-5590		
Planning Section Chief	(714) 432-5015		
Logistics Section Chief	(714) 432-5897		
Finance Section Chief	(714) 432-5834		
District EOC Liaison	(714) 438-4753		
EOC Registration/Switchboard	(714) 432-5772		
Fire Branch			
Law Branch			
Liaison			
ARC Shelter Support	(714) 481-5300		
Water District			
Electric SCE	(800) 655-4555		
GIS			
OA2 Radio	37.140 MHz		
OTHER IMPORTANT NUMBERS			
OC Operational Area (OA) EOC	(714) 628-7060		
OA EOC FAX	(714) 628-7154		
OC OA Manager	(714) 628-7059		
Control One (Loma Ridge)	(714) 628-7000		
Orange County Fire Authority	(714) 573-6000		
Cal OES Southern Region	(562) 795-2900		
Cal OES (Sacramento)	(916) 845-8911		
*Indicates Primary number			



Orange Coast Community College Critical Corridors

- Adams Ave
- Fairview Rd.
- Marrimac Way

American Red Cross Shelters

Orange County American Red Cross – ADA Compliant Shelters (714) 481-5338

The following sites are identified by the American Red Cross as ADA compliant shelters:

Costa Mesa High School										
2650 Fairview Road, Costa Mesa, CA. 92627										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
714-424-8700		Paul Reed			714-424-5002		Tim Walter		714-424-8700	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	119	29	0	No	Yes	ARC Managed	5/29/13	740	370	No

Estancia High School										
2323 Placentia Avenue, Costa Mesa, CA. 92627										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
949-515-6500		Paul Reed			714-424-5002		Don Pagel		949-515-6500	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	80	14	7	No	No	ARC Managed	5/29/13	750	375	No



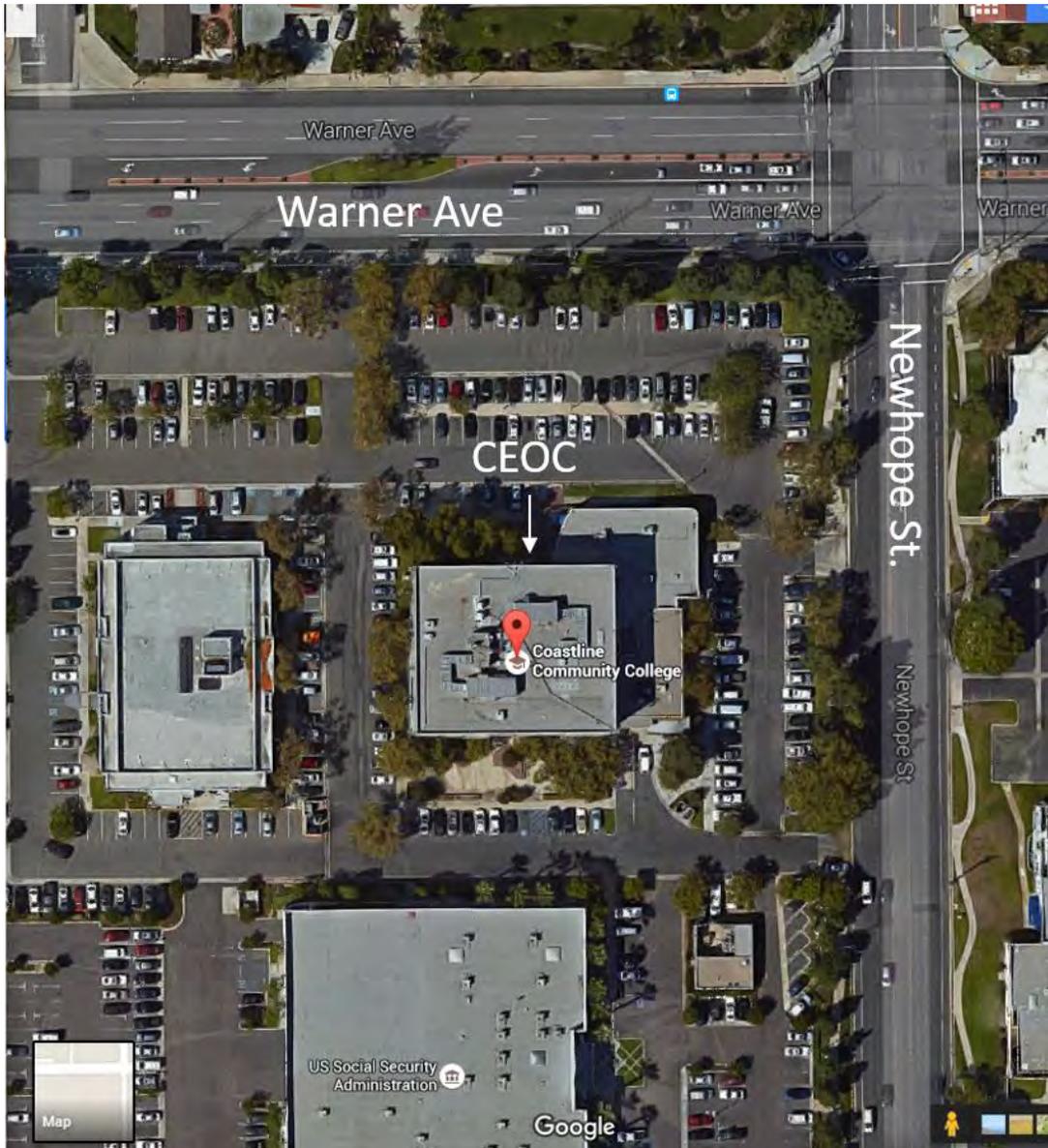
**Golden West College
Emergency Operations Center Activation Guide**

TeWinkle Intermediate School 3224 California Street, Costa Mesa, CA. 92626										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
714-424-7965		Paul Reed			714-424-5002		Oscar Valencia		714-424-7965	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	4	23	3	No	No	ARC Managed	5/29/13	600	300	Yes

Coastline Community College EOC Locations and Information



Coastline Community College EOC Locations

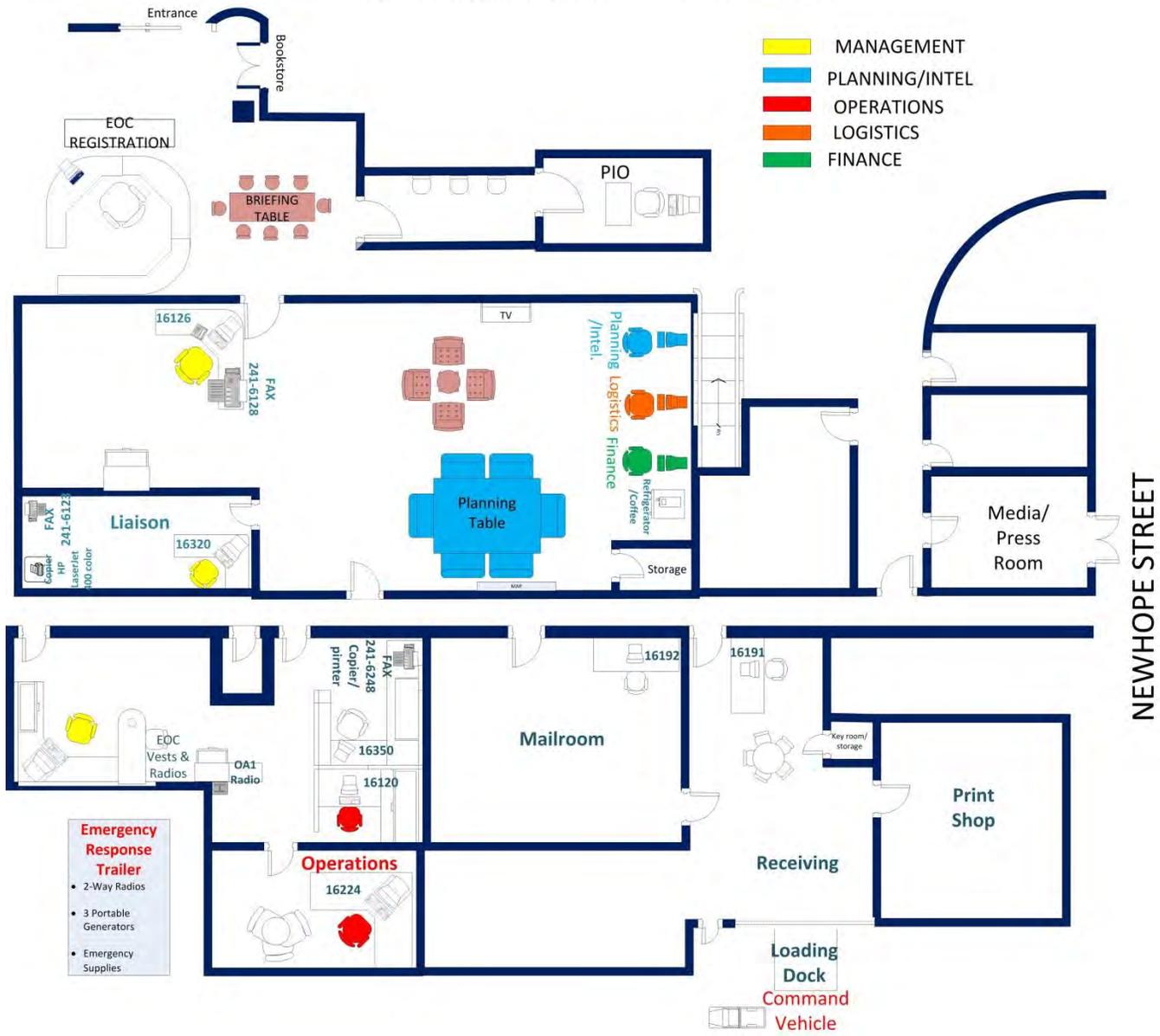


Coastline Community College Primary EOC Layout

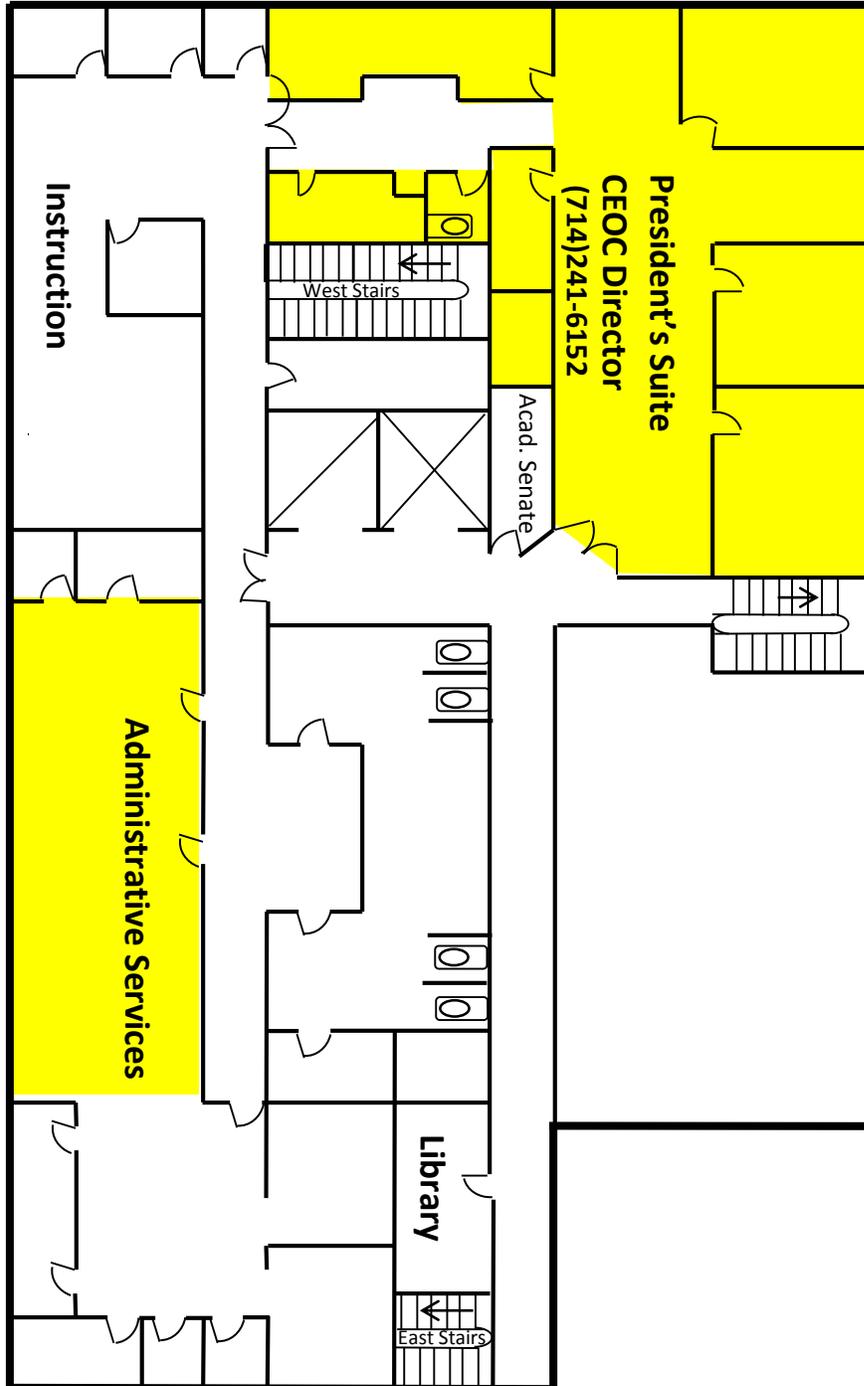
1st Floor College Center
11460 Warner Ave, Fountain Valley

PRIMARY NUMBER: 714-546-7600
College Information line: 877-241-6328
Class Site Closure Information Line: 714-241-6175

WARNER AVENUE



2nd Floor Campus Center
11460 Warner Avenue, Fountain Valley



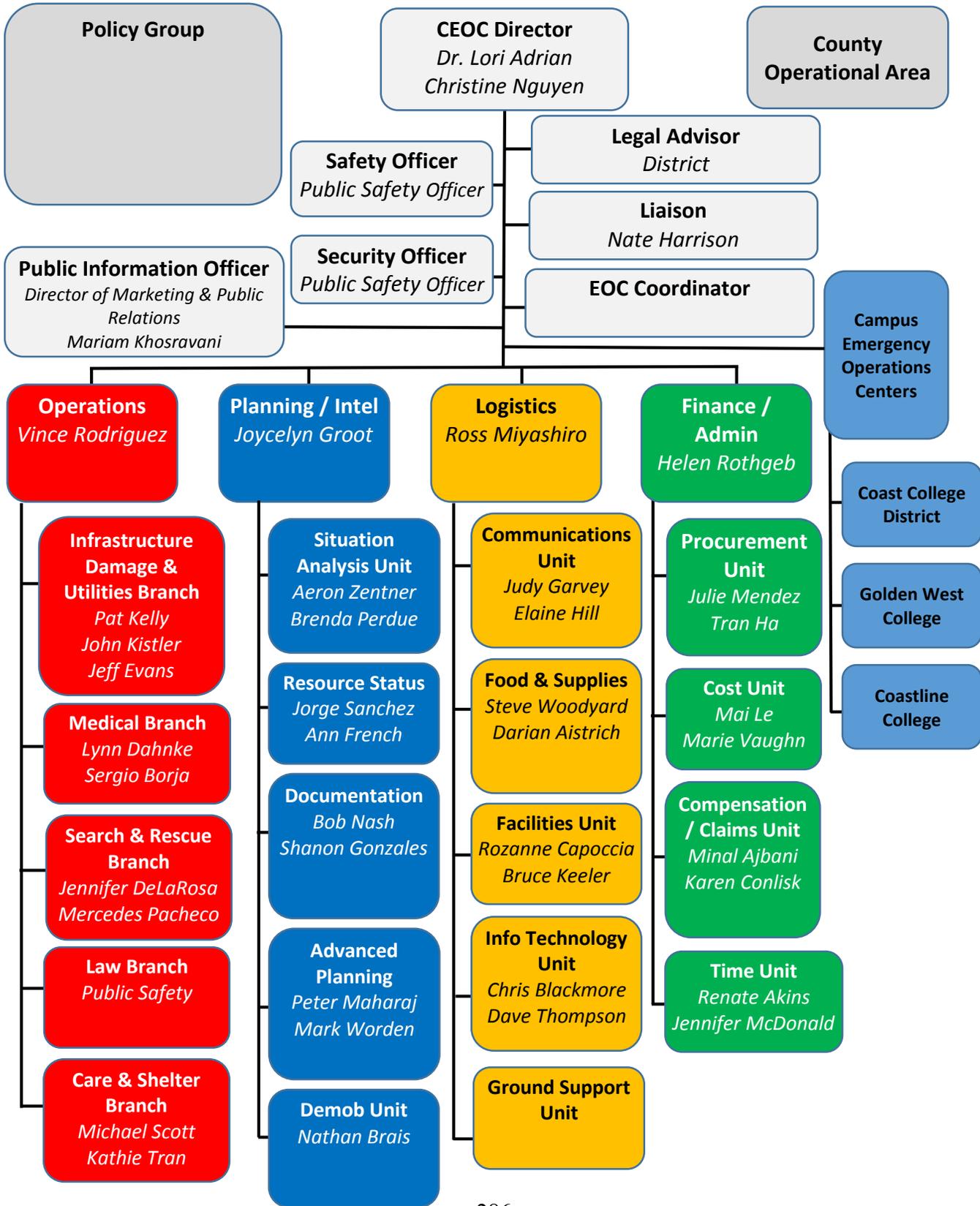
Coastline Community College Alternate EOC Location



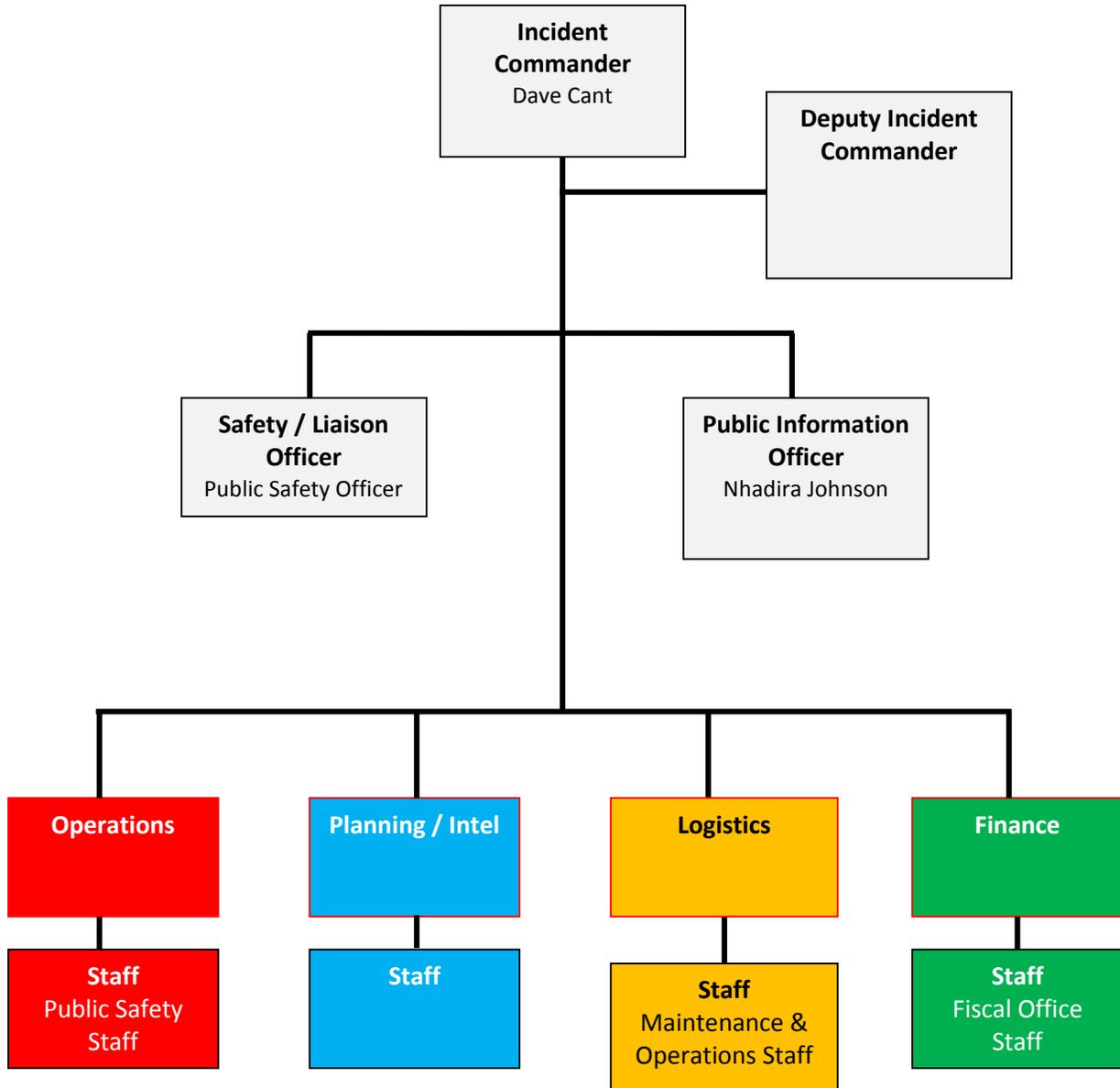
Coastline Community College Alternate EOC Layout



Coastline College EOC Organization Chart



Coastline Community College Field Command Post (FCP) Organization Chart





Coastline College Center Critical Corridors

Coastline Center: Warner Street & New Hope Street
Le Jao/Westminster: Beach Blvd. & All American Way
Garden Grove: Euclid Street & Acacia Pkwy.
Newport Beach: Monrovia Ave. & W. 15th Street

American Red Cross Shelters

Orange County American Red Cross – ADA Compliant Shelters (714) 481-5338

The following sites are identified by the American Red Cross as ADA compliant shelters:

Fountain Valley High School (Chapter Code 5264)										
17816 Bushard St. Fountain Valley CA. 92708										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
					(714) 481-5300					
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	31		3	No	Yes	ARC Managed		280	140	Yes

Fountain Valley Recreation Center (Chapter Code 5264)										
16400 Brookhurst St. Fountain Valley CA. 92708										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
(714) 593-4449		Mark Nix			(714) 593-4449					
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity E	Capacity P	Handicap Accessible
Closed	9	5			Yes	ARC Managed		876	438	No

Garden Grove Campus EOC Information



Garden Grove Campus EOC Location



Garden Grove EOC Layout





Garden Grove Campus Critical Phone Numbers

Personnel	Phone Numbers	Campus EOC Position
Coastline President Lori Adrian	(714) 241-6152 C. (858) 204-7907	Director of Campus Emergency Operations Center
VP of Administrative Services Christine Nguyen	(714) 241-6144 C. (714) 728-2613	Alternate Director of Campus Emergency Operations Center
Dir. Maintenance & Operations Dave Cant	(714) 241-6224 C. (714)-501-8158	Field Incident Commander
Security Director Interim Security Director	(714) 241-6360 C. (714) 981-1955	Security/Liaison Officer
Director of Marketing Nhadira Johnson	(714) 241-6186 C. (949) 216-0520	Public Information Officer
VP of Instruction Vince Rodriguez	(714)241-6195 C. (714) 287-7210	Operations Section Chief
Executive Dean of Military Ed. / Corp. Training and Bus. Dev., Joycelyn Groot	(714) 241-6161 C. (714) 742-8475	Planning Section Chief
VP of Student Services Ross Miyashiro	C. (714) 349-1157	Logistics Section Chief
Director of Business Services Helen Rothgeb	C. (714) 514-4101	Finance Director
District Chancellor	(714) 438-4601	Director of District EOC
Vice Chancellor, Admin Services	(714) 438-4611	Alternate Director of EOC
District, Chief of Police	(714) 895-8183 C. (949) 322-4547	District EOC Liaison
Campus Switchboard	(714) 546-7600	CEOC Registration
Campus Information Line	(877) 241-6328	Emergency Information Line
Fountain Valley Police Department	(714) 593-4487	Law Representative
Fountain Valley Fire Department	(714) 593-4436	Fire Representative
Fountain Valley EMS Manager Dawn Springborn	(714) 374-1789	City Liaison & Emergency Manager
Fountain Valley City Manager Bob Hall	(714) 593-4410	City Manager
American Red Cross	(714) 481-5300	ARC FAX (714) 547-7903
OC Operational Area	(714) 628-7000	OA EOC Liaison
Admissions and Records	(714) 241-6176	
Counseling	(714) 241-6162	
Distance learning	(714) 241-6216	
Garden Grove Center	(714) 241-6209	
Le-Jao Center	(714) 241-6184	
Newport Beach Center	(714) 241-6213	
National Weather Service	(858) 675-8707	www.nws.noaa.gov

Garden Grove Campus Critical Corridors

- Euclid Street
- Acacia Street

American Red Cross Shelters

Orange County American Red Cross – ADA Compliant Shelters (714) 481-5338

The following sites are identified by the American Red Cross as ADA compliant shelters:

City of Garden Grove Community Center (Chapter Code 5264) 11300 Stanford Ave., Garden Grove CA. 92840										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
		Janet Pelayo			(714) 741-5215					
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed		12		Yes	Yes	ARC Managed	2/24/14	385	192	Yes

City of Garden Grove Courtyard Center (Chapter Code 5264) 12732 Main Street, Garden Grove CA. 92840										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
		Janet Pelayo			(714) 741-5215					
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed		9		No	No	ARC Managed		193	96	Yes



**Coastline Community College
Emergency Operations Center Activation Guide**

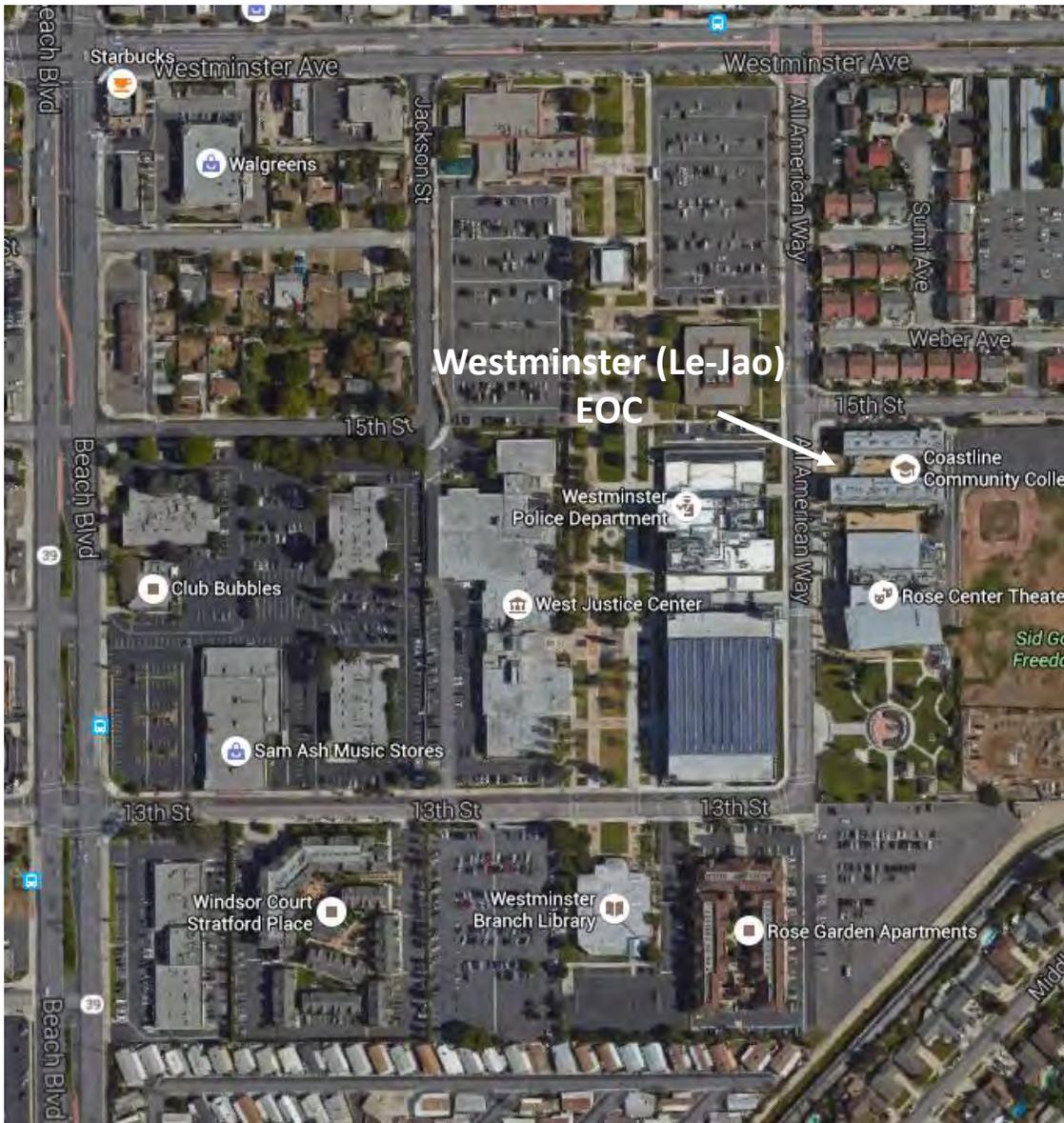
Garden Grove High School (Chapter Code 5264)										
11271 Stanford Ave. Garden Grove CA. 92840										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
(714) 663-6171					(714) 481-5300				(714) 481-5300	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	7	8	2		Yes	ARC Managed		300	150	Yes

Latter Day Saints Church of Garden Grove (Chapter Code 5264)										
12742 Lampson Avenue, Garden Grove CA. 92840										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
					(714) 481-5300					
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed			1		No	Independent		250	125	

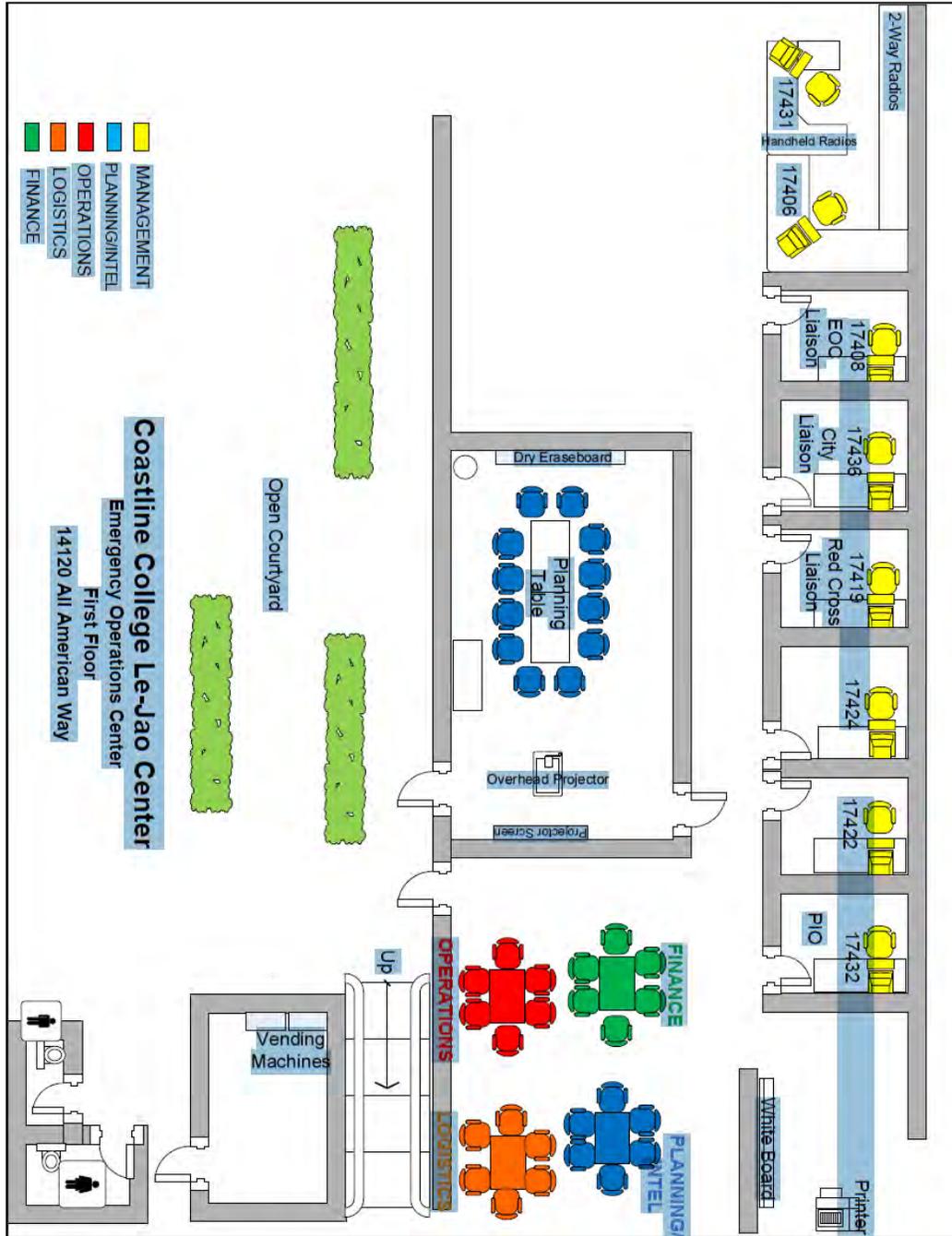
Westminster (Le-Jao Center) Campus EOC Information



Le-Jao Center EOC Location



Le-Jao Center EOC Layout





Le-Jao Center Critical Phone Numbers

Personnel	Phone Numbers	Campus EOC Position
Coastline President Lori Adrian	(714) 241-6152 C. (858) 204-7907	CEOC Director
VP for Administrative Services Christine Nguyen	(714) 241-6144 C. (714) 728-2613	Alternate CEOC Director
Dean, Dana Emerson	(714) 241-7401 C. (714) 745-6052	Alternate CEOC Director
Area Facilitator, Janice DeBattista	(714) 241-7406	Le-Jao College Center
Dir. Maintenance & Operations Dave Cant	(714) 241-6224 C. (714)-501-8158	Field Incident Commander
Security Director Interim Director	(714) 241-6360 C. (714) 961-1958	Security & Safety /Liaison Officer
Director of Marketing Nhadira Johnson	(714) 241-6186 C. (949) 216-0520	Public Information Officer
VP Instruction & Student Services, Vince Rodriguez	(714) 241-6195 C. (714) 287-7210	Operations Section Chief
Executive Dean of Military Ed./Corp. Training and Bus. Dev., Joycelyn Groot	(714) 241-6161 C. (714) 742-8475	Planning Section Chief
VP of Student Services, Ross Miyashiro	C. (714) 349-1157	Logistics Section Chief
Dir. of Business Services, Helen Rothgeb	C. (714) 514-4101	Finance Director
District Chancellor	(714) 438-4601	District EOC Director
Vice Chancellor	(714) 438-4611	Alternate EOC Director
District, Chief of Police	(714) 895-8183 C. (949) 322-4647	District EOC Liaison
Campus Switchboard	(714) 546-7600	CEOC Registration
Campus Information Line	(877) 241-6328	Emergency Information Line
Westminster Police Department	(714) 898-3315	Law Representative
OC Fire Authority	(714) 573-6000	Fire Representative
Westminster City Emergency Liaison, Sgt. James Kingsmill	(624) 548-3846	City Liaison & Emergency Manager
Westminster City Manager Eddie Manfro	(714) 548-3172	Westminster City Manager
Westminster CERT, Cindy Moranville	(714) 548-3831	Westminster CERT Coord.
American Red Cross	(714) 481-5300	ARC FAX (714) 547-7903
OC Operational Area	(714) 628-7000	OA EOC Liaison
Admissions and Records	(714) 241-6176	
Counseling	(714) 241-6162	
Distance learning	(714) 241-6216	
Garden Grove Center	(714) 241-6209	
Le Jao Center	(714) 241-6184	
Newport Beach Center	(714) 241-6213	

La Quinta High School (Chapter Code 5264)										
10332 McFadden, Westminster CA. 92683										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
(714) 663-6315					(714) 481-5300				(714) 481-5300	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	40	8	5	No	No	ARC Managed		750	375	Yes

Russel Johnson Middle School (Chapter Code 5264)										
13603 Edwards, Westminster CA. 92683										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
					(714) 481-5300				(714) 481-5300	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	0	5	3	No		ARC Managed		123	61	

Westminster Community / Senior Center (Chapter Code 5264)										
8200 Westminster Blvd, Westminster CA. 92683										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
(714) 895-2860					(714) 293-8133					
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	0		1	No	No	ARC Managed		125	62	Yes



**Coastline Community College
Emergency Operations Center Activation Guide**

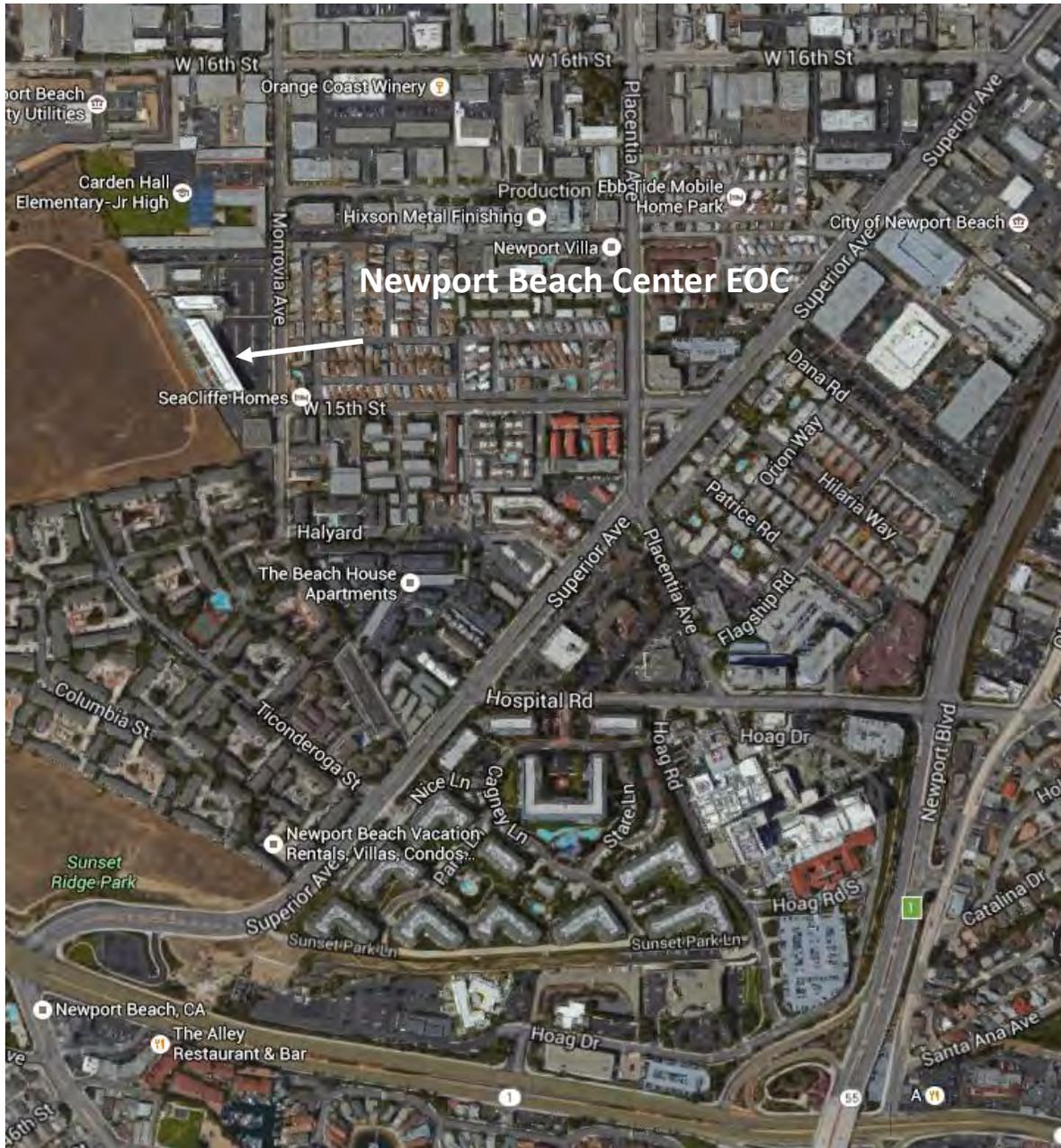
Westminster High School (Chapter Code 5264)										
14325 Goldenwest, Westminster CA. 92683										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
					(714) 481-5300					
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	18	58	2			ARC Managed		300	150	

Willis Warner Middle School (Chapter Code 5264)										
14171 Newland, Westminster CA. 92683										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
(714) 481-5300					(714) 481-5300				(714) 481-5300	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	0	4	3		No	ARC Managed		119	59	

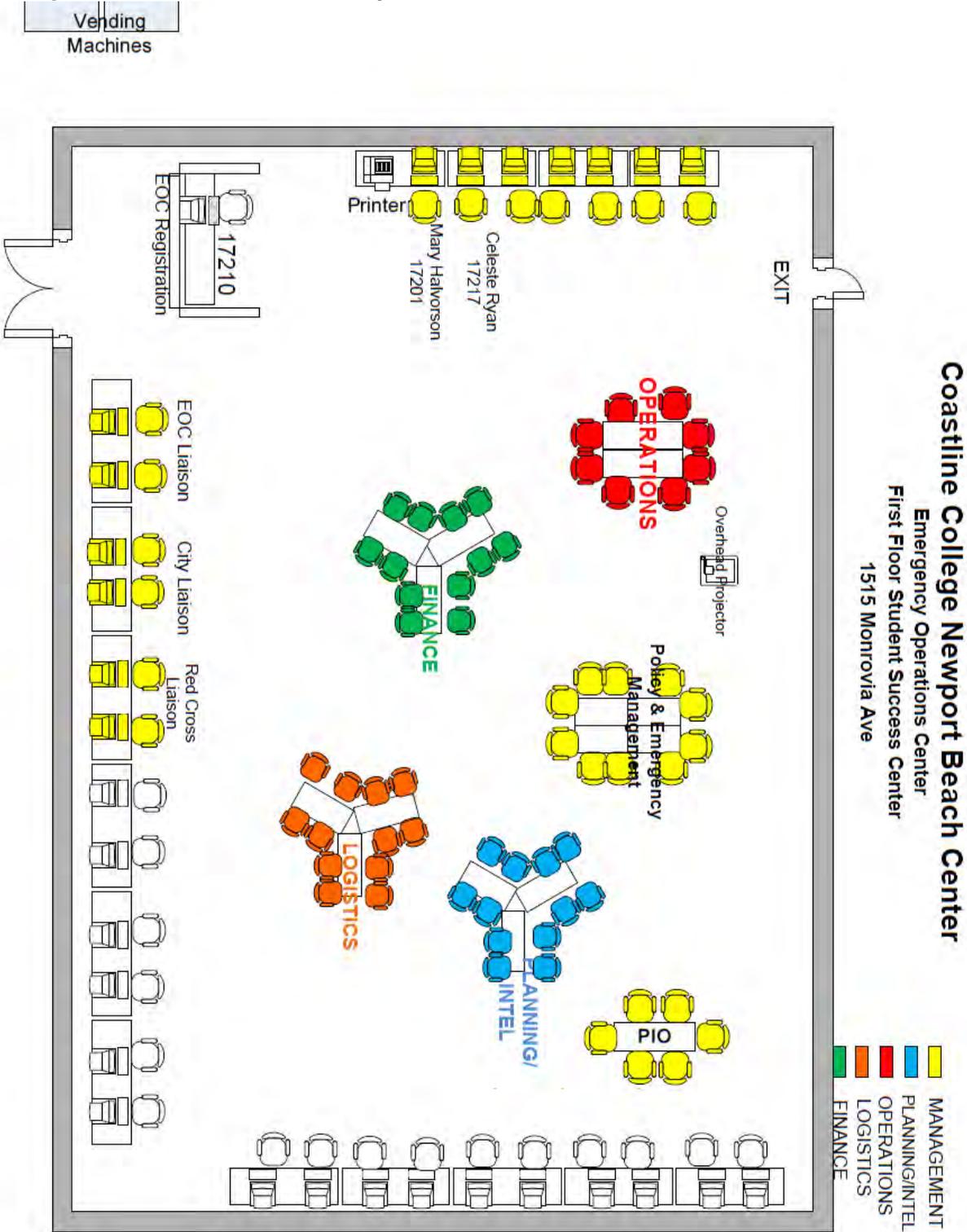
Newport Beach Campus EOC Information



Newport Beach Center EOC Location



Newport Beach Center EOC Layout





Newport Beach Center Critical Phone Numbers

<i>Personnel</i>	<i>Phone Numbers</i>	<i>Campus EOC Position</i>
Coastline President Lori Adrian	(714) 241-6152 C. (858) 204-7907	Director of Campus Emergency Operations Center
VP of Administrative Services Christine Nguyen	(714) 241-6144 C. (714) 728-2613	Alternate Director of Campus Emergency Operations Center
Dean of Newport Beach Learning Center Interim Dean	C. (714) 380-9600	Alternate Director of Campus Emergency Operations Center
Area Facilitator, Kathy Bledsoe	(714) 241-7202	Newport Beach Center
Dir. Maintenance & Operations Dave Cant	(714) 241-6224 C. (714)-501-8158	Field Incident Commander
Security Director Interim Director	(714) 241-6360 C. (714) 961-1958	Security/Liaison Officer
Director of Marketing Nhadira Johnson	(714) 241-6186 C. (949) 216-0520	Public Information Officer
VP of Instruction Vince Rodriguez	(714)241-6195 C. (714) 287-7210	Operations Section Chief
Executive Dean of Military Ed. / Corp. Training and Bus. Dev., Joycelyn Groot	(714) 241-6161 C. (714) 742-8475	Planning Section Chief
VP of Student Services, Ross Miyashiro	C. (714) 349-1157	Logistics Section Chief
Dir. of Business Services, Helen Rothgeb	C. (714) 514-4101	Finance Director
District Chancellor	(714) 438-4601	Director of District EOC
Vice Chancellor, Admin Services	(714) 438-4611	Alternate Director of EOC
District, Chief of Police	(714) 895-8183 C. (949) 322-4647	District EOC Liaison
Campus Switchboard	(714) 546-7600	CEOC Registration
Campus Information Line	(877) 241-6328	Emergency Information Line
NB Police Chief, Jon T. Lewis	(949) 644-3730	NB Law Representative
NB Fire Chief, Scott Poster	(949) 644-3701	NB Fire Representative
NB Emerg. Manager /CERT Katie Eing	(949) 644-3109	City Emerg. Mgmt. Liaison
NB City Manager, Dave Kiff	(949) 644-3300	City Manager
American Red Cross	(714) 481-5300	ARC FAX (714) 547-7903
OC Operational Area	(714) 628-7000	OA EOC Liaison
Admissions and Records	(714) 241-6176	
Counseling	(714) 241-6162	
Distance learning	(714) 241-6216	
Garden Grove Center	(714) 241-6209	
Le-Jao Center	(714) 241-6184	
Newport Beach Center	(714) 241-6213	
National Weather Service	(858) 675-8707	www.nws.noaa.gov

Newport Beach Center Critical Corridors

- Monrovia Street
- 15th & 16th Street

Orange County American Red Cross – ADA Compliant Shelters **(714) 481-5338**

The following sites are identified by the American Red Cross as ADA compliant shelters:
Orange County American Red Cross – ADA Compliant Shelters (714) 481-5338

Ensign Intermediate School (Chapter Code 5264)										
2000 Cliff Drive, Newport Beach CA. 92663										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
(949) 515-6910		Paul Reed			(714) 424-5002		Dale Krystafik		(949) 515-6910	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	0	8	8		No	ARC Managed	5/29/13	380	190	No

Newport Harbor High School (Chapter Code 5264)										
600 Irvine Avenue, Newport Beach CA. 92663										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
(949) 515-6300		Paul Reed			(714) 424-5002		William Noonan		(949) 515-6300	
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	128	12	8	No	No	ARC Managed	5/29/13	760	380	No



**Coastline Community College
Emergency Operations Center Activation Guide**

West Newport Community Center (Chapter Code 5264) 883 15th Street, Newport Beach CA. 92663										
Phone		POC			POC Phone		24HR POC		24HR POC Phone	
					(714) 481-5300					
Status	Showers	Toilets	Refrigeration Units	Self-sufficient Power	Generators	Agency Type	Agreement Date	Capacity Evacuation	Capacity for Sheltering	Handicap Accessible
Closed	18		1			ARC Managed	5/23/05	300	150	

Legal Authority/Revision History Matrix

The authority of the district to respond to emergencies and disasters is governed by:

Government Code, Section 3100-3101: All employees are designated “Disaster Service Workers,” subject to such disaster service activities as may be assigned to them by supervisors, incident management or by law. Authority is granted from the State Chancellor of the California Community College System.

Standardized Emergency Management System (SEMS): Local governments including Community College Districts must use SEMS in order to be eligible for state funding of response related personnel costs occurring in response to an incident as defined in Government Code Section 2402. This program is mandated by SB 1841, Section 8607 of Government Code, California Emergency Services Act (Chapter 7 of Division 1 of Title 2) and California Code of Regulations 2400.

National Incident Management System (NIMS): In 2004, the Department of Homeland Security released the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive (HSPD) 5 - Management of Domestic Incidents (HSPD-5) and HSPD-8 Preparedness with subsequent amendments. This policy states in part; “To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions. HSPD-5 established and designated the NIMS Integration Center (NIC) as the lead federal entity to coordinate NIMS compliance. Since October 1, 2005, all 56 States and Territories were required to meet NIMS implementation requirements to be eligible to receive Federal preparedness assistance in the form of grants, cooperative agreements, and direct contracts.

National Preparedness – Presidential Policy Directive (PPD) – 8: “This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber attacks, pandemics, and catastrophic natural disasters. Our national preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. As such, while this directive is intended to galvanize action by the Federal Government, it is also aimed at facilitating an integrated, all-of-Nation, capabilities-based approach to preparedness.”

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and Related Authorities as of June 2007: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707), signed into law on November 23, 1988; amended the Disaster Relief Act.

