

I. Command Post

During a disaster, a command post will be established at the 950 Building. If the building is structurally unsafe, an alternate location will be selected and information will be disseminated as necessary.

As soon as a disaster is declared or apparent, the Incident Commander, the Director of Public Information, the Liaison Officer and the Section Leaders should report to the Command Post.

II. Cabrillo Incident Command System

The Command Post, after the declaration of a campus disaster by the Superintendent/President or other authorized District official, shall be the center for the Cabrillo Incident Command System (CICS). The CICS is a reorganization of District resources to best deal with an emergency situation, distinguishing its function and initiated actions from that organization which manages normal, routine, non-emergency District operations and business. The CICS is a temporary, short-term grouping of personnel, facilities, and functions which is necessary to control a specific emergency. At the conclusion of the emergency for which the CICS was formed, all personnel, facilities, and functions will be returned to their normal, routine, non-emergency duties. The CICS organization shall consist of all District employees as well as any volunteers who are properly registered with the District as Disaster Service Volunteer.

There are five major functional areas in the Cabrillo Incident Command System:

- Command
- Planning
- Operations
- Logistics
- Finance

Command denotes the responsibility for the direction and control of all resources employed in the management of the emergency events. It also provides legal authority to act and make decisions regarding all aspects of the emergency operation which are consistent with state law and District policy. Operational strategy will be decided by the Incident Commander as the sole person in charge. The Incident Commander has the responsibility and the authority to deploy emergency response efforts to effect control over the emergency event, and further responsibility for all District resources and the overall direction of activities.

Command Staff

First on scene is in charge until relieved.

- A. Incident Commander (in order of succession)
 1. Superintendent/President or in his/her absence;

2. Vice President, Business or in his/her absence;
 3. Vice President, Instruction or in his/her absence;
 4. Vice President, Student Services or in his/her absence;
 5. The senior administrator/manager available or the Director of Protective Services, Santa Cruz County Sheriff's Office Cabrillo College Division.
- B. Public Information Officer
1. Director of Marketing and Communications
- C. Liaison Officer
1. Vice President, Student Services
- D. Safety Officer
1. Risk Manager
- E. Managers as assigned by Incident Commander to act as staff

Planning is a pro-active function that provides information to the Incident Commander. All reports regarding damage, injuries, deaths, and the nature and scope of the emergency will be compiled by the Planning Section. Maps, weather information, and situation status reports will be supplied to the Incident Commander by Planning. Briefings and debriefings will also be the responsibility of the Planning Section.

Planning Staff

A. Section Leader

1. Vice President, Instruction or in his/her absence;
2. A Dean of Instruction

B. Situation Assessment Unit

1. Assigned Dean of Instruction or in his/her absence;
2. Santa Cruz County Sheriff's Office, Cabrillo Division representative or in his/her absence;
3. Available faculty or instructional support staff as assigned.

C. Technical Assessment Unit

1. Assigned Dean of Instruction or in his/her absence;
2. Hazardous Materials Coordinator or in his/her absence;
3. Available faculty or instructional support staff as assigned.

D. Briefing/Debriefing Unit

1. Available faculty or instructional support staff as assigned

Operations will implement the strategic and tactical decisions of the Incident Commander. Minute to minute decisions must be made by the Operations Section without diluting the authority of the Incident Commander, but simply facilitating the conduct of strategy and tactics within the command's guidelines and policies.

Operations Staff

A. Section Leader

1. Vice President, Business Services or in his/her absence;
2. Director of Maintenance and Operations

B. Law Enforcement Unit Leader

1. Director of Protective Services, Santa Cruz County Sheriff's Office, Cabrillo College Division, or in his/her absence;
2. Santa Cruz County Sheriff's Deputy on duty

C. Maintenance & Operations Unit Leader

1. Director of Maintenance & Operations or in his/her absence;
2. Custodial Supervisor / Maintenance Lead Tech or designee

Logistics is responsible for all supplies and material support necessary to conduct the emergency operations, including calling out needed personnel, obtaining necessary equipment, providing personal services, such as meals, sleeping arrangements, hygiene stations, etc. Lodging, transportation, fuel, medical support and temporary communications support are also the responsibility of the Logistics Section. The Logistics Section Leader shall assure that appropriate administrative approval is obtained for all contracts and financial obligations.

Logistics Staff

A. Section Leader

1. Director of Human Resources or in his/her absence;
2. An Assistant Director of Human Resources

B. Purchasing Agent

1. Director of Purchasing or in his/her absence;
2. Purchasing Specialist

C. Assigned Business Services staff or assigned faculty.

Finance has responsibility for expenditure, damage and cost documentation. This includes the documentation of the following: expenditures, purchasing authorizations, damage to property, personnel time and attendance, equipment usage, injury claims and compensation, vendor

contracting, properly approved financial agreements with other agencies and all other matters that show an expenditure of funds.

Finance Staff

A. Section Leader

1. Director of Business Services or in his/her absence;
2. A Budget Analyst or Accountant

B. Assigned Business Services staff and assigned faculty

III. CICS Responsibilities of Specific Personnel

A. Superintendent/President

1. Proclaim campus disaster.
2. Act as Incident Commander.

B. Vice President, Business Services

1. May proclaim campus disaster in absence of Superintendent/President.
2. Serve as Incident Commander in absence of Superintendent/President.
3. Serve as Operations Section Leader.
4. Provide for rationing and allocation of water and other scarce commodities.
5. Provide general supervision.

C. Vice President, Instruction

1. Declare campus disaster in absence of Superintendent/President and Vice President, Business Services.
2. Act as Incident Commander in absence of Superintendent/President, Vice President, Business Services.
3. Act as Planning Section Leader.
4. Assign or direct the assignment of faculty and instructional staff to CICS responsibilities.

D. Vice President, Student Services

1. Declare campus disaster in absence of Superintendent/President and Vice Presidents, Business Services and Instruction.
2. Act as Incident Commander in absence of Superintendent/President and Vice Presidents, Business Services and Instruction.
3. Assist Incident Commander as Liaison Officer. Maintain contact with all necessary outside agencies.

E. Deans

1. Serve on the Planning team as directed by Vice President, Instruction or the Incident Commander.

F. Director of Protective Services, Santa Cruz County Sheriff's Office, Cabrillo College Division

1. May proclaim campus disaster in absence of Superintendent/President and Vice Presidents.
2. Act as Incident Commander in absence of Superintendent/President and Vice Presidents.
3. Maintain security of campus.
4. If necessary direct evacuation of campus.

G. Managers

1. Take immediate responsibility for welfare and safety of staff and students in area.
2. Communicate with command post via phone, walkie-talkie, or appoint and send runners to command post, if necessary. Await instructions from command post.

H. Marketing and Communications

1. Prepare and disseminate information.

I. Director of Maintenance and Operations

1. Serve as Operations Section Leader in absence of Vice President, Business Services.
2. Restore, operate and maintain water, gas and electric systems.
3. Maintain an inventory of sources and provide for procurement and allocation of transportation resources.
4. Assist in search and rescue.
5. Restore, maintain and operate essential facilities, clear debris, provide technical supervision for all emergency construction.
6. Maintain communication systems.

J. Director of Human Resources

1. Act as Logistics Section Leader.

K. Assistant Directors of Human Resources

1. Act as Logistic Section Leader in the absence of the Director of Human Resources.

L. Risk Manager

1. Act as Safety Officer.

M. Director of Admissions and Records

1. Provide records security and other assistance as directed.

N. Director of Business Services

1. Act as Finance Section Leader.

O. Director of Disabled Student Services

1. Maintain current class schedules of disabled students.
2. Maintain current list and location of resources for the disabled.
3. Train Disabled Student Services staff in evacuation techniques for the disabled.
4. Maintain contact with the command post.

P. Director of Early Childhood Education Center

1. Provide for the safety and welfare of children, students and staff in area.
2. Release children only to authorized persons and keep written records of all releases.
3. Maintain contact with command post.

Q. Cafeteria Manager

1. Secure food service area.
2. Prepare food as available and needed.

R. Director of Student Health Service

1. Maintain an inventory of health resources and provide for their emergency allocation.
2. Establish liaison with County Health Agency/Public Health Officer.
3. Direct the triage and treatment of sick and injured.
4. Manage medical services, activities and facilities.
5. Provide first aid in support of search and rescue.
6. Provide technical guidance and supervise activities to control public health hazards.
7. Maintain communication with the command post.

S. Other Staff Trained in First Aid and CPR.

1. Assist in treatment of sick and injured as directed by the Director of Student Health Services.

T. Budget Analyst /Accountant

1. Act as Finance Section leader in the absence of the Director of Business Services.

U. Faculty

1. Maintain order and provide for welfare and safety of those in their charge.
2. Assist as directed by department chair or instructional administrators or command post.
3. Recruit student volunteers to assist disaster workers.

V. Santa Cruz County Sheriff's Office, Cabrillo College Division

1. Enforce laws, rules and regulations.
2. Provide security for resources and facilities.
3. Assist in evacuation as directed.
4. Assist in transportation of casualties.
5. Cooperate with local disaster agencies.
6. If off duty, report to campus as soon as possible.

X. Staff

1. Assist as directed by immediate supervisor or command post.

IV. Types of Alerts and Actions Required

Note: When a campus disaster is declared or apparent, assume regular disaster responsibilities. Until instructed otherwise, employees shall assume responsibility for the welfare and safety of persons and property in their area.

A. Explosion or Threat of Explosion

1. Warning will be given when possible.
2. Take any available cover.
3. Assume regular disaster responsibilities.

B. Earthquake, Explosion, Fallen Aircraft or Disasters That Occur Without Warning

1. Employees shall direct those in their area to take appropriate cover.
2. Employees shall direct immediate evacuation of their area as necessary.
3. Assume regular disaster responsibilities.

C. Fire

1. Pull fire alarm.
2. Assure the evacuation of the building or buildings involved or threatened.
3. Call 9-1-1.

D. Bomb Threat (Peacetime)

1. Person receiving the threat shall contact Santa Cruz County Sheriff's Office, Cabrillo College Division with as much information as can be gathered from the caller.
 - a. Location of bomb
 - b. Time of detonation.
 - c. Reason bomb was planted.
 - d. Description of caller's voice.
 - e. Background noises.
 - f. If possible, transcribe the conversation verbatim.
2. Avoid publicizing "scare". Most bomb threats are hoaxes or pranks. Nevertheless, bomb threats must be handled quickly and efficiently.
3. Notify Director, Marketing and Communications of outcome.

E. Hazardous Materials Incident

1. Evacuate contaminated area, cordon off, and do not re-enter area.
2. Call 9-1-1.
3. Assume regular disaster responsibilities.
4. Prepare to evacuate campus as directed.

F. Riot

1. Call 9-1-1.
2. Assume regular disaster responsibilities if directed.

G. Flood, Mudslide, Tsunami, Windstorm, Epidemic

1. Assume regular disaster responsibilities.

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