Cabrillo College

Emergency Operations Plan

Updated July 2015
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The following are in a separate Resource Binder:
  • Blood borne Pathogen Program
  • First Aid
  • Pandemic Influenza
PART 1
ORGANIZATIONAL CHARTRS
TEAM ROSTERS
EMERGENCY & MEDIA RESOURCES
(removed for updating)
### Management Team Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Manager</td>
<td><a href="mailto:john.smith@email.com">john.smith@email.com</a></td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Coordinator</td>
<td><a href="mailto:jane.doe@email.com">jane.doe@email.com</a></td>
</tr>
<tr>
<td>Mike Brown</td>
<td>Liaison</td>
<td><a href="mailto:mike.brown@email.com">mike.brown@email.com</a></td>
</tr>
</tbody>
</table>

This is a sample management team roster. The actual roster will depend on the organization and the specific roles involved.
Operations Team Roster

Operations Team Roster
<table>
<thead>
<tr>
<th>Logistics Team Roster</th>
</tr>
</thead>
</table>

Under Review
Logistics Team Roster
## RESOURCE PHONE NUMBERS

### Hospitals

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dominican Hospital</td>
<td>462.7700</td>
</tr>
<tr>
<td>Dominican Emergency</td>
<td>462.7710</td>
</tr>
<tr>
<td>SC Med Foundation</td>
<td>423.4111</td>
</tr>
<tr>
<td>SC Sutter Health Surgery Center</td>
<td>477.2200</td>
</tr>
<tr>
<td>Watsonville Community Hospital</td>
<td>724.4741</td>
</tr>
</tbody>
</table>

### Government / Public Agencies

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC County - County Coroner</td>
<td>911 / 471.1170</td>
</tr>
<tr>
<td>SC Highway Patrol</td>
<td>911 / 662.0511</td>
</tr>
<tr>
<td>CA Office of Emergency Services</td>
<td>510.286.0895</td>
</tr>
<tr>
<td>Red Cross, Santa Cruz</td>
<td>462.2881</td>
</tr>
<tr>
<td>SC County Emergency Services</td>
<td>454.2210</td>
</tr>
<tr>
<td>SC County Superintendent of Schools</td>
<td>476.7140</td>
</tr>
<tr>
<td>SC County Health Services</td>
<td>454.4100</td>
</tr>
<tr>
<td>(NETCOM) CA</td>
<td>471.1000</td>
</tr>
</tbody>
</table>

### Media

Media contacts should only be made by those persons approved in the Cabrillo College Communications Policy.

#### Television

<table>
<thead>
<tr>
<th>Channel</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>KION</td>
<td>422.3500</td>
</tr>
<tr>
<td>KION</td>
<td>784.1702</td>
</tr>
<tr>
<td>KNTV</td>
<td>408.297.8780</td>
</tr>
<tr>
<td>KSBW</td>
<td>1.831.422.8206</td>
</tr>
<tr>
<td>KTEH</td>
<td>408.437.5454</td>
</tr>
<tr>
<td>TCI Cable</td>
<td>439.5000</td>
</tr>
</tbody>
</table>

#### Radio

<table>
<thead>
<tr>
<th>Station</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>KBAY</td>
<td>370.7377</td>
</tr>
<tr>
<td>KCBS</td>
<td>415.765.4074</td>
</tr>
<tr>
<td>KDON</td>
<td>755.8181</td>
</tr>
<tr>
<td>KSCO</td>
<td>475.1080</td>
</tr>
<tr>
<td>KPIO</td>
<td>722.2299</td>
</tr>
<tr>
<td>KWAV</td>
<td>429.6012</td>
</tr>
<tr>
<td>KZSC</td>
<td>459.2811</td>
</tr>
<tr>
<td>KGO 810</td>
<td>415.808.0810</td>
</tr>
</tbody>
</table>
### Newspapers

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid County Post</td>
<td>476.9130</td>
</tr>
<tr>
<td>Register Pajaronian</td>
<td>761.7300</td>
</tr>
<tr>
<td>Good Times</td>
<td>458.1100</td>
</tr>
<tr>
<td>Santa Cruz Sentinel</td>
<td>423.4242</td>
</tr>
<tr>
<td>San Jose Mercury News</td>
<td>408.920.5446</td>
</tr>
</tbody>
</table>

### Transportation

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aptos/Capitola Delux Cab</td>
<td>688.2468</td>
</tr>
<tr>
<td>Aptos Village Taxi</td>
<td>685-8294</td>
</tr>
<tr>
<td>Lift Line</td>
<td>688.9663</td>
</tr>
<tr>
<td>Santa Cruz Deluxe Cab</td>
<td>475.3232</td>
</tr>
<tr>
<td>Santa Cruz Airport Shuttle</td>
<td>421.9883</td>
</tr>
<tr>
<td>Santa Cruz Metro (bus)</td>
<td>425.8600</td>
</tr>
<tr>
<td>Yellow Cab</td>
<td>475-0123</td>
</tr>
</tbody>
</table>

### Chambers of Commerce

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aptos</td>
<td>688.1467</td>
</tr>
<tr>
<td>Santa Cruz</td>
<td>457.3713</td>
</tr>
</tbody>
</table>
EMERGENCY 9-1-1        V: Voice Desk Phone        W: Work Cell Phone

Campus Sheriff Office
- Non-emergency Monday through Friday, 8:00a.m.-5:00p.m.  V 479-6313
- Everyday Aptos 7:00a.m.-11:00pm  W 212-8464
- After Midnight  W 471-1121
- Watsonville  W 212-8466
Officers are on duty and available at all times

Student Health Services  W 479-6435
Cabrillo Facilities Planning & Plant Operations  479-6465

Managing Emergencies until Help arrives

Cabrillo Campus Sheriffs respond to all emergencies. They will administer first aid and determine the need for other services. The Campus Sheriff’s office will contact Student Health Services (479-6435) if necessary.

To report ANY fire or life threatening emergency... 9-1-1
- Stay calm. Explain the problem and give the location.
- Give your name, location, phone number and extension.
- Do not hang up until told to do so.

To report an emergency
Call Campus Sheriff Office
- Monday through Friday, 8:00a.m.-5:00p.m.  479-6313
- Everyday 7:00a.m.-11:00pm   V 212-8464
- After Midnight  471-1121
- Watsonville  V212-8466
Officers are on duty and available at all times

Until help arrives... if this is a medical emergency
- Reassure the person. Keep someone with him/her at all times.
- Keep bystanders back.
- Administer first aid according to the guidelines in this chart.
Life Threatening Emergencies

Call 9-1-1 and Campus Sheriff's office at the following signs:

- Severe chest pains
- Shock
- Uncontrolled bleeding
- Choking
- Respiratory distress or cessation of breathing
- Poisoning
- Prolonged unconsciousness
- Overdose
- Any complaint or observation which indicates head or spinal cord injury
- Severe Burns

If the person is not breathing...

- Get someone to call 911 and Campus Sheriff IMMEDIATELY
- The first four minutes are critical!
- Start rescue breathing until responders arrive. (See "Heart-Attack-Cessation of Breathing")

First Aid FIRSTS

1. Survey the scene for safety (e.g. Are there any fallen electrical lines?)
2. Evaluate the injury. Is the person conscious? Breathing? Do they have a pulse?
3. Do not move the person or allow the person to get up and walk around. If safety requires that you move the person, always consider the possibility of a spinal cord injury.
4. Do not give fluids to an unconscious or partially conscious person.
5. Help the person stay warm by covering them with blankets, clothes or newspaper.
6. Look for any emergency medical identification (card, bracelet or necklace) which may explain the person's condition.
7. Loosen constrictive clothing with care.

NOTE: When you provide first aid assistance, you must document the incident by completing a Cabrillo College INCIDENT/ACCIDENT form, available in all Division Offices, Sheriff's Office and Student Health Services (Rm. 912).
Automatic Emergency Defibrillator (AED) Locations

Upper Campus:
- **100- Enrollment Services***
  (Central Hallway across from the bank)*
- **200- Sac East**
  (Upstairs Main Entrance double doors on the right)
- **600- Science Building**
  (Exterior South side of building between Rm. 601 & 605)
- **900- Health Services**
  (In nurses office Rm. 912 on right by door)
- **1000- Library**
  (2nd floor by elevator hallway on left)
- **2000- H&W- Dental Hygiene**
  (1st floor on the right in room 2114)
- **5000- Horticulture***
  (Main Lobby on right hand side)

Lower Campus:
- **1100- Gym***
  (Room 1101 on the left wall by gym entrance)
- **1500- ECE***
  (First floor hallway on right between 1506D & 1507)
- **1800- Sesnon House***
  (First floor hallway by stairs)
- **4000- VAPA**
  (Entrance on wall by RR)

Watsonville Campus:
- **Watsonville Center**
  (Hallway to student Resource Center)*

* = Local Alarm Box

Emergency Barrel Locations

- Early Childhood Education Center 1500 bldg. (In room 1507)
- Gymnasium Equipment Room Closet 1114 (straight in back room)
- Watsonville Center
- Administrative Purchasing bldg. (back between 2030 & the trailer)
PART 3

EMERGENCY OPERATIONS PLAN
Purpose

The purpose of the Cabrillo College Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to a major emergency. The Plan incorporates operating procedures from the “Incident Command System” (ICS) for handling emergencies resulting from fires, floods, storms, earthquakes, hazardous materials, incidents, and other potential disasters. The purpose of the EOP is to protect the safety and welfare of the employees, visitors, volunteers, students in the Cabrillo College’s facilities and grounds and to ensure the preservation of public property.

The Cabrillo College Emergency Operations Plan utilizes the Standardized Emergency Management System (SEMS), as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS, adopted by California in 1995, incorporates the use of the Incident Command System (ICS), the Master Mutual Aid agreement, existing mutual aid systems, and County operational area concept, and inter-agency coordination. This system, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding agencies. After each major emergency, the plan calls for an analysis of actions taken during the emergency incident. SEMS is being reviewed for compliance with the new National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. Developed by the Department of Homeland Security and announced in March 2004, NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Scope

This Emergency Operations Plan is an Emergency Operations Center plan that guides the emergency response of Cabrillo College personnel and resources during a major disaster. It is the official Emergency Operations Plan for Cabrillo College and supersedes previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto. There is a separate Resources Binder that includes guidelines for specific situations like blood borne pathogens and pandemic flu preparedness.
The Plan and organization shall be subordinate to State or Federal plans during a disaster declared by those authorities.

This Plan is promulgated under the authority of the President and Board of Trustees and State of California.

**California Emergency Services Act** (Chapter 7, Division 1, title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

**California Government Code, Section 3100, Title 1, Division 4, Chapter 4.**

This code states that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for College employees:

- It is likely that College employees will be pressed into service as Disaster Service Workers by their superiors in an emergency, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
- When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the district. These circumstances apply only when a local or state emergency is declared.

The Code also states that inadequately trained district staff render school officials potentially liable for acts committed or omitted by school staff during or after a disaster. (Sub Sections 835-840.6).
It requires that colleges be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

- California Civil Code, Chapter 9, Section 1799.102
  It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

- California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042.
  Requires that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

- California Emergency Plan
  Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the 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." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

- Federal
  Federal Civil Defense Act of 1950 (Public Law 920, as amended).

- Local
  Santa Cruz County Ordinances, Emergency Operations Plan and Resolutions

- Board Policies
  Cabrillo College Board Policies and Resolutions
Mission

It shall be the mission of Cabrillo College to respond to an emergency situation in a safe, effective, and timely manner. District personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Life Safety;
- Priority II: Maintenance of Life Support and Assessment of Damages; and
- Priority III: Restoration of General Campus Operations

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the campus will transition from the EOP structure back to the normal Cabrillo College organizational structure after an emergency. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.

Objectives

- Protect the safety and welfare of students, visitors, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the College’s facilities and properties.
- Enable the College to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between College sites and the City and County Emergency Operations Centers (EOC) in which they reside.
- Provide for the orderly conversion of pre-designated College sites to American Red Cross shelters, when necessary.
- Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to public schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.
The Emergency Operations Plan (EOP) uses a management system known as the **Incident Command System (ICS)**. The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

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

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

The Field Act

(Garrison Act and Riley Act)

Sets building code standards for construction and remodeling of public schools and assigns the responsibility for assuring building code compliance to the Division of the State Architect.

The KATZ Act

Requires schools to establish an earthquake emergency system:

- Develop a disaster plan
- Conduct periodic Drop, Cover, and Hold drills, evacuation procedures and emergency response actions. (Once each quarter in elementary schools and once each semester in secondary schools, no specific number required for colleges, but highly encouraged).
- Provide training to students and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture.

Public Employees Are Disaster Service Workers

California Government Code Section 3100

All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed

or,

- A federal disaster declaration has been made

NOTE: No public school employee may leave the school site during an emergency until formally released.
Certificated employees risk losing their teaching credentials

Classified employees may be charged with a misdemeanor

Post Disaster Shelters

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- The American Red Cross has access to schools/public colleges to set up shelters
- Local governments have access to schools/public colleges to set up shelters
- Plan and make arrangements in advance to assure that you are prepared.

Consult Schools as Shelters: *Planning and Management Guidelines for Districts & Sites* (ordering information is available from the Office of Emergency Services)

The Petris Bill

**California Government Code Section 8607**

Requires schools to respond to disasters using the Standardized Emergency Management System (SEMS) by December 1996

- ICS - (Incident Command System) organizes response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration
- EOC - (Emergency Operations Center) is a central area of control using the five basic functions
- Coordinates all efforts with the operational area (county) EOC, city EOC and county office of education EOC
- Requires the incorporation of SEMS into all school plans, training and drills
- Requires the documentation of the use of SEMS during an actual emergency
February 28, 2003


HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance (grants, contracts and other activities) by Fiscal Year 2005.

**Initial compliance deadlines:**

| Phase I: | Initial Staff Training by **Oct. 2004** |
| Phase II: | Identification of Relevant Plans, Procedures and Policies by **Nov. 2004** |
| Phase III: | Modification of Existing Plans, Procedures and Policies by **July 2005** |
| Phase IV: | Supporting NIMS Integration Center Standards by **Sept. 2005** |

*NOTE: Phase IV deadline has been extended to 2007*
Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: the Incident Command System (ICS). As a member of your College’s emergency response team, you will need to be familiar with ICS and the emergency management systems used in California.

**Incident Command System (ICS)**
Developed in the 1970’s by Southern California Fire Protection Agencies, this system was designed to coordinate multi-jurisdictional response. The beauty of ICS is that it is based upon common terminology and on the division of response activities into five functional units that essentially eliminates the possibility of the duplication of efforts. ICS became the model for the state’s system.

**Standardized Emergency System (SEMS)**
Developed in response to the lack of agency and multi-jurisdictional coordination during the Oakland Fires of 1991, SEMS became the statewide standard for coordinated emergency response. All agencies involved in emergency response are legally required to use SEMS. In fact, the state reimbursement of local costs incurred for emergency response/recovery is tied to the use of SEMS.

**National Incident Management System (NIMS)**
After the national tragedy on September 11, 2001, it became clear that the country needed an emergency response system to address incidents that affected the entire nation. The national government looked at the system used in California and used it as a model to develop a national response system called NIMS. It is a FEMA approved emergency response system and will become the national model. National compliance is expected by 2006. FEDERAL reimbursement of local costs incurred for emergency response/recovery is tied to the use of NIMS.

California’s colleges were issued their marching orders in 1994, when the State passed the Petris Bill. This bill requires schools (who are considered to be special districts) to use the SEMS model in planning for, and responding to, school emergencies and disasters. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5, which mandated the development and implementation of NIMS, now requires colleges to integrate that system into their plans as well.
WHAT IS SEMS? (STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)
A standardized approach to emergency management in California using several key concepts:
1) A management tool called the Incident Command System (ICS);
2) Mutual aid systems in which similar organizations assist each other in emergencies; and
3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

WHY USE SEMS?
- To qualify to receive State reimbursement
- To improve coordination between response agencies
- To coordinate flow of information and resources
- To improve mobilization, use and tracking of resources

WHAT ARE THE ELEMENTS OF SEMS?
Key Components:
- ICS is a primary component
- Multi-Agency Coordination System
- Master Mutual Aid System
- Operational Areas
- OASIS
There are FIVE levels:
- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- College District Level (or Cities)
- College Site Level
Key Functions:
- MANAGEMENT/COMMAND
- OPERATIONS
- PLANNING/INTELLIGENCE
- LOGISTICS
- FINANCE/ADMINISTRATION

WHAT IS NIMS? (NATIONAL INCIDENT MANAGEMENT SYSTEM)
A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent is to:
- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Use an ALL-HAZARDS approach.
- Improve coordination and cooperation between public and private entities.

WHY USE NIMS?
- To qualify to receive Federal reimbursement
- To provide a coordinated response
- To standardize domestic incident response that reaches across all levels of government and all response agencies

WHAT ARE THE ELEMENTS OF NIMS?
Key Components:
- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance
Key Organizational Structures:
- ICS - Incident Command System
- Multi-Agency Coordination System
- Public Information Systems
Key Functions:
- MANAGEMENT/COMMAND
- OPERATIONS
- PLANNING/INTELLIGENCE
- LOGISTICS
- FINANCE/ADMINISTRATION
Using SEMS and NIMS in the Emergency Plan

Within SEMS and NIMS, an emergency response organization consists of five Sections:

**Management/Command:**
Responsible for policymaking with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four team members, the EOC Incident Commander, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer. In short: they are *the leaders.*

**Planning/Intelligence:**
Responsible for creating the action plans and checklists that will be used by all of the sections during crisis response and recovery. For Cabrillo College, this section is comprised of four teams: the Situation Status Team, the Documentation Team, the Damage Assessment Team, and the Subject Matter Experts. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management/Command section. Planning/Intelligence are often referred to as *the thinkers.*

**Operations:**
Responsible for response preparedness of the Communications, Search and Rescue, First Aid, Security and Law, Health and Safety, and Building Managers. During a disaster, this section directs response activities of all of these teams and coordinates that response with Management/Command. These folks represent *the doers.*

**Logistics:**
Prior to a disaster, this section is in charge of creating a transportation plan, and ensuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section’s Equipment and Supplies Team provide services, personnel, equipment, materials, and facilities, as needed. This section also includes Crisis Intervention, Maintenance and Operations, Staff and Volunteers, and Sheltering and Special Needs. They are *the getters.*

**Finance/Administration:**
In charge of creating policy and procedure for documenting costs associated with emergency response. This section has two teams, the Recordkeeping Team, and the State and FEMA Documentation Team. During a disaster, they activate contracts with vendors, keep pay records, track receipts, and account for expenditures. Their efforts make it possible for Colleges to reclaim costs associated with response and recovery activities from the state and federal governments. They are called *the payers.*
The Emergency Operations Center

During an emergency, the Management/Command Section gathers together in an area/room to set-up a “command center” also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs. The organizational chart on the following pages outlines the hierarchy in an EOC. Cabrillo College’s EOC is to be set up in SAC East Room 225.

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of EOCs is a standard practice in emergency management.

The Emergency Manager and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all Cabrillo College emergency operations, and coordination with other agencies and the Operational Area EOC. The EOC is partially or fully activated by the EOC Incident Commander (IC), according to the requirements of the situation.

The EOC is organized according to SEMS, as noted earlier in this plan. The EOC Incident Commander and the section chiefs serve as the EOC management team, along with the Public Information Officer, Safety Officer, and Liaison.

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System. That is done at the field (site) level.

The EOC, located in SAC East Room 225, is maintained in a state of readiness for conversion and activation. The facility is used for Meetings and is a designated, but not a dedicated EOC facility. The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC. If an EOC member is unsure of whether to report, he or she should first contact Pat Borden at 479-6306, or any of the potential Incident Commanders, to determine when and where to report. In the event that the primary EOC cannot be used, personnel should report to the alternate EOC at the Sheriff’s Office by the Football Field.
The control of and response to on-site emergencies is the sole responsibility of Cabrillo College’s site teams until first responders arrive. Once they are on-site, incident command transitions to “Unified Command.” This transition is immediately facilitated by an on-site briefing of first responders by the Management Team and Section Chiefs. Following the initial briefing, the Cabrillo College’s EOC Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities.

In the EOC, this means that first responder representatives will essentially be running response activities in consultation with Cabrillo College’s Management Team and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, unless the EOC Incident Commander has deemed it is too dangerous or unsafe for them to do so. Remember, first responders are professionals. Work with them and take your cues from them.
Site Emergency Plans

The Katz Act (California Education Code, Sections 35295-35297), requires that schools have a site disaster plan that outlines roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structures comply with SEMS, and be ready for implementation at all times.

Training

Campus sites are required to complete certain drills and exercises related to emergencies and disasters.

It is recommended that each college complete one fire drill per semester with the goal of evacuating all buildings quickly and in an orderly fashion, thus accounting for all people in the facility. Completion of drills is reported to the College President.

Two self-study California Standardized Emergency Management System (SEMS) approved courses of instruction are recommended for completion by all response team members, including Management Team. They are:

- **SEMS Introductory Course**: For all personnel that may become involved in multi-agency or multi-jurisdictional response at any level. The instructional goal is to provide basic understanding of SEMS, common terms, and information required to work within and support a SEMS response. This course consists of three self-study modules with an optional test and should take 1-2 hours to complete.

- **SEMS Field (ICS) Course I-100 - Incident Command System (ICS) Orientation**: This course is a general orientation to ICS for personnel working in support roles and for off-incident personnel who require a minimum ICS orientation. The instructional goal is to review ICS organization, basic terminology for resources and facilities and responsibilities related to an incident. This course consists of one self-study module with an optional test.

Training Program

This Plan is consistent with the Standardized Emergency Management System (SEMS) guidelines. The guidelines provide standardized training modules with competency
requirements for each level of activation and responsibility. Cabrillo College will need to review the guidelines to identify competency requirements based on this Plan.

At a minimum, the following training program is recommended:

**Orientation**
All Cabrillo College employees should attend a Plan review and EOC orientation training either as a facilitated class or as computer-based training through the College’s website.

**Management Table Top Training**
The Administrative Leadership and staff with emergency assignments in the EOC should attend periodic special management Tabletop Training in order to become familiar with the applied theory of the Incident Command System and functional management coordination. The training should include a detailed overview of how the Santa Cruz Operational Area, various Offices of Emergency Services and other agencies coordinate with the College.

**Table Top Exercise**
All District employees with emergency management response assignments should participate in one facilitated Table Top Exercise annually. This is not a full functional drill, but is a discussion-based, guided review of policies and procedures. It should be conducted at the EOC site and the scenario topics should vary to address a variety of incidents and conditions.

**Communication Tests**
Cabrillo College should test all communication systems and protocols at least once a year, and after significant changes in the system. Directories and procedures in the Checklists should be updated after each test.

**EOC Functional Exercise**
Cabrillo College should conduct at least one EOC functional exercise annually, simulating an actual incident or disaster. This serves to practice policies, procedures and decision-making skills. The exercise can be for the College alone, or in conjunction with outside agencies. This is the most effective method of training staff. Shortly after the functional exercise, a lessons-learned workshop should be held involving all that participated.
Earthquakes are sudden releases of strain energy stored in the earth’s bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are probable, if not predictable, events. Every occupant and developer in Santa Cruz County assumes seismic risk because the County is within an area of high seismicity. More than ten severe earthquakes have impacted San Francisco Bay Region during historic times.

The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be triggered by dam or levee failure resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

A fault is a fracture in the earth’s crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines.

The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake’s duration, its related number of significant stress cycles, and its accelerations.
<table>
<thead>
<tr>
<th>Descriptive Title</th>
<th>Richter Magnitude</th>
<th>Intensity Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Earthquake</td>
<td>1 to 3.9</td>
<td>Only observed instrumentally or felt only near the epicenter.</td>
</tr>
<tr>
<td>Small Earthquake</td>
<td>4 to 5.9</td>
<td>Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.</td>
</tr>
<tr>
<td>Moderate Earthquake</td>
<td>6 to 6.9</td>
<td>Moderate to severe earthquake range; fault rupture probable.</td>
</tr>
<tr>
<td>Major Earthquake</td>
<td>7 to 7.9</td>
<td>Landslides, liquefaction and ground failure triggered by shock waves.</td>
</tr>
<tr>
<td>Great Earthquake</td>
<td>8 to 8+</td>
<td>Damage extends over a broad area, depending on magnitude and other factors.</td>
</tr>
</tbody>
</table>
Activation Levels of the EOC

The decision to activate the EOC will be made by the President or Designee or the security officer on duty. Any of these positions may convene an ad-hoc advisory group (Pre-Activation Team) to assist in this determination.

Upon declaration of the Level 2 or Level 3 emergency, the EOC Incident Commander (President) shall determine which positions to activate and direct their activities.

Each Section Chief will oversee the mobilization of their respective units, and be responsible for the activation of their Sections. The Section Chiefs may also work with the
Public Information Officer to send announcements to the media notifying selected groups of employees that they are or are not to report to work.

Activation of the College EOC means that at least one College official implements SEMS as appropriate to the scope of the emergency and the College’s role in response to the emergency. The College EOC is activated when routine use of resources needs support and/or augmentation. The College official implementing SEMS may function from the EOC or from other locations depending on the situation.

Activated EOC’s may be partially or fully staffed to meet the demands of the situation. The College maintains three EOC staffing levels that can be applied to various situations. Activation criteria are the following.

**Level 1 – Standby/Alert**

The emergency includes incidents that can be managed using normal response operations. The EOC is not activated, but appropriate EOC personnel are informed and placed on alert status.

**Level 2 – Partial Activation**

The emergency can no longer be managed using normal procedures. The EOC is partially activated, i.e. some, but not all positions are filled, to coordinate and support the response to the incident. One or more (Department Operations Centers (DOCs) may be activated, depending upon the nature of the incident. EOC staffing decisions are made by the EOC Incident Commander, and depend on the circumstances surrounding the event.

**Level 3 – Full Activation**

A major emergency, such as an earthquake or significant terrorist event. The EOC is activated in either its primary or secondary location. All or most EOC positions and DOCs are activated. All emergency personnel should report for duty. A campus proclamation of emergency is declared during a Level 3 emergency.
## ACTIVATION OF THE EOC

### EOC Activation Guide

<table>
<thead>
<tr>
<th>Event/Situation</th>
<th>Activation Level</th>
<th>EOC Staffing</th>
<th>DOCs Activated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe Weather Advisory Moderate incidents involving 2 or more departments Earthquake Advisory Flood Watch Localized power failures</td>
<td>One (Standby/alert)</td>
<td>EOC Incident Commander Planning Section Coordinator</td>
<td>One or more DOCs may be activated</td>
</tr>
<tr>
<td>Moderate Earthquake Wildfire affecting campus Major wind or rain storm Large incidents involving 2 or more DOCs Imminent Earthquake Alert Extended campus-wide power Outages</td>
<td>Two (Partial activation)</td>
<td>EOC Incident Commander All Section Coordinators and Branches as appropriate to situation</td>
<td>Multiple DOCs activated</td>
</tr>
<tr>
<td>Major campus or regional emergency. Multiple DOCs and all departments, with heavy resource involvement Major earthquake Significant Terrorist Event</td>
<td>Three (Full activation)</td>
<td>All EOC Positions</td>
<td>All DOCs activated</td>
</tr>
</tbody>
</table>
EOC Activation Checklist

Upon arrival of the first person at the Emergency Operations Center:

- EOC Activation is ordered by the Emergency Operations Center Director Incident Commander (President) or designee and will call the Section Chiefs.
- Upon activation, personnel assigned to positions on the EOC Team report to the EOC location and check in with Section Chiefs.
- Conduct EOC function and incident/situation briefing.
- Issue seat assignments and confirm shift assignments.
- Obtain identification vest and credentials.
- Begin activity logs.
- EOC Planning Section assists the EOC Incident Commander in staffing needs and acquires additional support as needed.
- Communications Unit checks communications equipment (telephones, fax machines, radios). Assistance available from the Communications Team.
- Logistics Supply Team locates and lay out necessary supplies and materials.
- All EOC Team members review and start working off Position Checklist.

EOC Equipment and Supplies Checklist

Equipment and supplies should be sufficient for prolonged operation of the fully staffed EOC. The following is a recommended supply list:

| Communications equipment: Radios, cell phones, walkie-talkies (TBD) | Flashlights/emergency lighting |
| Furniture – desks/tables and chairs for all positions, conference tables and chairs | Uninterruptible Power Supply (UPS) for computers |
| Computers and printers | TV, VCR, AM/FM Radio |
| EOC forms and logs | Displays, maps, charts, white boards |
| Copier & copy paper | Administrative |
| Supplies and office equipment (pens, pencils, staplers/staples, note paper) | First Aid and Sanitary Supplies |
| Emergency generator | Blankets and other items for a sleeping area |
| Kitchen equipment and supplies | Janitorial Supplies |
| | Food supply |
Deactivation of the EOC

- EOC Management will notify Sections when they are no longer required in the EOC.
- Liaison Officer will notify State Warning Center, OES Regional Emergency Operations Center, Operational Area EOC, and other appropriate organizations of the expected planned deactivation.
- All Positions must ensure that any open actions not yet completed will be handled after the deactivation. EOC Units should work through their respective Section Chiefs to ensure transition to normal operations.
- Ensure that all required forms or reports are completed prior to deactivation. Verify that all FEMA documentation is provided to Section Coordinators/EOC Management.
- Have copies made of all your logs, reports, messages, and any other documents you used and received in the EOC. Leave originals in your position binder and keep copies for a period of one year or as directed.
- Be prepared to provide input to the After-Action report.

EOC Closeout Checklist

- Liaison:
  - Notify appropriate agencies and individual sites that EOC is being closed.
- Planning and Intelligence Chief:
  - Collect data, logs, situation reports, message forms, and other significant documentation.
  - Place in a secure file box.
  - Mark the outside with the date and any state or federal numbers associated with the response.
  - Deliver the information to the Administration & Finance Section Chief.
- Logistics Chief:
  - Fold and repack reusable maps, charts, and materials.
  - Collect and box all office supplies and unused forms.
  - Make a list of all supplies that need replacement and forward to the Logistics Section Chief.
  - Return vest and identification credentials.
- All EOC Team members
  - Log out.
  - Leave work areas in good order.
- EOC Incident Commander:
  - Debrief and implement critical incident stress management
EMERGENCY PLANNING PHASES

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents. Education of students and teachers is important.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.
**Sustained:** As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

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**Recovery Phase**

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.
Essential response departments have Department Operations Centers (DOCs) and DOC Plans to coordinate the actions of their personnel and to facilitate communication to and from the EOC. Campus DOCs include:

- Sheriff’s Substation on Campus
- Labs (Science)
- Environment, Health & Safety (EH&S)
- Maintenance & Operations/Science Depts.
- College Health Services
- Information Systems & Technology
- Human Resources

DOCs may activate independently, in response to localized events that require extraordinary attention (e.g. power failure, Internet failure or attack, civil disturbance, etc.) Upon independent DOC activation, DOC Director shall contact the Sheriff’s Department to apprise her/him of the situation. DOCs may also be directed by the EOC to activate during an emergency.

The EOC will provide interdepartmental coordination of activities and will establish operational priorities for the DOCs. The DOCs will automatically work to restore their critical business functions and will take action on pre-determined high priority response activities.
The campus has been divided into zones called Emergency Management Areas (EMAs), where field Command Posts will be established in a campus-wide emergency. These Command Posts, staffed by building personnel at each EMA assembly area, will provide a standardized process for site incident command of emergency operations in the field. Command posts will also provide a contact point for teams and arriving resources, radio communications with the EOC, a process for requesting resources, and assisting people on site to emergency services (i.e., medical, Sheltering & Special Needs). This is also where Building Managers will be stationed to receive status reports and requests for assistance. Generally, there will be one Emergency Management Area per building.

**DEMOBILIZATION AND TERMINATION OF THE DOC**

The President will determine when to deactivate the EOC and transition to normal campus operations. There may be several levels of transition prior to the eventual resumption of normal operations.

**OFF-CAMPUS ASSISTANCE AND MUTUAL AID**

Neither Cabrillo College nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. These mutual aid providers may be generally divided into two categories: **Inter-campus** and **Non-College**.

**Inter-Campus**

Between the main campus and the Watsonville Center, there should be close communications to fulfill all emergency needs.
The EOC Incident Commander may request local, county, and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be requested through specific procedures. State-level resources may be requested through protocol established by the State Office of Emergency Services. The College may call upon local mutual aid, requesting assistance from the Santa Cruz County Operational Area to access state resources. The Campus may also participate in disaster sheltering activities in conjunction with the American Red Cross.
Emergency Radio Use and Instructions

- Install two AA batteries (in the bag with the radio).
- Turn radio on (volume, medium to high)
- Channel 1 is the default (radio always starts on 1)
- Use Channel 1 unless instructed by Incident Command to change.
- Push transmit button to talk, release to listen.
- Keep communications short and efficient to keep the frequency clear for emergency communications.
- Leave the radio on for the duration of the emergency.
- Advise the Command Center if the battery 'low' indicator comes on. A runner will bring you fresh batteries.

Campus Communications

Relaying Building Information to the EOC: The Department and Building Managers act as the "eyes and ears" of the EOC, providing accurate up-to-date information about emergency incidents to the EOC Planning & Intelligence Section. The Operations Section will also receive emergency information directly from emergency personnel in the field. Together, this information provides the basis for initiating the emergency response and mutual aid support.

Relaying Information from the EOC to Buildings: Building Managers will disseminate information received over their radio or via runners from the EOC. The campus Public Information Officer will prepare public announcements regarding the status of the campus. These announcements will be recorded at the campus emergency telephone number posted on the campus emergency web site (479-NEWS), and broadcast on the campus radio station. Announcements regarding the campus and surrounding area may be made through the mass media. The campus may also make announcements over the Public Address system if necessary.

Use of the Campus Alerting and Warning System: The EOC has a number of methods of communicating with the campus community and general public after a disaster. Public announcements may be made to the mass media through the Public Information officer. These and other announcements will also be recorded at the campus emergency telephone number 479-NEWS posted at the campus emergency web site. The County’s Emergency Broadcast Station may also carry messages regarding the status of the campus and surrounding areas. Depending on the scope of the disaster and the type of information to be disseminated, the EOC may also use one or a combination of the following methods to provide information: e-mail, web sites, electronic bulletin boards, voice mail, phone trees, and runners implemented by Building Managers.
CAMPUS EVACUATION GUIDELINES

Should it become necessary to evacuate the entire campus, one area, or just one building the campus has procedures in place. The following information is a distillation of these procedures; please also refer to campus policy on the evacuation of disabled persons.

Campus Wide Evacuations

In a campus-wide emergency the decision to implement evacuation procedures rests with the President and Fire and Sheriff’s department or the EOC Incident Commander, if the EOC is activated. In situations requiring immediate action, public safety responders (Police, Fire, EH&S) can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials. In a major earthquake, individuals should “Drop, Cover, and Hold”: take cover until the shaking stops, and then evacuate to their building’s Emergency Assembly Area and wait for information from campus emergency services personnel.

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

Building Evacuations

These emergencies may include a building fire or fire drill, localized hazardous materials spill, or bomb threat. In a building-specific incident, follow these evacuation guidelines: When a fire alarm sounds everyone must evacuate, in accordance with California state regulations. In the event of a bomb threat, the Sheriff has sole authority to assess the credibility of the threat and to determine whether to evacuate the site. For incidents involving hazardous materials, established department protocols for notification and response should be followed.

The Building Managers will ensure that all members of their building (and any related students or visitors) proceed to the Emergency Assembly Area (EAA) for their particular building. The Building Manager serves as liaison to the EOC to communicate that the building is appropriately secured and that all personnel are accounted for.
FUNCTIONAL ROLES

Every Cabrillo College employee and student can potentially play a role in Campus Emergency Operations Plan. Perhaps the most critical aspect of the Emergency Operations Plan is communication; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of evolving incidents.

Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The Dean of Student Services provides information to help students know what to do in emergencies and how they can prepare ahead of time.

Role of Faculty and Staff

Every member of the faculty and staff should read and understand both their Building and Department Emergency Plans and familiarize themselves with campus emergency procedures and building evacuation routes. Employees should be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention, establish contact with their Building Manager, and evacuate the building to predesignated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

Actions
1. Maintain order and provide for the welfare and safety of staff and students in your area. Ensure that people with disabilities are given appropriate assistance. If Police or Firefighters are present, follow their instructions.
2. In case of injuries:
   1) Call 911 (be very specific about your location on the campus)
   2) Use first response first aid techniques (see First Aid Appendix)
   3) Notify Campus Health Services (ext. 6435)
   4) Notify Command Center (ext. 6313, use the walkie-talkie in this binder, or call the campus police cell phone at 212-8464 at Aptos campus, or 212-8466 at Watsonville campus.)
3. If you DO have specific duties assigned within the Incident Command System, assume those responsibilities now.
4. If you DO NOT have assigned duties, see the Building Manager for your building for an assignment.
You may be assigned additional duties by members of the Incident Command Team.
Role of the Building Manager

In the event of an emergency, the Building Manager is responsible for coordinating safe evacuation. The Building Manager acts as the liaison to the EOC.

PREPAREDNESS

Building Managers should be familiar with the layout/hazards/personnel of their assigned buildings and the EOP and their duties.
PART 4
EOC MANAGEMENT AND CHECKLISTS
Divisions of Labor

Each one of the five functions has certain roles and responsibilities during a disaster or school emergency. The Management Section oversees response activities in consultation with the coordinators of the Operations, Logistics, Planning/Intelligence, and Finance/Administration Sections. Each of these sections in turn, has a team or teams tasked with implementing very specific components of the school emergency response plan. These teams and their affiliate Sections are outlined in the chart, below.
**MANAGEMENT/COMMAND**

During a campus emergency, the Management Team is responsible for coordinating all response activities. This Team is comprised of the EOC Incident Commander, the Public Information Officer, the Safety Officer and the Liaison Officer.

- **EOC INCIDENT COMMANDER** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning/releasing staff as needed. The Cabrillo College EOC Incident Commander is the only person authorized to speak to the media, unless he/she requests the PIO to represent him/her to the media.

- **PUBLIC INFORMATION OFFICER (PIO)** acts as the liaison between the College, the media and the public. The PIO must be aware of all incident response activities and prepares press releases, scripts or talking points for EOC Incident Commander or himself.

- **SAFETY OFFICER** is charged with the safety of students, staff, and others on campus during response activities. The Safety Officer has the authority to stop any response activity that would create an unsafe situation or put anyone at risk. This position is also responsible for assuring that all utilities are checked and turned off, if necessary.

- **LIAISON** is the point of contact/coordination between the EOC Incident Commander and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities.
Management Checklist  

EOC INCIDENT COMMANDER

The EOC Incident Commander is the person responsible for the conduct of emergency/disaster operations on-site. One of the EOC Incident Commander's primary functions is to activate the Emergency Operation Center (EOC). During the emergency/disaster, the EOC Incident Commander oversees and directs response activities until relieved by an alternate EOC Incident Commander, or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the EOC Incident Commander is charged with ensuring the safety of students, staff, volunteers and Cabrillo College visitors. The EOC Incident Commander is also the ONLY authorized spokesperson to conduct on-camera or live radio interviews, unless assigned to the PIO.

Start-up Actions/Activation

- Sign in at the Check-In desk
- Open Go-Kit and put on personal safety equipment and position identifier
- Read position description
- Locate and set up work space
- Assess nature and scope of emergency/disaster
- Determine level of threat to people and facilities
- Implement emergency/disaster plan appropriate to situation
- Activate Section Chiefs and team leaders as needed
- Fill in the EOC Staffing form as positions are filled
- Make sure you have a backup or alternate EOC Incident Commander

Operational Duties

- Assume duties of all positions until staff is available or assigned
- As positions are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Monitor overall response activities by staying in communication with Section Chiefs
- Issue regular reports to Santa Cruz County Op Area EOC (if appropriate)
- Work with Planning and Intelligence Chief to write Action Plan and revise as situation warrants
- Authorize Public Information Officer (PIO) to release written information to the appropriate agencies
- Conducts on-camera or live radio interviews with the media as the authorized spokesperson during the incident
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Activity Log
### Closing Down/Deactivation

- Direct Section Chiefs to ensure the close out of all Activity Logs and to compile final response-related documentation
- Direct Section Chiefs to Collect, file, and secure all logs, reports, and response related documentation which needs to be submitted to the Recordkeeping Team
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Authorize deactivation of teams as appropriate and ensure that all pending actions will be completed after deactivation
- Terminate all response activities when incident is resolved
- Initiate recovery operations
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

### Go-Kit

- Cabrillo College Emergency Plan
- Cabrillo College site map and map of all off-site Cabrillo College sites
- Staff master roster and visitor list, if available
- Job description checklists
- Walkie-talkie/FRS
- AM/FM radio (w/batteries)
- Bullhorn
- Whistle
- Pens, pencils and paper
- Vest and/or ID badge
- Hard hat/safety equipment
- Flashlight

### Supplies/Equipment

- Table and chairs *(if EOC has to be moved outside)*
- Computer or laptop, if available

### Information Resources

- Organizational Chart (see Part 1)
- Section Team Rosters (see Part 1)
- Emergency Contact List (see Part 1)
Forms

- Proclamation of a Campus State of Emergency

Located in Part 6: FORMS
- Action Plan & Staffing List
- Activity Log
- Emergency Resources Summary
- Management Situation Report
- Message Form
- Planning & Strategy Worksheet
- Scheduled Briefings/Meetings
- Section Tasks
- Staff Release Log
WHEREAS, CABRILLO COLLEGE emergency policies and procedures empower the President to proclaim a Campus State of Emergency, when a campus(es) has been affected by an emergency or disaster; and

WHEREAS, the President does hereby find that conditions of peril to the safety of persons and property have arisen within the ________________________________ campus, ________________________________ caused by ________________________________, commencing on or about ________________________________, on the date of ________________________________, warranting the necessity for, and proclamation of, a Campus State of Emergency;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the President of the Cabrillo College.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of Santa Cruz and the Cabrillo College Board of Trustees.

_________________________________   ______________________________
President                                                            Date
The Public Information Officer (PIO) is responsible for the release of official statements during emergency/disaster operations. The PIO’s “job” is to prepare information about the incident and response activities for the EOC Incident Commander to provide to the media until the Santa Cruz Op Area PIO is available. The PIO may speak to media if requested by the EOC Incident Commander.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Read Position Description
- Meet with EOC Incident Commander, Management Team and Section Chiefs
- Locate and Set up work space
- Consult with the Op Area EOC Schools’ Rep or Op Area PIO (if available) to coordinate information release

Advise on-site media of time of first press release or press conference

### Operational Duties

- **Remember Shift Changes** and establish a process for briefing the incoming staff
- Keep updated on response activities
- Schedule regular press conferences *if appropriate*
- Prepare all written communication related to the incident
- Get approval of EOC Incident Commander for all press releases/statements (*see Guidelines for Speaking to the Press*)
- Prepare talking points or scripts for the EOC Incident Commander to use during on-camera or live radio interviews with the media
- Remind staff and volunteers to refer all questions from community and/or the media to the PIO
- Arrange for the translation of announcements and response-related information *(as needed)*
- Monitor news broadcasts and correct any misinformation as soon as possible
- Make sure that the EOC Incident Commander is aware of all media-related incidents
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Activity Log
Public Information Officer

Closing Down/Deactivation

- Release PIO staff and volunteers when directed by EOC Incident Commander
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Cabrillo College Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- AM/FM Radio (w/batteries)
- Walkie-talkie/FRS
- Clipboard and paper
- Pens/Sharpies/Dry Erase Markers
- Scotch tape/masking tape/duct tape
- Scissors
- Cabrillo College site maps, regional/neighborhood maps and maps of all off-site Cabrillo College programs
- List of media contacts
- Joint Information System contacts for Schools

Supplies/Equipment

- Newsprint or dry erase board and portable easel
- “Media Here” Sign

Resource Information

- Guidelines for Speaking to the Press
- Sample Press Release
- Joint Information System (JIS) for Cabrillo College

Forms

Located in Part 6: FORMS
- Activity Log
Message Form
Guidelines for Speaking to the Press

When speaking to the press about campus emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements
- **Re-state** the nature of the incident; its cause and time of origin
- **Describe** the size and scope of the incident
- **Report on** the *current* situation
- **Speak about the resources** being utilized in response activities
- **Reassure** the public that everything possible is being done
- **DO NOT release any names**
- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners
- **Avoid speculation; do not** talk “off the record”
- **Do not use** the phrase “no comment”
- **Set up** press times for updates
- **Control** media location
**SAMPLE PRESS RELEASE**

Event: EARTHQUAKE  
Date: August 27, 2007

Release #: 001  
Time: 8:00 A.M.

**TITLE OF RELEASE:** LARGE EARTHQUAKE CAUSES MODERATE DAMAGE TO THE CABRILLO COLLEGE BUILDING

FOR IMMEDIATE RELEASE

EXAMPLE........At 5:25 a.m. on August 27, 2006 an earthquake measuring 7.2 on the Richter Scale caused moderate damage to the Cabrillo College building located at ______________ in Santa Cruz County, CA. There are no reports of injuries available. Search and Rescue crews are searching the building at this time. Roadways leading to the Cabrillo College site have been damaged and the overpass between upper and lower campus is closed. The public is asked to remain clear of the area to allow emergency responders to access the site.

Due to the magnitude of the earthquake and the damage throughout the county, the Santa Cruz County Operational Area Emergency Operations Center has been activated. Additional information can be obtained by called the Op Area Hotline.

Further details will be provided when available.

Next Scheduled Release: As needed

###
PROPOSED PROCESS:

1. Incident occurs at a campus site
2. Campus communicates with Cabrillo College EOC
3. College communicates with Schools’ Rep in Santa Cruz County Op Area EOC
4. Schools’ Rep in Op Area EOC will coordinate information and maintain communication with Coastal Region EOC
5. County Op Area EOC will maintain an up-to-date report on the incident status throughout the county
6. Santa Cruz County Op Area EOC will coordinate any response activities and will provide information to the public via the media
Management Checklist

SAFETY OFFICER

The Safety Officer is responsible for ensuring that all response activities are conducted safely. Safety Officer is also responsible for checking utilities and shutting them off when necessary.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Read Position Description
- Meet with EOC Incident Commander, Management Team and Section Chiefs
- Locate and Set up work space

### Operational Duties

- Remember Shift Changes and establish a process for briefing the incoming staff
- Check all utilities (gas, water and electricity) and shut off as necessary. NOTE: shut off gas ONLY if leaking!
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on Section Activity Log
- Monitor emergency response activities for safe practices
- Identify and mitigate, to the extent practicable, on-site hazards and unsafe situations
- Stop or modify any unsafe activities/operations
- Ensure that Cabrillo College teams are using appropriate safety equipment
- Anticipate situation/problems before they occur
- Consider probable situation changes (aftershocks, etc.) and how they will affect response activities
- Keep the EOC Incident Commander apprised of and alert to any potential problems

### Closing Down/Deactivation

- Release Safety staff and volunteers when directed by EOC director
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
Safety Officer

Go-Kit

- Cabrillo Emergency Plan
- Job Description clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, paper and clipboard
- Walkie-talkie/FRS
- Cabrillo Site Map showing location of all utilities

Forms

Located in Part 6: FORMS
- Activity Log
- Message Form
The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during an emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.

<table>
<thead>
<tr>
<th>Management Checklist</th>
<th>LIAISON OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start-up Actions/Activation</strong></td>
<td></td>
</tr>
<tr>
<td>- Sign in at the Check-In/Out desk</td>
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<tr>
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<tr>
<td>- Locate and Set up work space</td>
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<tr>
<td>- Meet with the EOC Incident Commander, Management Team and Section Chiefs</td>
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</tr>
<tr>
<td><strong>Operational Duties</strong></td>
<td></td>
</tr>
<tr>
<td>- Remember Shift Changes and establish a process for briefing the incoming staff</td>
<td></td>
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<tr>
<td>- Brief agency representatives on the status of the situation, response priorities, and the incident action plan</td>
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<tr>
<td>- Ensure the coordination of efforts by keeping the EOC Incident Commander informed of agency action plans</td>
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<tr>
<td>- Provide periodic updates to agency representatives as necessary</td>
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<tr>
<td>- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log</td>
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</tr>
<tr>
<td><strong>Closing Down/Deactivation</strong></td>
<td></td>
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<tr>
<td>- Release Liaison staff and volunteers when directed by the EOC Incident Commander</td>
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</tr>
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<td></td>
</tr>
</tbody>
</table>
Go-Kit

- Cabrillo College Emergency Plan
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, paper and clipboard
- Walkie-talkie/FRS

Forms

Located in Part 6: FORMS
- Activity Log
- Message Form
OPERATIONS

The Operations Section is responsible for carrying out all emergency response activities. Those responsibilities are coordinated by the Section Chief and carried out by the Communications, Search & Rescue, First Aid, Security & Law, Health & Safety, and Building Managers Teams.

- **COMMUNICATIONS** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in incidents and emergencies.

- **SEARCH AND RESCUE** is tasked with safely conducting on-site search and rescue activities post-disaster.

- **FIRST AID** is tasked with coordinating on-site medical response and care during emergencies. This team is also responsible for establishing an on-site morgue when needed.

- **SECURITY & LAW** is responsible for evacuating the building and making sure no one returns inside. This team is also responsible for identifying and mitigating on-site hazards following an emergency. This team is also charged with site security.

- **HEALTH & SAFETY** is tasked with the health of all people on campus, including assuring proper safety equipment, such as gloves, hard hats, goggles, and latex gloves.

- **BUILDING MANAGERS** are tasked with safely conducting evacuations of all people in buildings and reporting the status to the EOC.
Operations Checklist

The Operations Section Chief is responsible for initiating and directing the “hands on” response to a disaster/emergency at the Cabrillo College site through the activities of the following teams:

- Communications
- Search & Rescue
- First Aid
- Security & Law
- Health & Safety
- Building Managers

**Start-up Actions/Activation**

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Read position description
- Meet with the EOC Incident Commander, Management Team and Section Chiefs
- Locate and set up work space
- Activate Team Leaders, as needed
- Assume lead of all Operations Teams until staffed
- Meet with Team Leaders and assist them in initiating their team’s response activities

**Operational Duties**

- As the Section Leader(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming Section Chief and staff
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Keep EOC Incident Commander informed of field activities
- Notify Logistics Team if additional supplies or staff is needed
- Coordinate Search and Rescue Operations with the Management Team
- Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Team
- Ensure that all Operations Teams are documenting their activities and utilizing proper safety protocols
### Closing Down/Deactivation

- Release Operations Teams when directed by EOC Incident Commander
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Gather all logs, reports, and response-related documentation from Team Leaders and submit to the Recordkeeping Team
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

### Go-Kit

- Cabrillo College Emergency Plan
- Job description clipboard
- Vest and/or ID badge
- Hard hat/safety equipment
- Pens, pencils, paper and clipboard
- Walkie-talkie/FRS
- On-site supply storage lists
- Site maps and regional/neighborhood maps
- AM/FM Radio with batteries

### Forms

Located in Part 6: FORMS

- Activity Log
- Emergency Resources Summary
- Initial Situation Status Report
- Message Form
- Planning & Strategy Worksheet
- Site Inventory
- Site Status Report
- Staff Release Log
Operations Checklist

Communications is responsible for the setup, installation and maintenance of communication equipment to facilitate verbal and written communications with both on-site and with the off-site Cabrillo College Programs and Districts.

Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with Communications Team Leader for a briefing
- Locate and set up work space
- Activate Team members as needed
- Assume team member responsibilities until staffed
- Set-up communications center
- Test equipment

Operational Duties

- Ensure the ongoing function of all communications equipment
- Coordinate all communications
- Keep an accurate log of all communications (incoming and outgoing)
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Prepare messages for relay via runners
- Monitor radio station(s) for local emergency news
- Refer all media requests to the PIO
- Generate Situation Status Report when directed by the Team Leader

Closing Down/Deactivation

- Close out all logs and pending messages, and turn over to Team Leader
- Return all equipment and supplies to Logistics
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Team Checklist and Contact Information
- Walkie-talkies/FRS
- Map of Cabrillo College facility
- Pens, pencils, paper and clipboards
- Hard hats and vests/safety equipment
Communications

Supplies/Equipment

- Tables and chairs
- Power Strip
- Extension cord
- File boxes
- Computer or laptop, if available
- Communications Equipment

Forms

Located in Part 6: FORMS
- Activity Log
- Message Form
The Search and Rescue (S&R) Team Leader is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. The Search and Rescue Team Leader is also responsible for ensuring the safety of his/her teams while they are in the field.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Read position description
- Activate team members as needed
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Locate and set up work space
- Ensure all teams are properly outfitted
- Visually inspect outgoing teams’ gear and perform radio check.
- Distribute a map to each team delineating their area of responsibility

### Operational Duties

- Assume the duties of team positions until staff is available or assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Dispatch teams to high priority areas first; assign teams to routine site S & R after priority areas have been secured. Remain at the S&R Command Post to stay in contact with the S & R Teams
- Ensure teams’ progress is recorded in Section Activity Log and on site map as information is called in (mark rooms with “C” as they are reported “clear”)
- When injured staff, students or visitors are located, check in with Operations Section Chief and notify First Aid Team
- Gathers Situation Status Update Forms and relays information to the OPS Section Chief
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
Emergency Operations

Version 1.2

Search & Rescue

Closing Down/Deactivation

- Release team members when directed by the Section Chief
- Record the return of all S & R teams
- Direct team to return all equipment to Logistics
- Gather all logs, maps and other documentation from Team members and turn into Section Chief
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Team Leader Checklist
- Team Checklist and Contact Info
- Roster of staff and visitors
- Hard hat, vest and safety equipment
- Job Description Clipboard
- Map of COE site
- Walkie-talkie/FRS
- Flashlight w/batteries
- Pens and paper

Supplies/Equipment

- Table and chair
- White Board or newsprint flipchart
- Markers erasable or permanent

Resource Information

- Hailing System

Forms

Located in Part 6: FORMS
- Activity Log
- Message Form
Entrapped Victim Locating Method

- Place rescuers in calling and listening positions around the search area
- Rescue team leader calls for silence and all work in the area stops
- Go "around the clock" each rescuer calls or taps some object
- All rescuers listen and try to get a "fix" on any sound they may hear
- Any sound heard should be verified with at least one additional "fix" from another angle
Search Methods and Marking:

- **For a Known Location of Victim**
- Go the most direct and safest route to the victim.
- **For Unknown Location of Victim**
- Multiple Rooms
- Entering: Go Right and stay right
- Stay in contact with the wall
- Exiting: Go Left and stay left
- Stay in contact with the wall
Large Open Areas

Line Search

Spread team members straight across the open area

Slowly walk through the area to the other side

Team members on the ends of the line search perimeter rooms using "go right-stay right" method.
Search Markings

Must be easy to read, easy to make, easy to understand

Use chalk, paint, crayon, or tape

Start the marking symbol when you enter the room or structure

Complete the marking symbol when you leave the room or structure

Make this mark when you ENTER structure or room

Complete the mark when you EXIT the structure or room
then identify victims or hazards

DATE/TIME COMPLETE

TEAM NUMBER

HAZARDS

VICTIMS STILL INSIDE & CONDITION
First Aid is responsible for coordinating Cabrillo College’s emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of the Team and notifying the Operations Section Chief of the need for outside assistance. First Aid is also charged with calling for and directing the establishment of an on-site morgue when warranted.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Read position description
- Activate team members as needed
- Attend a briefing with the Operations Section Chief and other Operations Team Leader
- Determine if medical needs exceed scope of on-site team *(if so, have Operations Section Chief notify Management Team)*
- Facilitate set-up of first aid treatment area away from public view. Area should be accessible to emergency vehicles
- Establish entry or “triage” station adjacent to first aid treatment area and assign 2 people to this station
- Set-up areas for “immediate” and “delayed” treatment and assign 2 staff per station
- If needed, request that the Ops Chief contact Crisis Intervention Team Leader to set-up intervention/counseling area
- Gathers Situation Status Update Report from Team and relays information to OPS Section Chief

### Operational Duties

- Assume the duties of team positions until staff is available or assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Oversees/monitors the assessment, care and treatment of patients
- Ensures caregiver and rescuer safety *(i.e., universal precautions)*
- Maintain open line of communication with Search and Rescue and Crisis Intervention
- Provides staff for “field” injury response/treatment
- Requests additional personnel from Logistics
- Reports deaths and any other critical information immediately to Section Chief
- Determines need for morgue set-up and chooses location
- Monitors situation for communicable diseases
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Activity Log
Cabrillo College

Emergency Operations Plan
Version 1.2

First Aid

Closing Down/Deactivation

- Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- Releases medical teams per direction of the Section Chief
- Gathers all logs and other documentation from Team members and turn them into Section Chief
- Makes sure all equipment and reusable supplies are returned to Logistics
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Checklist
- Contact Information
- Cabrillo College Site Map
- Job description clipboard
- Hard hat/vest/safety equipment
- Rubber gloves (box)
- Roster of staff and visitors
- Walkie-talkie/FRS
- Pens, pencils, paper and clipboard
- Quick reference medical guides

Supplies/Equipment

- Table and chairs
- First Aid Kit (*see recommended supply list)
- Ground cover/tarps
- Stretchers
- Blankets

Resource Information

- Triage Guidelines
- S.T.A.R.T. Plan Triage Checklist
- Disaster Medical Supplies
- Blood borne Pathogen Plan (In Resource Binder)
<table>
<thead>
<tr>
<th>Located in Part 6: FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Activity Log</td>
</tr>
<tr>
<td>• First Aid Log</td>
</tr>
<tr>
<td>• First Aid Supplies</td>
</tr>
<tr>
<td>• Medical Treatment Log</td>
</tr>
<tr>
<td>• Message Form</td>
</tr>
<tr>
<td>• Staff Trained in First Aid and CPR</td>
</tr>
</tbody>
</table>
Triage Guidelines

Triage is defined as the sorting of patients into categories of priority for care based on injuries and medical emergencies. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (Simple Triage And Rapid Treatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

<table>
<thead>
<tr>
<th>TRIAGE Priorities</th>
<th>Highest Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Airway and breathing difficulties</td>
<td></td>
</tr>
<tr>
<td>2. Cardiac arrest</td>
<td></td>
</tr>
<tr>
<td>3. Uncontrolled or suspected severe bleeding</td>
<td></td>
</tr>
<tr>
<td>4. Severe head injuries</td>
<td></td>
</tr>
<tr>
<td>5. Severe medical problems</td>
<td></td>
</tr>
<tr>
<td>6. Open chest or abdominal wounds</td>
<td></td>
</tr>
<tr>
<td>7. Severe shock</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Second Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Burns</td>
<td></td>
</tr>
<tr>
<td>2. Major multiple fractures</td>
<td></td>
</tr>
<tr>
<td>3. Back injuries with or without spinal cord damage</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Third Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fractures or other injuries of a minor nature</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Lowest Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Obviously mortal wounds where death appears reasonably certain</td>
<td></td>
</tr>
<tr>
<td>3. Obviously deceased</td>
<td></td>
</tr>
</tbody>
</table>
**S.T.A.R.T. Plan Triage Checklist**

**Simple Triage And Rapid Transport**

This method allows rapid identification of those patients who are at greatest risk for early death, and the provision for basic life-saving stabilization techniques.

**Initial contact**

- Identify self, and direct all patients who can walk to gather and remain in a safe place. Sort these people **GREEN**
- Begin evaluating the non-ambulatory patients where they are lying.

**Assess respiration (normal, rapid, absent)**

- If absent, open airway to see if breathing begins
- If not breathing, sort **BLACK** (dead) DO NOT PERFORM C P R
- If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, sort **RED** (attempt to use a bystander to hold airway open)
- If respiration is normal, go to next step

**Assess perfusion (pulse, bleeding)**

- Use the capillary refill test to check radial (wrist) pulse
- If capillary refill test is greater than 2 seconds, or radial pulse is absent, sort **RED**
- If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- Any life threatening bleeding should be controlled at this time, and if possible, raise patient’s legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

**Assess Mental Status (commands, movement)**

- Use simple commands/tasks to assess
- If patient cannot follow simple commands, sort **RED**
- If patient can follow simple commands, they will be sorted **YELLOW** or **GREEN**
- This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)
Disaster Medical Supplies

Additional medical supplies should be provided for use in disasters only. Disaster medical supplies can be specifically packaged in units to be used when necessary in an emergency. The disaster supplies should not be used for day-to-day needs. This Kit is part of the Emergency Barrel Contents:

**Trauma Kit Contents**

<table>
<thead>
<tr>
<th>QTY</th>
<th>NAME</th>
<th>VENDOR</th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wet Pruf tape 1&quot; X 10 YDS</td>
<td>SOS</td>
<td>45764</td>
</tr>
<tr>
<td>1</td>
<td>Wet Pruf tape 2&quot; X 10 YDS</td>
<td>SOS</td>
<td>45765</td>
</tr>
<tr>
<td>1-100pk</td>
<td>Adhesive Bandages 3/4 x 3</td>
<td>SOS</td>
<td>42457</td>
</tr>
<tr>
<td>1-100pk</td>
<td>Sterile Gauze Pads 4&quot;x 4&quot;</td>
<td>SOS</td>
<td>43150</td>
</tr>
<tr>
<td>1-5pk</td>
<td>Instant Cold Pack</td>
<td>SOS</td>
<td>46526</td>
</tr>
<tr>
<td>15</td>
<td>Tongue Depressors</td>
<td>SOS</td>
<td>45774</td>
</tr>
<tr>
<td>1</td>
<td>Tourniquet</td>
<td>SOS</td>
<td>46106</td>
</tr>
<tr>
<td>1</td>
<td>Medical Flashlight</td>
<td>SOS</td>
<td>54040</td>
</tr>
<tr>
<td>1.10pk</td>
<td>Ammonia Inhalants</td>
<td>SOS</td>
<td>42545</td>
</tr>
<tr>
<td>1-12pk</td>
<td>Stretch Gauze Roll 3&quot;x 4.1 YDS</td>
<td>SOS</td>
<td>43551</td>
</tr>
<tr>
<td>1</td>
<td>First Aid Guide</td>
<td>SOS</td>
<td>12130A</td>
</tr>
<tr>
<td>2</td>
<td>Ace Bandages 3&quot;x 5 YDS</td>
<td>SOS</td>
<td>41003</td>
</tr>
<tr>
<td>1-25pk</td>
<td>Plastic Adhesive 2&quot;x3&quot;</td>
<td>SOS</td>
<td>42483</td>
</tr>
<tr>
<td>4</td>
<td>Triangular Bandages</td>
<td>SOS</td>
<td>45800</td>
</tr>
<tr>
<td>1</td>
<td>First Aid Scissors</td>
<td>SOS</td>
<td>46150</td>
</tr>
<tr>
<td>1</td>
<td>Metal Tweezers</td>
<td>SOS</td>
<td>4612</td>
</tr>
<tr>
<td>12pr</td>
<td>Latex Exam Gloves -</td>
<td>SOS</td>
<td>46414</td>
</tr>
<tr>
<td>1-100 tabs</td>
<td>Non-Aspirin Aypanal</td>
<td>SOS</td>
<td>42622</td>
</tr>
<tr>
<td>8</td>
<td>Round Eye Pads</td>
<td>SOS</td>
<td>41377</td>
</tr>
<tr>
<td>1</td>
<td>First Aid Cream</td>
<td>SOS</td>
<td>46198</td>
</tr>
<tr>
<td>1-20pk</td>
<td>Antiseptic Wipes</td>
<td>SOS</td>
<td>46249</td>
</tr>
<tr>
<td>20</td>
<td>Abdominal Pads 8&quot;x10&quot;</td>
<td>SOS</td>
<td>43535</td>
</tr>
<tr>
<td>2</td>
<td>Multi-Trauma Dressing 12&quot;x30&quot;</td>
<td>SOS</td>
<td>43540</td>
</tr>
<tr>
<td>1</td>
<td>Arm Splint</td>
<td>SOS</td>
<td>45725</td>
</tr>
<tr>
<td>1</td>
<td>Leg Splint 24&quot;x12&quot;</td>
<td>SOS</td>
<td>45750</td>
</tr>
<tr>
<td>1</td>
<td>Extrication Collar-Regular</td>
<td>AllMed</td>
<td>5350</td>
</tr>
<tr>
<td>1</td>
<td>Extrication Collar-Short</td>
<td>AllMed</td>
<td>5349</td>
</tr>
<tr>
<td>1</td>
<td>Deluxe Duffle Bag-Small-Black</td>
<td>Outdoor World</td>
<td>202-008</td>
</tr>
</tbody>
</table>

**Essential Shelter Supplies**

- First Aid Kits
- First Aid Text Books
- Emergency generator
- Sanitary supplies
- Blankets
- Cots (mats, rugs)
- Cleaning equipment
- Shelter identification sign
Security & Law is responsible for maintaining campus security, by coordinating the Sheriff’s Officers and Campus Security, including requesting mutual aid if required, mobilizing and deputizing additional personnel as needed, and directing evacuation of the campus, if necessary.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Check-in with Operations Chief
- Read position description
  - Obtain update of the status of the campus from Building Managers
- Locate and set up work space
- Set-up morgue *if needed*

### Operational Duties

- Monitor the safety conditions of the campus and cordon off unsafe areas
- Communicate to everyone about safety issues and monitor information from County Dispatch on the status of the City and County
- Maintain law and order
- Fill out Situation Status Update Report and provide to Operations Chief
  - Coordinate law enforcement resources with campus personnel
- Monitor/assess campus building and road safety at regular intervals
- Monitor/assess all utilities and pipelines on campus for safety issues
- When transportation becomes available, safely assist in evacuation
- Document all safety issues, incoming messages, all actions taken, all decisions made and requests being filled on the Section Activity Log

### Closing Down/Deactivation

- Document all unsafe areas and communicate to local authorities
- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Logistics Chief
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
## Go-Kit
- Checklist and Contact Information
- Maps of all potential hazards such as gas pipelines, hazardous materials storage, turn-off valves and equipment locations
- Walkie-talkies and Sheriff’s radios
- Hard hats/vests/safety equipment
- Rubber gloves and leather gloves (2 boxes)
- Cabrillo College Site Map
- Pens, pencils, paper and clipboards
- Duct tape and yellow barrier tape
- Damage Assessment Building Tags

## Supplies/Equipment
- Tables and chairs
- First Aid Kit
- Barrier Tape (for the field)
- Dust Masks and gloves (for the field)
- Road Barriers (for the field)
- Flares, light sticks and flashlights

## Resource Information
- Damage Summary Ratings

## Forms
- Located in Part 6: FORMS
  - Activity Log
  - Damage Assessment Log
  - Damage Summary
  - Message Form
  - Situation Status Form
### DAMAGE SUMMARY

<table>
<thead>
<tr>
<th>Rating Code</th>
<th>Explanation</th>
<th>Con. Code</th>
<th>Conditions</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIGH PRIORITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sites showing severe structural damage to any building or severe ground movement (Condition Codes 1-4)</td>
<td>1</td>
<td>Building has collapsed, partially collapsed, or moved off its foundation</td>
<td>DO NOT OCCUPY. Tag: DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td></td>
<td>Sites showing any structural or non-structural damage that students and staff intend to re-occupy in 24 - 48 hours</td>
<td>2</td>
<td>Building or any story is leaning significantly</td>
<td>DO NOT OCCUPY. Tag: DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td><strong>MODERATE PRIORITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sites showing any structural damage to any building or that have overhead hazards (Condition Codes 5-8)</td>
<td>3</td>
<td>Obvious severe damage to primary structure members, severe leaning of walls or other signs of severe distress present.</td>
<td>DO NOT OCCUPY. Tag: DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td></td>
<td>Sites showing any non-structural or structural damage that students &amp; staff intend to occupy in 24 - 48 hours</td>
<td>4</td>
<td>Large cracks in ground, massive ground movement, or slope displacement present that are under, or near, the building and are a hazard to the building.</td>
<td>DO NOT OCCUPY. Tag: DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td></td>
<td>Sites showing any structural or non-structural damage that students &amp; staff intend to occupy in 72 hours or more</td>
<td></td>
<td></td>
<td>Barricade to prevent access to area. Rescuers may enter</td>
</tr>
<tr>
<td><strong>LOW PRIORITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sites showing structural damage or non-structural damage that students &amp; staff intend to occupy in 72 hours or more</td>
<td>7</td>
<td>Although no damage is yet apparent, areas with overhead elements similar to those indicated in condition 7 may also fall in an earthquake aftershock; therefore, they are potentially hazardous.</td>
<td>Barricade to prevent access to area. Rescuers may enter</td>
</tr>
<tr>
<td></td>
<td>Sites showing no or very minor damage</td>
<td>8</td>
<td>Air duct terminals, ductwork, light fixtures, lenses and fluorescent bulbs fallen or dislodges. Suspended ceiling system grid members fallen or dislodges. Broken windows. Overhead mechanical equipment supports or bracing dislodges.</td>
<td>Barricade to prevent access to area. Rescuers may enter</td>
</tr>
<tr>
<td></td>
<td>Sites where no report has been made</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Health & Safety is responsible for safely providing on-site assistance with health questions and safety concerns during the response and recovery phases. It would include monitoring that safety equipment is available, including fire extinguishers, and utilized in hazardous conditions and that all are trained in safety procedures. This group would support small fire response and work with Fire Personnel providing fire extinguishers and water hook-up points on campus. This group would monitor any information about communicable diseases and relay information from authorities to campus personnel. The group would work with Search & Rescue to place barrier tape around any hazardous areas on campus.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Check-in with Operations Chief
- Read position description
- Obtain access to health and safety records, if necessary
- Locate and set up work space
- Set-up first aid station
- Set-up morgue *(if needed)*

### Operational Duties

- Monitor the safety conditions of the campus and cordon off unsafe areas
- Communicate to everyone safety issues
- Maintain accurate safety records
- Fill out Situation Status Update Report and provide to Team Leader
  - Provide safety support to Damage Assessment and Search & Rescue
  - Be aware of the possibility of communicable diseases and share guidance with all personnel as received from local authorities
- Monitor/assess campus building and road safety at regular intervals
- Monitor/assess all utilities and pipelines on campus for safety issues
- When transportation becomes available, safely assist in safe patient evacuation
- Assist in setting up sanitation areas, if necessary
- Monitor students and staff for critical incident stress and provide a debriefing, if necessary
- Document all safety issues, incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
Closing Down/Deactivation

- Document all unsafe areas and communicate to local authorities
- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Logistics Chief
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Checklist and Contact Information
- Maps of all potential hazards such as gas pipelines, hazardous materials storage, turn-off valves and equipment locations
- Walkie-talkies/FRS
- Hard hats/vests/safety equipment
- Fire Extinguishers
- Rubber gloves and leather gloves (2 boxes)
- Cabrillo College Site Map
- Pens, pencils, paper and clipboards, sharpies
- Duct tape and yellow barrier tape
- Quick reference medical guides
- Damage Assessment Building Tags

Supplies/Equipment

- Tables and chairs
- First Aid Kit
- Ground cover/tarps (for the field)
- Barrier Tape (for the field)
- Dust Masks and gloves (for the field)

Resource Information

- Damage Summary Ratings

Forms

Located in Part 6: FORMS

- Activity Log
- Damage Assessment Message
- Damage Summary
- Medical Treatment Log
- Message Form
### DAMAGE SUMMARY

<table>
<thead>
<tr>
<th>Rating Code</th>
<th>Explanation</th>
<th>Cond. Code</th>
<th>Conditions</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH PRIORITY</td>
<td>Building has collapsed, partially collapsed, or moved off its foundation</td>
<td>1</td>
<td>Building or any story is leaning significantly</td>
<td>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td>H1</td>
<td>Sites showing severe structural damage to any building or severe ground movement (Condition Codes 1-4)</td>
<td>2</td>
<td>Obvious severe damage to primary structure members, severe leaning of walls or other signs of severe distress present.</td>
<td>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td>H2</td>
<td>Sites showing any structural or non-structural damage that students and staff intend to re-occupy in 24 - 48 hours</td>
<td>3</td>
<td>Large cracks in ground, massive ground movement, or slope displacement present that are under, or near, the building and are a hazard to the building.</td>
<td>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td>MODERATE PRIORITY</td>
<td></td>
<td>4</td>
<td>Obvious parapet, chimney, or other falling hazard present.</td>
<td>Barricade to prevent access to the area. Rescuers may enter</td>
</tr>
<tr>
<td>M1</td>
<td>Sites showing any structural damage to any building or that have overhead hazards (Condition Codes 5-8)</td>
<td>5</td>
<td>Other hazard present (toxic spill, chemical spill, asbestos contamination, broken gas line, fallen power lines</td>
<td>Barricade to prevent access to the area. Once made as safe as possible, and with proper safety equipment, rescuers may enter</td>
</tr>
<tr>
<td>M2</td>
<td>Sites showing any non-structural or structural damage that students &amp; staff intend to occupy in 24 - 48 hours</td>
<td>6</td>
<td>Air duct terminals, ductwork, light fixtures, lenses and fluorescent bulbs fallen or dislodges. Suspended ceiling system grid members fallen or dislodges. Broken windows. Overhead mechanical equipment supports or bracing dislodges.</td>
<td>Barricade to prevent access to area. Rescuers may enter with proper safety equipment.</td>
</tr>
<tr>
<td>LOW PRIORITY</td>
<td></td>
<td>7</td>
<td>Although no damage is yet apparent, areas with overhead elements similar to those indicated in condition 7 may also fall in an earthquake aftershock; therefore, they are potentially hazardous.</td>
<td>Barricade to prevent access to area. Rescuers may enter</td>
</tr>
<tr>
<td>L</td>
<td>Sites showing structural damage or non-structural damage that students &amp; staff intend to occupy in 72 hours or more</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Sites showing no or very minor damage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Sites where no report has been made</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Operations Checklist

Prior to an emergency, Building Managers ensure that current Emergency Guidelines Posters and Evacuation Maps are placed in each classroom and in the common areas of their building. Building Managers regularly walk their building to become familiar with it and to find any hazards. In an emergency, Building Managers are responsible for safely evaucuating all people from their building, accounting for everyone in a designated gathering place and reporting missing people to Search & Rescue. They also survey the buildings for potential dangers or unsafe conditions. Building Managers can possibly turn off utilities and assist special needs people out of the building. Ideally, they attend 1st Aid, Search and Rescue, and Damage Assessment team training to enhance their skills as a Building Manager and work closely with those teams.

Start-up Actions/Activation

- When an emergency occurs, immediately begin to monitor phones and walkie-talkies. Turn cell phones on if available.
- Put on Personal Safety Equipment and Position Identifier
- Recruit help from building faculty, staff, and/or students
- Walk the building in an organized manner looking for:
  - Injuries (call 911 immediately or use the walkie-talkie
  - Gas leaks
  - Downed power lines
  - Water leaks
  - Danger from falling objects (overhead cabinets, windows, etc.)
  - Hazardous Materials Spills
- Mark the room doors as follows to indicate conditions in the classrooms that have been inspected.
  - Ok, no rescue attention required
  - Serious hazard exists, high priority rescue attention required
- Survey the availability of faculty and staff in your area
  - Determine if anyone in your building has special skills that could be helpful in the emergency (including students)
- Be prepared to report the following information to the EOC when contacted by phone or walkie-talkie:
  - Number and nature of injuries
  - Building conditions
  - Immediate dangers
  - Indicate if any rescue personnel are working in your area
  - Communicate any immediate needs in your area
  - Advise if you have people with special needs (i.e., disabled students or children needing escorts and transportation)
  - Advise if you have extra staff that could be assigned to other areas of the campus
- Follow instructions from the Command Center
- Assist rescue personnel and damage assessment teams as requested
- Stay with injured or special needs people until they have left the campus
Building Managers

Operational Duties

- Report all gas leaks, fires, and structural damage to the Search & Rescue Team and Damage Assessment Team
- Inspect the exterior of each building for structural integrity before entering.
- Identify unsafe areas with caution tape (DO NOT enter unsafe buildings)
- Search ONLY structurally sound buildings using S & R protocol
- As searched rooms have been cleared, call in report to the Search & Rescue Team (“Room B-2 is clear.”) When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.
- When injured individuals are located, call in their condition and location to Search & Rescue Team (Use proper protocol, i.e., no names are broadcast over the radio.)
- Note damage on your building map and relay information to Search & Rescue Team and Damage Assessment
- Fill out Situation Status Update Report and relay information to the EOC Operations Section

Closing Down/Deactivation

- When finished evacuating the building and reporting the status of the building, as well as taking care of any needs of the evacuees, then ask if there are any other assignments before being released
- Return all equipment to appropriate storage containers, if accessible
- Complete/close-out all logs and turn them over to Operations
- Sign out at Check-In/Out Desk or over the radio and leave contact information in case you need to be reached

Go-Kit

- Checklist and Contact Information
- Roster of students and staff
- Duct tape and sharpies
- Whistles
- Clipboards, paper and pens
- Leather gloves
- Walkie-talkies/FRS
- Sturdy shoes/boots
- Hard hats/vests/safety equip
- Latex gloves/dust masks
- Map of building
# Building Managers

## Supplies/Equipment

- Storage container for building tools/gear
- Fire extinguishers
- Flashlights w/batteries
- Crowbars and fire axes
- Caution tape and barricades
- Basic first aid kit
- Backpacks for gear/first aid supplies

## Forms

Located in Part 6: FORMS

- Activity Log
- Damage Assessment Log
- First Aid Log
- Message Form
- Situation Status Log
LOGISTICS

The Logistics Section manages the procurement and distribution of supplies and equipment, is responsible for recruiting and deploying personnel, and for the acquisition of and mobilization of vehicles to move people and/or equipment as needed and in support of response activities.

- **EQUIPMENT & SUPPLIES** is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.
- **TRANSPORTATION** is tasked with filling all requests for vehicles necessary to transport people, equipment, and supplies.
- **CRISIS INTERVENTION** is tasked with assisting all people with psychological and physical needs.
- **MAINTENANCE & OPERATIONS** is tasked with maintaining the infrastructure and continuance of operations.
- **STAFF & VOLUNTEERS** is tasked with maintaining records of all staff and volunteers and fulfilling requests for assistance.
- **SHELTERING & SPECIAL NEEDS** is tasked with providing food and housing for staff, students, and volunteers.
The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. Cabrillo College’s Logistics Section is made up of the following team:

- Equipment and Supplies
- Transportation
- Crisis Intervention
- Maintenance and Operations
- Staff & Volunteers
- Sheltering and Special Needs

**Start-up Actions/Activation**

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with the EOC Incident Commander, Management Team and Section Chiefs
- Locate and set up work space
- Open on-site supplies containers/facilities
- Activate Equipment and Supplies Team Leader, as needed

**Operational Duties**

Assume the duties of Section positions until staff is available or assigned

- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Ensure that EOC and other facilities are properly set-up
- Meet with team leader and assist in initiating the team’s response activities
- Coordinate supplies, equipment, and personnel needs with the EOC Incident Commander
- Oversee distribution of supplies and equipment where and as needed
- Maintain security of stored supplies and equipment
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Activity Log
- Schedule breaks and re-assign Logistics staff as needed
Closing Down/Deactivation

- Release each Logistics Team when directed by EOC Incident Commander
- Secure all equipment and reusable supplies
- Gather all logs, reports, and response-related information from Team Leaders and submit to the Recordkeeping Team
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Cabrillo College Emergency Plan
- Map of Cabrillo College facility
- Pens and pencils, paper
- Hard hat, vest and safety equipment
- Walkie-talkie/FRS
- On-site supply storage list(s)/map
- Job description clipboard

Supplies/Equipment

- Table and chair

Forms

Located in Part 6: FORMS
- Activity Log
- Emergency Resources Summary
- Message Form
- Planning & Strategy Worksheet
- Staff Release Log
Logistics Checklist EQUIPMENT & SUPPLIES

Equipment & Supplies is responsible for filling all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts.

Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with the Logistics Chief for a briefing
- Locate and set up work space

Operational Duties

- Distribute and document amount and location of supplies, equipment and personnel as they are requested
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- Receive and store all returned equipment and unused supplies
- Complete/close-out all logs and turn them over to Recordkeeping
- Collect all receipts for purchases and turn them over to Finance with the background to what, why, and how the items were used
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Checklist and Contact Information
- Walkie-talkies/FRS
- On-site supply storage list(s)/map
- A current vendor list, P.O. Book, Checkbook, Credit Cards, and access to cash for emergency purchases
- A copy of Memorandums of Understanding to perform work in emergency situations
- Map of Cabrillo College facility
- Pens and pencils, paper
- Hard hats, vests and safety equipment
Equipment & Supplies

Supplies/Equipment

- Table and chair
- Phones
- Computer or laptop
- Solar-powered calculator

Resource Information

- Emergency Barrel Contents

Forms

Located in Part 6: FORMS

- Activity Log
- Classroom Emergency Supplies
- Emergency Supply Inventory
- Message Form
<table>
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<th>NAME</th>
<th>VENDOR</th>
<th>NO.</th>
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## Tool Kit Contents

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### Trauma Kit Contents

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<td>202-008</td>
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</tbody>
</table>
Logistics Checklist

Transportation is responsible for filling all requests for moving personnel, equipment, supplies, and materials necessary to support response efforts. A Transportation Staging Area or Areas may be created to move those without transportation. It will be important to identify specific special needs such as vehicle wheel chair access for those needing transportation.

Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with the Logistics Chief for a briefing
- Locate and set up work space

Operational Duties

- Distribute supplies, equipment and obtain personnel as requested
- Document all incoming messages, all actions taken, all decisions made), and requests being filled on the Section Activity Log
- Order vehicles to move people, equipment or supplies and determine delivery point on the campus
- Monitor the roads for safe access onto and off campus
- Keep accurate records of type of equipment, size, driver, location of use and length of time that it was in operation for possible state or federal reimbursement

Closing Down/Deactivation

- Receive and store all returned equipment and unused supplies
- Complete/close-out all logs and turn them over to Planning
- Consolidate all purchase and rental receipts for transportation and give to Finance
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
Transportation

Go-Kit

- Checklist and Contact Information
- Walkie-talkies/FRS
- List of Vendors and Memorandums of Understanding with transportation agencies such as taxi and bus companies
- Map of Cabrillo College facility
- Pens and pencils, paper

Supplies/Equipment

- Table and chair
- Phones
- Computer or laptop

Resource Information

- Individuals without Transportation
- Evacuation Chair Locations

Forms

Located in Part 6: FORMS
- Activity Log
- Emergency Resources Summary
- Message Form
In the event of a campus-wide evacuation, some individuals will need transportation.

After injuries have been dealt with and the cause of the emergency is past, advise the Incident Command Team about the number of people who need transportation. Be specific about special needs such as wheelchairs.

The Incident Command staff will specify a Transportation Staging area or areas and will communicate the locations by phone or radio.

Evacuation Chairs are located in the following buildings:

- Library
- Sesnon
- 800 Building Division office
- 912 Student Health Center
## Logistics Checklist

### CRISIS INTERVENTION

- The Crisis Intervention is in charge of assessing the immediate and long-term mental health support needs of students, staff, parents, and volunteers involved in or affected by a Cabrillo College emergency. This person is also responsible for mobilizing the Crisis Intervention Team under the direction of the EOC Incident Commander.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Read position description
- Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- Activate team members as needed
- Locate and set up work space

### Operational Duties

- Assume the duties of Crisis Intervention as assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Oversee set-up of intervention/counseling site
- Monitor wellbeing of staff, students, and volunteers
- Determine need for outside assistance
- Activate off-site crisis intervention teams/support personnel when directed by the EOC Incident Commander or Section Chief

### Closing Down/Deactivation

- Release staff and volunteers per direction of Operations Section Chief
- Return all equipment and unused supplies to Logistics
- Gather all logs and other documentation from Team members and turn them over to the Operations Section Chief
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
## Crisis Intervention

### Go-Kit

- Checklist & Contact Information
- Job description clipboard
- Hard hat and vest/safety equip
- Map of facility
- Walkie-talkie/FRS
- Pens and pencils, paper

### Resource Information

- Refer to Crisis Intervention List

### Forms

Located in Part 6: FORMS

- Activity Log
- Message Form
Logistics Checklist  MAINTENANCE & OPERATIONS

Maintenance & Operations is responsible for the continuity of services on the campus including water, electricity, gas and the infrastructure including pipelines, electrical lines, communications lines, alarm systems, sprinkler systems, security systems and the buildings themselves operating properly especially after an event like an earthquake or storm that may affect the structural integrity of the building. Information from the field will come into this section from Building Managers and Damage Assessment Teams relaying their observations on-site. Direct the cleanup of the campus.

Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with the Logistics Chief for a briefing
- Locate and set up work space

Operational Duties

- Assess the building and infrastructure status of the campus via field responders such as Building Managers, Damage Assessment Teams, Sheriff’s Deputies, Fire Personnel and the Media
- Assess the safe operation of all the buildings and stationary equipment on campus
- Watch for fire hazards, hazardous materials spills, structural damage, and/or damage caused by the specific disaster, such as a mud slide, airplane crash, earthquake or fire.
- Document all incoming messages, all actions taken, all decisions made, and requests being filled on the Section Activity Log
- Direct the cleanup and debris removal of the campus

Closing Down/Deactivation

- Receive and store all returned equipment and unused supplies
- Complete/close-out all logs and turn them over to Planning
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
## Go-Kit

- Checklist and Contact Information
- Walkie-talkies/FRS, possible radio connection with Sheriff’s Office
- On-site supply storage list(s)/map
- Map of Cabrillo College facility
- Pens and pencils, paper
- Hard hats, vests and safety equipment

## Supplies/Equipment

- Table and chair
- Phones
- Computer or laptop
- Binder with MOU’s, Vendors, P.O. Book, College Credit Card

## Forms

**Located in Part 6: FORMS**

- Activity Log
- Message Form
Staff & Volunteers Section is responsible for filling all requests for people to help in the emergency response. The people resources may be drawn from the staff, students, volunteers, or community surrounding the campus. For liability and insurance purposes, documenting the names and time period of participation in the response will be of utmost importance.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Begin a Personnel Log for everyone that is involved in the incident
  - Put on personal safety equipment and position identifier
  - Read position description
  - Meet with the Logistics Chief for a status briefing
  - Locate and set up work space

### Operational Duties

- Acquire people to perform activities needed to support the EOC sections, both in the EOC and in the field.
- Have all volunteers and students participating in the response sign the Disaster Services Worker release. (Paid staff are already Disaster Services Workers by law.)
- Document all incoming messages, all actions taken, all decisions made and requests on the Section Activity Log
- Collect all staff, student, and volunteer logs at the end of each day of the incident for legal and reimbursement purposes

### Closing Down/Deactivation

- Receive and store all returned equipment and unused supplies
- Complete/close-out all logs and turn them over to Planning
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
### Staff & Volunteers

#### Go-Kit

- Checklist and Contact Information
- Walkie-talkies/FRS
- On-site supply storage list(s)/map
- Map of Cabrillo College facility
- Pens and pencils, paper
- Hard hats, vests and safety equipment

#### Supplies/Equipment

- Table and chair
- Phones
- Computer or laptop
- Lists of Employees with contact information (obtained from HR)
- Lists of Students with contact information (Obtained from Student Services)

#### Forms

**Located in Part 6: FORMS**

- Activity Log
- Emergency Supply Inventory
- Message Form
- Staff Release Log
- Student Release Log
- Volunteer Assignments
- Disaster Services Worker Form (Must be signed through a local government)
Emergency Operations
Version 1.2

Logistics Checklist  SHELTERING & SPECIAL NEEDS

Sheltering and Special Needs is responsible for the feeding and sheltering staff, students and volunteers who are either part of the emergency response groups or are unable to safely leave the campus. The population to be served may also be visitors on campus at the time of the emergency and/or people in the area of the campus who take refuge on the campus. In addition, there may be a request from local governments to open a Red Cross Shelter on the campus. This group will provide the location, resources and equipment to shelter, feed and serve all individuals, including, but not limited to, those with special needs such as impaired mobility, sight, hearing, or medically fragile people.

Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on Personal Safety equipment and Position Identifier
- Read position description
- Report to the Logistics chief to get update and assignments
- Locate and set up work space
- Check radios, flashlights and sheltering resources

Operational Duties

- Assess the possibility of people that will need care and sheltering on campus
- Prepare to receive and serve the needs of identified users of sheltering and any special needs and relay any purchasing needs to Finance
- Set up sanitation facilities, if bathrooms are unavailable
- Monitor sanitation & properly care for waste until it can be disposed of
- Gather all food/water supplies for distribution, as needed
- Fill out Situation Status Update Report and relay information to the Logistics Chief on a regular basis
- Set up areas for shelter, sleeping, eating, working with Equipment Supplies Section
- Establish and maintain campus security/perimeter control with Security and Law
- Account for on-site vehicles in the event of relocation
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Work with the American Red Cross, if it is necessary to open a Red Cross Shelter (See “Opening an American Red Cross Shelter in College Facilities” following this checklist)
Sheltering & Special Needs

Closing Down/Deactivation

- When ordered to de-activate; report-in to Logistics Section Chief
- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Planning
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Checklist and Contact Information
- Facility and supply storage maps
- Walkie-talkies/FRS
- Roster of staff and visitors
- Cabrillo College site map
- Hard hats, vest and safety equipment
- Latex gloves for working with people, and work gloves
- Lists of locations of food, blankets, cots, showers, bathrooms and other sheltering and food equipment with access keys
- Yellow caution tape and shelter signage

Supplies/Equipment

- Access to food, water, sanitary supplies, cots, tables, chairs, blankets, and possibly tents (field supplies)
- Walkie-talkies

Resource Information

- Operating a Shelter
- Care & Shelter Protocols
- Outdoor Sanitary Facility Set-up Instructions
- Water & Food
- Guidelines for Assisting People with Disabilities
- Recommended Sheltering & Special Needs Supplies
Located in Part 6: FORMS

- Activity Log
- Facilities Inventory
- Message Form
- Sheltering & Special Needs Supplies
- Site Inventory

Operating a Shelter

Opening an American Red Cross Shelter in College Facilities

The time-frame necessary to accomplish all of the steps to establish a shelter may vary from a few hours to several days. The goal is to respond to the needs of the community within the first 24 hours following a catastrophic disaster.

When College property is used to establish an American Red Cross Emergency Shelter, the following procedures can be expected to be followed:

- Initial post-disaster survey of facilities to establish safety and suitability of them.
- American Red Cross (ARC) personnel will obtain permission of the EOC Incident Commander to use the facilities.
- ARC personnel and College personnel will conduct a joint inventory of the facilities and photograph site for pre-use status.
- ARC personnel will implement a pre-established shelter plan.
- ARC personnel will register all inhabitants of the shelter.

If the shelter is established while school is in session and students are present, ARC will not interfere with the implementation of the school's own disaster plan. The ARC shelter plan is not to replace plans or abrogate the school's responsibility for the management and safety of College students and staff.

College employees will be expected to assist in the Red Cross shelter once they have met their obligations to family and job emergency responsibilities. Instructions and training for walk-in (temporary) Red Cross Disaster volunteers will be available at the shelters.
## Care & Shelter Protocols

### Before (Planning & Preparedness Stage)

**College Site Personnel at designated shelter sites will need to know:**

- Cabrillo College site personnel must perform a site check and inventory (see Site Inventory form in this section) prior to turning site over to ARC as a temporary shelter.
- Site check & inventory includes record of the condition of property (photograph) prior to turn over and usable supplies available.
- Cabrillo College site personnel will unlock the school site upon arrival of ARC shelter manager and his/her staff.

### During (Response Stage)

- EOC Incident Commander or designee will inform school President of shelter opening.
- If school is not in session or if shelter opening occurs after hours, Cabrillo College site personnel will be present to actually unlock the site for the shelter manager.

**School Site Personnel (Designated Shelter Site)**

- Prior to turning school site over to ARC for use as a temporary shelter, Cabrillo College site personnel will:
  - Inventory usable materials within the shelter’s designated area (see Site Inventory form in this section), i.e. toilet tissues, paper towels, soap.
  - Only the gymnasium or the multi-purpose room as designated in ARC Mass Care Facility Survey can be utilized by people in shelters.
  - Ensure all other areas of the school site are secured.

### After (Recovery Stage)

**Designated Shelter Site**

- Upon closing of shelter, ARC ensures the site is secure and shelter manager has tracked Cabrillo College supplies and materials used.
- Cabrillo College site personnel compares supplies and materials used, physical property loss and damages.
- Both ARC and Cabrillo College site personnel inspect shelter site for:
  - Material and supplies used.
  - Property loss.
  - Property damage.
- When inspection is completed, Cabrillo College site personnel gives District Office Business Services a report of materials used and property damaged/loss (photograph).
- Business Services assesses property loss/damage and determines cost of property loss and repair costs.
- Formalizes letter to ARC to file a claim covering loss and material usage.
Outdoor Sanitary Facility Set-up Instructions

1. Start by inserting at least 6 poles in the ground in a 4 foot by 6 foot rectangle.

2. Wrap wire securely around poles approximately 4 to 4 1/2 feet above where the poles are be buried.

3. Stretch wire tightly between and wrap each pole before going on to the next.

4. Hang 5-foot wide strips of black polyethylene sheeting over the wire and clamp (like a clothespin) using the stainless steel clamps.

5. Leave a little extra on the bottom as it may be necessary to apply weights between posts to keep from blowing in the breeze.

6. Leave one section without sheeting to serve as an entrance.

7. Set up portable johns, urinal buckets, and toilet paper holders inside enclosure.

8. Set up a hand washing or hand-wipe station at the enclosure entrance/exit.

Water & Food

Water for Three Days (minimum)

One-gallon bottles filled to the top with fresh water and eight drops of chlorine disinfectant (sold commercially), or five-gallon sterile, sealed containers.

NEEDS: 1-quart drinking water per person per day
5 gallons all-purpose water per person per day

NOTE: Hot water tanks and toilet tanks contain emergency water
Water for drinking is the most important. Cooking, bathing and washing take additional water. Besides emergency water stored, it can also be from other sources such as hot water heaters, toilet holding tanks (that do not contain chemicals). Do not flush toilets until you know the state of the sewers and the water availability.

If you have water pressure after the disaster, start filling additional containers. It can be stored for bathing and washing; for drinking the water should be purified to eliminate any contamination.
How to Purify Water:

**Boiling**: Boil vigorously for 1-3 minutes. To improve taste, pour from one container to another several times.

**Purification Tablets**: Available at any drug store. Follow directions on package.

**Bleach Purification**: Liquid household bleach can also be used. It must contain hypochlorite, preferably 5.25%. Add according to the table below then stir or mix.

Purification Guidelines:

<table>
<thead>
<tr>
<th>AMOUNT OF WATER</th>
<th>CLEAR WATER</th>
<th>CLOUDY WATER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 QUART</td>
<td>2 DROPS</td>
<td>4 DROPS</td>
</tr>
<tr>
<td>1 GALLON</td>
<td>8 DROPS</td>
<td>16 DROPS</td>
</tr>
<tr>
<td>5 GALLONS</td>
<td>½ tsp.</td>
<td>1 tsp.</td>
</tr>
</tbody>
</table>

Food Supplies for Three Days (minimum):

Suggested canned foods:
Luncheon meat, ham, nuts, fruits, fruit juices, vegetables, refried beans, date-nut rolls, soft drinks.

Suggested dry foods:
Cereals, peanut butter, crackers, freeze-dried foods, granola or energy bars, dehydrated potatoes, instant coffee, tea, milk powder (or tetra boxes), sugar, candy, powdered fruit juice mixes, soup and bouillon (also comes in tetra boxes)

Suggested equipment and supplies for food service:
- Can openers (non-electric)
- Pots, pans, serving utensils
- Coffee pots
- Paper cups, plates, bowls, napkins, towels
- Plastic utensils
- Serving Trays
- Camp stoves or hibachis, and fuel*

(* check fire code on fuel storage. Provide adequate ventilation.

Cafeteria or Food Service
Make sure you date and rotate your food supplies so that they do not get old. When opening cans of fruit or vegetables, do not throw away the liquid if there is a water shortage. Do not drink or eat anything from open containers near shattered glass. Strain suspected liquids through a clean handkerchief.

After a disaster, use the food in the refrigerator and freezer first. Although the disaster may not interrupt power, shortages may have occurred elsewhere and may have caused loss of electric current.
All Emergency Operations Plans must include procedures to address the needs of students, staff and visitors with disabilities during a disaster. For people with disabilities, the problems of evacuating a building during an emergency are a major concern. Many people with mobility impairments cannot use stairs and people with hearing and vision impairments may not receive emergency notification and directions unless they are provided in both audible and visual forms. In addition, people with learning, emotional or cognitive disabilities may need to have safety and emergency procedures taught in language/terms they understand. Because Cabrillo College may, at one time or another, have staff, students or visitors who need evacuation assistance, we must have a plan that includes the needs of individuals with disabilities.

This checklist indicates those steps recommended to address the needs of those with disabilities. The training materials that are part of the pre-plan include detailed information and guidelines for developing and implementing an effective plan.

- Assess all areas of the Cabrillo College building for unsecured, non-structural hazards, potentially blocked exits and other issues that could put students and staff at risk of injury in a fire, earthquake or other emergency.
- Take mitigation measures to eliminate or reduce hazards.
- Develop a list of individuals needing evacuation assistance and update regularly.
- Establish Evacuation Staging Areas.
- Establish a Buddy System and assign someone to assist a disabled individual in exiting the building or getting to an Evacuation Staging Area.
- Test your evacuation plan.
- Finalize Your Evacuation Plan.
- Train staff in evacuation procedures.
- Include procedures for evacuating individuals with disabilities in regular fire, earthquake and all other drills and exercises.

Review Evacuation Procedures for Individuals with Disabilities annually and make changes as necessary.
General Guidelines

The following guidelines should be considered when assisting a person with disabilities during an emergency.

- Assess how immediate the emergency is and communicate the nature of emergency to the person.
- Ask the person how he/she would like to be assisted.
- Evacuate mobility devices with the person if possible (e.g., crutches, wheelchairs, etc)

Disability-Specific Guidelines

Visual Impairments: For persons with visual impairments, describe the nature of the emergency and offer to guide him/her to the nearest emergency exit and evacuation assembly area. Have the person take your elbow and escort him/her advising of any obstacles such as stairs, narrow passageways or overhanging objects. When you have reached safety, orient the person to where he/she is and ask if further assistance is needed.

Hearing Impairments: Communicate with the person by writing a note or through simple hand gestures about the nature of the emergency and what they should do.

Persons Using Wheelchairs: Ask the person what methods of assistance he/she prefers. Some people have minimal ability to move and lifting them may be dangerous to their well-being. Some persons using wheelchairs have respiratory complications. Remove them from smoke or fumes immediately. If the person wants to be moved in his/her chair, keep the following considerations in mind:

- Always turn the wheelchair so it is lowered down the stairs backwards (person facing up the stairs), so the occupant cannot slip forward out of the chair and down the stairs.
- Wheelchairs have many movable and weak parts.
- Some persons have no upper trunk or neck strength. Push the chair with the person sitting in the chair.
- Powered wheelchairs have very heavy batteries; an evacuation chair for stairs may be needed with the powered chair to be retrieved later.
- If a seatbelt is available, use it.

If the person needs to be removed from his/her wheelchair for an evacuation ask the following:

- How he/she prefers to be moved from the chair.
- If pain or harm will result from moving extremities.
- If any equipment is needed for immediate safety of life-support.
Wheelchairs should be retrieved as soon as possible and given high priority,

**Persons Using Crutches, Canes, Walkers, etc.:** Ask the person what method of assistance he/she prefers.

**Evacuation Chair Locations**

Evacuation Chairs are located in the following buildings:

- Library
- Sesnon
- 800 Bldg Division office
- 912 Student Health Center
Suggested quantities are for 100 people for a period of 72 hours.

<table>
<thead>
<tr>
<th>Item</th>
<th>Recommended Quantity</th>
<th>Quantity on Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blankets</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Large battery operated radio with batteries</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Heavy duty flashlights with spare batteries and bulbs</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Whistles (for communicating with staff and students)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Clipboards</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Ink pens</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Medium garbage bags</td>
<td>4 packages (40 count)</td>
<td></td>
</tr>
<tr>
<td>Large 3-ply garbage bags</td>
<td>4 packages (20 count)</td>
<td></td>
</tr>
<tr>
<td>Plastic buckets - 5 gallon</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Pads of paper</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Scotch tape</td>
<td>4 rolls</td>
<td></td>
</tr>
<tr>
<td>Bed sheet strips (to be used as optional bandages)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Plastic cups</td>
<td>6 packages (100 count)</td>
<td></td>
</tr>
<tr>
<td>Paper plates</td>
<td>6 packages (100 count)</td>
<td></td>
</tr>
<tr>
<td>Plastic spoons, knives and forks</td>
<td>6 packages (100 count)</td>
<td></td>
</tr>
<tr>
<td>Can openers - manual</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Portable toilet kit</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
PLANNING / INTELLIGENCE
Planning & Intelligence
The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities.

- **SITUATION STATUS** is responsible for collecting, evaluating, documenting, and utilizing response-related information in support of on-site and off-site Cabrillo College programs.

- **DOCUMENTATION** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes. Responsible for monitoring Situation Status Reports and compiling up-to-date status reports on the incident.

- **DAMAGE ASSESSMENT** is responsible for collecting information on the status of the facilities.

- **SUBJECT MATTER EXPERTS** may be called in to the EOC because of their specific and unique knowledge that will assist in the response to the emergency.
The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the incident and the status of resources, as well as the maintenance of accurate records and site maps. Provides ongoing analysis of situation and resource status. The Planning/Intelligence Section is made up of the following teams:

- Situation Status
- Documentation
- Damage Assessment
- Subject Matter Experts

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with EOC Incident Commander, Management Team and Section Chiefs
- Locate and set up work space
- Activate Team Leaders
- Meet with Team Leaders for briefing and initiate response activities

### Operational Duties

- Assume the duties of Section positions until staff is available or assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Write Action Plans with assistance from the EOC Incident Commander
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Keep EOC Incident Commander informed based on Situation Status Reports and makes modifications to the Action Plan based on that information.
### Closing Down/Deactivation

- Release Planning/Intelligence Teams when directed by EOC Incident Commander
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs. Ensure that the Documentation Team has collected all logs, reports, and response-related documentation from all Sections and submit to the Recordkeeping Team
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

### Go-Kit

- Cabrillo College Emergency Plan
- Map of Cabrillo College facility
- Pens and pencils, paper
- Hard hat, vest and safety equip
- Walkie-talkie/FRS
- On-site supply storage list(s)/map
- Job description clipboard

### Supplies/Equipment

- Table
- Chair
- Situation Status Wall Boards, if available, or plain whiteboards
- Flipcharts, felt pens, masking tape

### Forms

- Located in Part 6: FORMS
  - Activity Log
  - Emergency Resources Summary
  - Message Form
  - Planning & Strategy Worksheet
  - Staff Release Log
### Planning/Intelligence Checklist

**SITUATION STATUS**

Situation Status is responsible for managing all information coming into and out of Cabrillo College EOC. This includes monitoring media information, city and county bulletins, and information from all sources throughout the Campus.

#### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with Planning and Intelligence Chief for briefing
- Locate and set up work space
- Activate team members as needed
- Gather all supplies, including whiteboards, flipcharts, felt pens, and masking tape

#### Operational Duties

- Assume the duties of team positions until staff is available or assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Ensure communications systems between Cabrillo College sites and City/County EOC’s
- Monitor the flow of information from City/County EOC’s into Cabrillo College. If City/County EOC’s have not checked in with Cabrillo College, attempt to communicate with them to determine status
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Ensure that information coming into Cabrillo College is recorded on activity log and routed to the appropriate Section
- Gather Situation Status Forms from team members and provide to Documentation

#### Closing Down/Deactivation

- Release staff per direction of Section Chief
- Make sure all equipment and unused supplies are returned to Logistics
- Gather all logs from team members and turn them over to Section Chief
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
### Go-Kit

- Checklist
- Contact Information
- Emergency Contact Information
- Walkie-talkie/FRS
- Job description clipboard
- File Box
- Pens and pencils, paper
- Hard hat and vest

### Supplies/Equipment

- Table, chair
- Computer or laptop
- Phones

### Forms

Located in Part 6: FORMS
- Activity Log
- Message Form
- Situation Status Form
The Documentation is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Responsible for collecting Situation Status Reports and creating an up-to-date Situation Status Board indicating current conditions.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with Planning and Intelligence Section Chief for briefing
- Locate and set up work space
- Activate Team members as needed

### Operational Duties

- Assume the duties of team positions until staff is available or assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Stay in contact with Section Chief about the needs of other sections
- Gather Situation Status Forms from Team Leaders and makes sure up-to-date situation status is maintained.
- Collect all important papers, photographs, maps, messages, logs, bulletins, etc.
- Keep Section Chief informed.

### Closing Down/Deactivation

- Release staff and volunteers per direction of Section Chief
- Monitor packaging and storage of response-related documents
- Make sure all equipment and unused supplies are returned to Logistics
- Oversee the collection of all completed/closed-out logs from all Sections and turn them over to the Section Chief
- Collect contact information for deactivated team members from Check-In/Out desk and provide to Recordkeeping Team
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
### Documentation

**Go-Kit**

- Checklist and Contact Information
- Map of facility
- Pens and pencils, paper
- Hard hat, vest and safety equip
- Walkie-talkie/FRS
- On-site supply storage list(s)/map
- Job description clipboard

**Supplies/Equipment**

- Table
- Chair
- Situation Status Boards (if available)

**Forms**

Located in Part 6: FORMS

- Activity Logs from all Sections
- Message Forms
- Situation Status Form from all Sections
Planning/Intelligence Checklist  DAMAGE ASSESSMENT

Damage Assessment is tasked with receiving, disseminating, and recording all incoming information from the College Building Managers, Search and Rescue, Safety and Security, Police and Fire, Media and any other appropriate information sources during emergencies.

Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with Planning Chief for status briefing
- Locate and set up work space
- Gather all supplies

Operational Duties

- Collect information on campus damage from all potential sources:
  - Media Reports, including TV and Radio
  - Building Managers
  - Search & Rescue Teams
  - Staff and Student Reports
  - Public Safety Personnel, i.e. Sheriff and Fire
- Check evacuation routes for safety. Advise alternate routes, if necessary
- Check student assembly areas for gas/water pipe ruptures, downed power lines, etc.
- Inspect all campus buildings for structural problems such as cracks in walls, damage to science labs, and other critical areas and document on the Rapid Assessment Forms
- Always inspect all buildings after significant earthquakes and aftershocks
- Cordon off dangerous areas with barrier tape/danger signs
- Log all incoming information onto the activity log
- Document all incoming messages, all actions taken, all decisions made and requests being filled on the Section Activity Log
- Disseminate information to appropriate Sections in regards to safe and unsafe areas on campus
- Complete Situation Status Forms and send into the EOC.
Damage Assessment

Closing Down/Deactivation

- Return all equipment and unused supplies to Logistics
- Complete/close-out all logs and turn them over to Team Leader
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Checklist and Contact Information
- Emergency Contact Information
- Pens and pencils, paper
- File Boxes
- Barrier Tape, Cones, Street Barriers

Supplies/Equipment

- Table, Chairs and phones
- Barrier Tape, Cones, Street Barriers
- Marking Tape, or marking chalk or spray paint
- Damage Red and Green signs
- Staple Gun or Duct Tape

Forms

Located in Part 6: FORMS
- Activity Log
- Message Form
- Situation Status Form
- Rapid Assessment Form
Subject Matter Experts are invited into the EOC and can be assigned to field responders if specialized information is needed to assist in the response to the emergency. Some examples would be: Structural Engineers, Seismic Retrofit Specialists, water mitigation specialist, hazardous cleanup specialist, and flood or fire restoration companies.

This position is only opened when an outside specialist is needed to join the EOC team and provide suggestions to the response and recovery of the emergency.

**Planning/Intelligence Checklist**

**SUBJECT MATTER EXPERTS**

Subject Matter Experts are invited into the EOC and can be assigned to field responders if specialized information is needed to assist in the response to the emergency. Some examples would be: Structural Engineers, Seismic Retrofit Specialists, water mitigation specialist, hazardous cleanup specialist, and flood or fire restoration companies.

This position is only opened when an outside specialist is needed to join the EOC team and provide suggestions to the response and recovery of the emergency.

**Start-up Actions/Activation**

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with Planning and Intelligence Section Chief and for briefing
- Locate and set up work space
- Ask for other specialists, as needed
- Gather all supplies

**Operational Duties**

- Work with the EOC team to answer subject matter questions that the specialist knows with his/her experience
- Provide insight and direction to the EOC team to mitigate further damage and loss of life
- Document all incoming messages, all actions taken, all decisions made and requests being filled on the Section Activity Log
- Submit Situation Status Reports to Documentation

**Closing Down/Deactivation**

- Make sure all equipment and unused supplies are returned to Logistics
- Gather all logs from team members and turn them over to Section Chief
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
Go-Kit

- Checklist and Contact Info
- Walkie-talkie/FRS
- Pens, pencils, markers & paper
- Assorted regional/area maps and
- File boxes
- Pens, pencils, markers & paper
- Hard hat and vest
- Facility maps
- Specific Resources brought in by the Subject Matter Expert

Supplies/Equipment

- Table, chair, computer or laptop
- Appropriate resources to support the subject that is the specialty, i.e. flood maps, seismic maps, structural diagrams, etc.

Forms

Located in Part 6: FORMS

- Activity Log
- Message Form
- Situation Status Form
The Finance/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures as well as tracking employee hours spent on response and recovery activities.

- **RECORDKEEPING** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking all expenditures in support of response activities.

- **STATE & FEMA DOCUMENTATION** is charged with keeping all the records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities that will be reported to the State and Federal Governments for potential reimbursement.
The Finance/Administration Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours. The Finance/Administration Section is made up of the Recordkeeping and State and FEMA teams.

### Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with EOC Incident Commander, Management Team and Section Chiefs for briefing
- Locate and set up work space
- Activate team leaders as needed
- Gather all supplies
- Check in with Documentation Team Leader to ensure that recordkeeping procedures are in place

### Operational Duties

- Assume the duties of Section positions until staff is available or assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Assume all duties of Recordkeeping Team until staff arrives
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Schedule breaks and re-assign staff as needed
- Ensures that documentation materials are collected from all sections and compiled into a final report at the end of the incident

### Closing Down/Deactivation

- Release Finance/Administration Team when directed by the EOC Incident Commander
- Direct the return of all equipment and reusable supplies to the Logistics Team
- Close logs.
- Oversee the collection, filing and securing of all logs, reports, and response-related documentation and provide to the EOC Incident Commander
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
# Emergency Operations

## Section Chief

### Go-Kit

- Checklist and Contact Information
- Cabrillo College Emergency Plan
- Vest and/or ID badge
- Hard hat
- Clipboard w/pad and pens/Sharpies
- Walkie-talkie/FRS
- Job description clipboard
- File folders and boxes

### Supplies/Equipment

- Table
- Chair
- Computer or laptop

### Forms

**Located in Part 6: FORMS**

- Activity Log
- Emergency Resources Summary
- Force Account Equipment Record Account
- Message Form
- Planning & Strategy Worksheet
- Rental Equipment Record
- Staff Release Log
Finance/Administration Checklist  RECORDKEEPING

Recordkeeping is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost of the recovery are maintained during emergencies.

**Start-up Actions/Activation**

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with Finance/Administration Chief for briefing
- Locate and set up work space and gather all supplies
- Activate team members as needed

**Operational Duties**

- Assume the duties of team positions until staff is available or assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise team activities, schedule breaks and re-assign staff, as needed
- **Remember Shift Changes** and establish a process for briefing the incoming staff
- Monitor the tracking of staff and volunteer hours
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- Monitor the tracking of response-related requests and purchases
- Facilitate the processing of purchase requests from Logistics Section Chief
- Oversees the collection of all final documents from Sections

**Closing Down/Deactivation**

- Release staff and volunteers per direction of Section Chief
- Make sure all equipment and unused supplies are returned to Logistics
- Direct the collection and close-out of all logs to include in final report
- Collect final documentation from Team and provide to Section Chief
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached
Recordkeeping

Go-Kit

- Checklist and Contact Information
- Walkie-talkie/FRS
- Job description clipboard
- File Boxes
- Vendor contracts/agreements list
- Pens and pencils, paper
- Hard hat and vest

Supplies/Equipment

- Table
- Chair
- Computer or laptop
- Solar Calculator

Forms

Located in Part 6: FORMS

- Activity Log
- Message Form
State & FEMA Tasks

State & FEMA Documentation is tasked with the maintenance of records for tracking personnel costs, volunteer hours, payroll, materials and supplies purchases, insurance claims, and cost recovery in support of response activities that will be reported for reimbursement to State and Federal Agencies.

Start-up Actions/Activation

- Sign in at the Check-In/Out desk
- Put on personal safety equipment and position identifier
- Read position description
- Meet with Recordkeeping Team Leader for briefing
- Locate and set up work space
- Gather all supplies

Operational Duties

- Track staff and volunteer hours
- Track all response-related purchases

Closing Down/Deactivation

- Return all equipment and unused supplies to Logistics
- Collect all logs, receipts, time records, and other documentation from Section Chiefs and organize for submission of final report
- Provide all compiled information to Team Leader
- Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- Checklist and Contact Information
- Vendor contracts/agreements list
- Pens and pencils, paper
- File Boxes
- Walkie-talkies/FRS
- Hard hat and vest
- State and FEMA Documentation Guidelines Booklet
### Supplies/Equipment

- Table and chairs
- Calculator

### Resource Information

- Disaster Recovery Documentation Package

### Forms

**Located in Part 6: FORMS**

- Activity Log
- Force Account Equipment Record
- Message Form
- Rented Equipment Record
This checklist is designed to help keep track of response plan, damage, and financial details during the entire recovery phase. Documentation must begin as soon as the disaster occurs.

Do not wait for the Damage Survey Report (DSR) to be written and approved before starting the documentation process.

Documentation package includes:

- Dates and times
  - Incident beginning
  - When each responder was notified and on scene
  - Of all news releases and Emergency Alert System messages
  - Of each injury, loss of life, and loss of property
  - Of mitigation actions and recommendations
  - Of personnel-hours expended and disaster-related expenses
- Time and description of each response action
- Date, time, and response action for each request for assistance.
- Audio and video tapes and pictures of disasters
- Dates, times and transcripts for all news briefings
- Damage data and subsequent spreadsheets
- Damage survey efforts
- Personnel rosters
- Situation reports
- Event logs
- Photographs
- Invoices
- Daily activity reports
- Materials from stock
- Rental and lease agreements
- Contract documents
- Insurance information
- Approved Damage Survey Reports (DSRs)
### ACCOUNTING FOR PROJECT COSTS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separate disaster-related activities from normal activities.</td>
<td>Do not co-mingle disasters</td>
</tr>
<tr>
<td>Designate a person to coordinate accumulation of records.</td>
<td>Capture specific accounting by DSR and site.</td>
</tr>
<tr>
<td>Capture Force Account labor hours, rates, work locations, and description of work performed.</td>
<td>Capture Force Account equipment hours, rates, and locations.</td>
</tr>
<tr>
<td>Capture rented equipment cost and location.</td>
<td>Capture Force Account material used from storage, its costs, location, and project.</td>
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<tr>
<td>Capture equipment damaged or destroyed by inventory number, location, and costs to repair or replace.</td>
<td>Capture vendor services or materials acquired under purchase orders or contracts.</td>
</tr>
<tr>
<td>Capture contracted construction services and costs by site.</td>
<td>Capture insurance settlements and other credits (salvage, rebates, etc.) reported by project.</td>
</tr>
<tr>
<td>Capture technical consultant service costs and specific purposes of work performed.</td>
<td>Document and describe nonproductive labor costs (sick leave, vacation, etc.).</td>
</tr>
<tr>
<td>Document and describe fringe benefit rates.</td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENTING PROJECT COSTS

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Prepare detailed discussion of the damage and what was done or needs to be done at the site.</td>
<td>Take photographs of the site before work begins, during, and after completed.</td>
</tr>
<tr>
<td>List damaged and destroyed equipment.</td>
<td>Prepare Force Account labor summaries backed up by detail labor runs and time sheets.</td>
</tr>
<tr>
<td>Keep equipment usage records.</td>
<td>Log vendor purchase orders, invoices, and payments. Keep copies.</td>
</tr>
<tr>
<td>Prepare materials usage records.</td>
<td>Record contracts, invoices, and payments by contractors.</td>
</tr>
<tr>
<td>Prepare explanation of how contract was executed and the procurement method used.</td>
<td>Prepare explanation if price was not competitively determined.</td>
</tr>
<tr>
<td>Document authorizations to perform work by department head, legislative authority, or executive authority.</td>
<td>File correspondence with grantee and/or FEMA.</td>
</tr>
<tr>
<td>Document insurance information, settlements, and appeals information.</td>
<td>File copies of police, fire, and medical dispatch logs.</td>
</tr>
<tr>
<td>Document and describe fringe benefit rates.</td>
<td>File final inspection reports.</td>
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This section contains specific information on 22 Incidents, in alphabetical order, followed by the seven (7) Actions that may be used in one or more of them, also in alphabetical order. The final item is the Action Plan for Recovery.

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Emergency Operations Plan

**INCIDENT:** AIRCRAFT ACCIDENT

**EMERGENCY AIRCRAFT LANDING**

Cabrillo College is located near an airport; therefore an emergency aircraft landing on campus is possible.

This type of emergency may cause explosions, fire, and injury.

The disaster procedure will be coordinated by the Fire and/or Sheriff’s Department Incident Commander once the following information has been obtained:

- The location of the emergency
- An initial assessment of damages by the police or plant operations
- Activation of 911 Fire/Emergency Medical System

**FALLEN AIRCRAFT**

If an aircraft crashes on or near school buildings:

- Give DROP, COVER, AND HOLD command to protect students against blast and falling objects.
- The College President with the assistance of Public Safety Personnel will determine which ACTION, if any, should be implemented. *When necessary, faculty or other personnel will take immediate action for the safety of students without waiting for directions from the President.*
- Sound fire alarm to evacuate building.
- Evacuate using standard fire evacuation procedures unless designated areas are not a safe distance from affected area.
- Follow directions given for changes in evacuation routes and designated safety areas exactly.
- Be prepared to change designated safety areas.

**ACTIONS**

Actions may include:

- Cancellation/Closure of School During Campus Hours
- Cancellation of Classes Before the Campus Day
- Drop, Cover, and Hold On
- Evacuation

Return to Building/Reverse Evacuation
How to identify suspicious letters or packages:

Some characteristics of suspicious letters or packages include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odors
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Shows a city or state in the postmark that does not match the return address.

**Suspicious unopened letter or package marked with threatening message such as “Anthrax”**

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Then leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

**Envelope with powder or powder spills out onto a surface**

- Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at home, CALL 9-1-1 to report the incident. If you are at work, CALL 9-1-1 and your site administrator to report the incident.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. The clothing bag should be given to the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

**Possible room contamination by aerosol**

(Examples: small devices triggered warning that air handling systems is contaminated, or warning that a biological agent is released in a public space.)

- Turn off local fans or ventilation units in the area.
- Leave the area immediately.
- Close the door or section off the area to prevent others from entering.
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- Shut down air handling systems in the building if possible.
If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. In order for this to happen, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

BOTULISM

Botulism infection is extremely rare, with fewer than 200 cases report in the U.S. each year. There are two forms of botulism which are associated with a terrorist act:

Foodborne Botulism

The bacterium is ingested with the contaminated food source.

Symptoms begin within 6 hours to 2 weeks, but most commonly between 12 to 36 hours after eating contaminated foods.

Double or blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, and a descending muscle weakness that affects the shoulders first, then upper arms, lower arms, thighs, calves, etc.

These symptoms may be preceded by gastrointestinal disorder such as abdominal cramps, nausea, vomiting, and diarrhea. Paralysis of the respiratory muscles will cause death unless the person is assisted by mechanical ventilation. Botulism toxin can occur naturally in undercooked food, but the frequency of this is extremely rare.

Inhalational Botulism

Inhalation botulism results from the inhalation of the aerosolized toxin. A small amount of aerosolized toxin released into the wind can have a devastating effect on the surrounding population. Notwithstanding, inhalational botulism could be inflicted upon a more limited number of victims by introducing a contaminated object into an enclosed area such as inside of a building. The symptoms are indistinguishable from those of foodborne botulism, except that the gastrointestinal signs sometimes associated with foodborne botulism may not occur.

Botulism cannot be transmitted from one person to another. There is no vaccine for botulism treatment at this time. However, treatment consists of passive immunization with equine anti-toxins and supportive patient care.
SMALLPOX

Smallpox infection results from the variola virus. The disease was once worldwide in scope. Before people were vaccinated, almost everyone contracted the disease. The virus was effectively eradicated from the world in the late 1970’s, and the World Health Organization recommended governments cease routine vaccinations in 1980.

Vaccination has proven effective in preventing the disease in exposed persons if administered within 4 days of exposure.

Smallpox is a highly contagious infectious disease that has a mortality rate of about 30%. Since the discontinuation of vaccination in the early 1980’s, virtually no one is protected against the disease today. The U.S. government is currently working to address the need for vaccinations. There is no proven treatment should infection occur.

STEPS TO TAKE

- Monitor Health Advisories
- Report student or staff smallpox cases or if there is an unusual rise in absenteeism at the college
- Consider offering the college as a point of distribution for the vaccination
- Keep the students and staff informed by posting any Health Advisories and School Policies on the school website and/or school bulletin boards

ACTIONS

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
ALL BOMB THREATS ARE SERIOUS!

Most likely, threats of a bomb or other explosive device will be received by telephone.

THE PERSON RECEIVING THE BOMB THREAT WILL:
- Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.
- Use the "bomb threat checklist" form (following) as a guide to collect the information needed. Don’t be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.
- The most important information is:
  - When will the bomb explode and where is the bomb located?
- Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator and the College President of the threat received. Complete the "bomb threat checklist" form (attached).
- Turn off cellular phones and/or walkie-talkie radios (transmits radio waves—could trigger a bomb).

BUILDING ADMINISTRATOR WILL (IF NECESSARY):
- Call 9-1-1. Give the following information:
  ✓ Your name
  ✓ Your call-back phone number
  ✓ Exact street location with the nearest cross street
  ✓ Nature of incident
  ✓ Number and location of people involved and/or injured
- Notify President’s Office.
- Evacuate involved buildings using fire drill procedures. The President will decide whether to evacuate the entire site and/ close the school.
- Implement a systematic inspection of the facilities to determine if everyone is out.
☑ Fire Department or Police Officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.

☑ Maintain an open telephone line for communications.

☑ Secure all exits to prevent re-entry to buildings during the search period.

☑ Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.

☑ Re-occupy buildings only when proper authorities give clearance.

---

**BOMB THREAT CHECKLIST**

**DO NOT HANG UP**

Person Receiving Call Completes the Following:

1. Date & time call received:____________________________________

2. Exact words of person making threat (ask caller to repeat what he or she said: “I’m sorry, could you repeat that?”):

3. Questions to ask caller:

4. When is the bomb going to explode? ___________________________

5. Where is it right now? ___________________________

6. What does it look like? ___________________________

7. What kind of bomb is it? ___________________________
   ____________________________________________________________________

8. What will cause it to explode? ___________________________

9. Did you place the bomb? ___________________________

10. Why? ________________________________________

11. What is your address? ______________________________________

12. What is your name? ______________________________________
Sex of caller: M / F  Age:______  Accent:_______ Length of call:______

13. Caller's Voice. Check all that are appropriate:

<table>
<thead>
<tr>
<th>Calm</th>
<th>Laughing</th>
<th>Lisp</th>
<th>Raspy</th>
<th>Distinguished</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Angry</th>
<th>Crying</th>
<th>Raspy</th>
<th>Distinguished</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excited</th>
<th>Normal</th>
<th>Deep</th>
<th>Whisper</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Slow</th>
<th>Distinct</th>
<th>Ragged</th>
<th>Soft</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rapid</th>
<th>Slurred</th>
<th>Clearing throat</th>
<th>Nasal</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deep</th>
<th>Stutter</th>
<th>Cracking voice</th>
<th>Loud breathing</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Familiar? Whom did it sound like?</th>
</tr>
</thead>
</table>

14. Background Sounds. Check all that are appropriate:

<table>
<thead>
<tr>
<th>Street noises</th>
<th>House noises</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dishes banging</th>
<th>Children's voices</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Static</th>
<th>Adult voices</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local call</th>
<th>Long Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PA systems</th>
<th>Factory noises</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rapid</th>
<th>Phone booth</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

15. Language Used. Check all that are appropriate:

<table>
<thead>
<tr>
<th>Educated</th>
<th>Incoherent</th>
<th>Irrational</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foul/Swearing</th>
<th>Message read by caller</th>
<th>Message taped by caller</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

16. Other. Use this space to write anything else not covered above:

Name of employee taking the call:

Position: __________________________ Department: __________________________

Work Phone: ___________ Date: __________________________
RECOMMENDATIONS

Each phone receiving incoming calls should have one 3X5 card at the phone with keywords relating to this checklist to be used as a reminder for whoever receives a bomb threat.

ACTIONS

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Evacuation
- Return to Classroom/Reverse Evacuation
In the event of a civil disturbance such as gangs, mob, unruly political rallies or groups forming and moving onto campus, the following steps should be taken:

- Call Sheriff and/or Fire Department.
- Notify the President.
- Under the direction of the President, available faculty members may assist the Sheriff’s Deputies in confining the disturbance to one area.
- Keep the Sheriff’s Office apprised of the situation.
- Take pictures or videos of any groups involved in disobedience activities.
- In extreme situations, the President or a Public Safety Officer will address the group, informing participants of possible consequences of their actions, i.e., individuals who refuse to comply with college and civil regulations will, if necessary, be removed from the campus by the Sheriff.
- In the event the disturbance is serious enough to require the Sheriff’s assistance in controlling the campus, it must be understood that authority for decision-making then becomes a police matter.

**INFORMATION:**

**INCIDENT:**

CIVIL UNREST

**ACTIONS**

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Drop, Cover, and Hold On
- Evacuation
- Lockdown
- Return to Building/Reverse Evacuation
- Shelter In Place
In an incident that affects faculty, students, and the community, such as a Presidential shooting, a major attack on the United States, a declaration of war, etc., crisis intervention deals with students, faculty, and staff who require help to return to their normal emotional equilibrium. The following steps should be taken:

- Inform faculty and students of factual information.
- Establish a Site Intervention Team, listing names of Counselors and other trained staff.
- Convene the site team. Establish responsibilities.
- Determine if the site team can handle the situation or if outside assistance is needed.
- Contact County Mental Health and/or other volunteer professionals. Meet these people as they arrive.
- Release no information relating to the situation. Refer all information requests to the President.
- Establish a sign-in and message center for outside assistance persons.
- Maintain Intervention Team folders for the outside assistance person(s).

The Site Team will:

- Assess the situation.
- Identify at risk students or faculty.
- Assign conference areas for individual and group consultations.
- Coordinate efforts with outside assistance.
- Debriefing and reassessment of the situation.
- Calling Santa Cruz Mental Health Department at 454-4944 or 454-4114

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before Campus Day
Tremors and shaking of the earth indicate an earthquake and there are usually no warnings. Disaster simulation exercises shall be held annually and shall demonstrate safety procedures for various types of emergencies.

### INSIDE A BUILDING

- Direct students to move under desks and assume correct Drop, Cover and Hold position.
- Move away from windows where there are large panes of glass and away from heavy suspended light fixtures.
- Be prepared for aftershocks.
- Evacuate the building when the shaking stops. Special consideration should be given to exit routes. Use fire exit procedures, if route is safe.
- When evacuating, check on other classes on the way out and assist, if needed.
- Mark door that room is clear, or that students remain in the room due to injury.
- Move to designated evacuation area.
- Account for all students. Prepare list of injured, missing and absent students.
- Remain in evacuation area and await further instructions.
- Do not re-enter the building for any reason.

### OUTSIDE BUILDINGS

- Direct students away from buildings, poles, or exposed wires.
- Implement Drop, Cover, and Hold action. Students shall cover as much skin surface as possible, close eyes, and cover ears.
- Stay in the open until the earthquake is over or until further directions are given.
- Render first aid if necessary

### ACTIONS

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Drop, Cover, and Hold On
- Evacuation
- Return to Building/Reverse Evacuation
Emergency Operations

In the event of an explosion:

- Direct students to Drop, Cover, and Hold.
- If the explosion occurred within the building, the staff should wait for instructions for the safest way to leave the building.
- Evacuate the classroom.
- Move to the assigned evacuation area.
- Use same procedures as those designated for an earthquake.
- Students and Staff should not enter the buildings until the Fire Department or President has declared the area safe.

The warning of an explosion is usually a bomb threat or the discovery of leaking gas or a faulty boiler. In the event of the threat of an explosion:

- Analyze the situation for immediate action.
  - If explosion is expected immediately, tell students to Drop, Cover, and Hold
  - If time permits, evacuate all people away from the threat area.
- Notify Fire Department and utility companies of breaks and other malfunctions.
- Person receiving a bomb threat should complete the Bomb Threat checklist form (see Incident: Bomb Threat). Copies of this form are to be kept by the telephones in the administration building and/or distributed to staff.
- Resume classes when buildings are declared safe.

### ACTIONS

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Drop, Cover, and Hold On
- Evacuation
- Return to Building/Reverse Evacuation
- Shelter In Place
Emergency Operations Plan

Things to know or do BEFORE a fire:

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and how to use them.
- Identify at least two possible evacuation routes from your classroom or office area.
- Make sure all emergency phone numbers are located on or near your telephone.

Remember the following safety tips:

1. To escape a fire, “FALL AND CRAWL.”
2. If you’re on fire, “STOP, DROP, and ROLL.”

If you Discover a fire:

- **CALL** 9-1-1 immediately if you see or smell smoke or see flames.
  - Give your name and describe the location and the size of the fire.
- **EVACUATE** the immediate area. Activate the building alarm system if necessary.
  - Assist the limited mobility people in exiting the building.
- **EXTINGUISH** minor fires that appear controllable with a fire extinguisher.
  - Promptly direct the extinguisher contents towards the base of the flames.
  - Get help.
  - During large fires that are not immediately controllable, or after using the extinguisher, close all doors to confine the fire and reduce oxygen – BUT DO NOT LOCK THEM.
- If there is heavy smoke, stay as low to the floor as possible.
- Once outside, move to the evacuation assembly area or where you are directed to go. Keep the walkways clear for emergency vehicles.
- To the best of your ability, and without re-entering the building, attempt to determine that everyone is accounted for and has evacuated safely.
- Keep clear of the Command Post during the emergency unless you have important information to report.

**INCIDENT:** FIRE ON CAMPUS

**ACTIONS**

Actions may include:

- Evacuation
- Return to Building/Reverse Evacuation
If a natural gas line breaks on or near the campus and natural gas is flowing into the air near classrooms do the following.

- Call 9-1-1 from off campus.
- **Do not** use phones on campus.
- **Do not** turn lights on or off.
- Notify school through runners, **NOT** by sounding Fire Alarm, because switches can spark an explosion.
- Depending on public safety recommendation, either Shelter in Place or
- Evacuate the students upwind at least 500 feet away from the gas leak.
- If leaving classrooms, close the doors behind in case of possible fires.

**ACTIONS**

Actions may include:

- Evacuation
- Return to Building/Reverse Evacuation
- Shelter in Place
The following are guidelines for Chemical Spills:

- Evacuate the immediate area of personnel
- Determine whether to initiate Shelter In Place Protocol
- Secure the area (block points of entry)
- Identify the chemical and follow the procedures for that particular chemical.
- Notify the Chemical Spill Assessment Team

CHEMICAL SPILL ASSESSMENT TEAM:
Should a chemical spill affect or threaten the safety and health of staff, students, property and/or environment, the Fire Department will be called at 9-1-1. Notify the Fire Department through 9-1-1-1 and provide the following information:

- Date, time, and exact location of the release or threatened release
- Name and telephone number of person reporting
- Type of chemical involved and the estimated quantity
- Description of potential hazards presented by the spill
- Document time and date notification made
- Other emergency personnel responding (Highway Patrol, CALTRANS, etc.)

- Locate a fire extinguisher and have present, should the need arise
- Place reflective triangles or traffic cones if in street or highway. DO NOT LIGHT FLARES!
- If spill response equipment is available use it to take the necessary measures to prevent the spill from spreading.

**Reporting Chemical Spills**
Once an emergency spill response has been completed, the person reporting the initial spill must complete a SPILL RESPONSE EVALUATION. The incident must be reported to the President WITHIN 24 HOURS OF THE SPILL.
Spill Clean Up
Chemical Spills may not be cleaned up by college personnel. Call the Fire Department. The Fire Department will coordinate cleanup through a designated contractor.

Emergency Telephone Number

| District Maintenance & Operations (Chemical Spill Assessment Team) | (831) 479-1699 (Doug Deaver) |
| Santa Cruz County Office of Emergency Services | (831) 458-7150 |
| California Office of Emergency Services | (800) 852-7550 |
| Santa Cruz County HAZMAT | (800) 698-6942 |
| National Emergency Response Center | (800) 424-8802 |
| California Department of Fish and Game | (916) 448-5780 |
| Environmental Protection Agency | (415) 744-2000 |
| Fire Department | 9-1-1 |
| California Highway Patrol | 9-1-1 |

HAZARDOUS SUBSTANCES

Hazardous Substances include the following, but is not limited to the following:
- Gasoline
- Lacquer Thinner
- Solvents
- Paint
- Motor Oil
- Agricultural Spray
- Diesel Fuel
- Paint Thinner
- Kerosene
- Stain
- Anti-Freeze
- Brake Fluid
- Airborne Gases/Fumes

IMPORTANT STEPS

Always call for assistance and:
- Extinguish all ignition sources
- Shut off main emergency switch to fuel pump, if appropriate
- Move appropriate fire extinguishing equipment to area
- If possible, contain the spill to prevent further contamination
- Move people/personnel away or evacuate from contamination area

If the spill is too great to handle, contact the Fire Department.
- College Staff will evacuate the area immediately, if appropriate. Stand upwind from fumes, if possible.

**ACTIONS**

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Evacuation
- Return to Building/Reverse Evacuation
- Shelter In Place
A campus intruder is defined as a non-student or a student who loiters or creates disturbances on campus. Dangerous and/or concealed weapons are forbidden on campus premises unless carried by law enforcement officers.

**IMPORTANT STEPS**

- If possible, alert Sheriff IMMEDIATELY at 9-1-1.
- Have the person(s) under suspicion kept under constant covert surveillance.
- **DO NOT ATTEMPT TO DISARM THE PERSON(S).**
- If it is determined that the intruder has no rightful reason to be on campus, CHALLENGE HIS/HER PRESENCE.
- Ask the intruder to quietly leave the campus
- If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- If the intruder gives no indication of voluntarily leaving the premises, notify Sheriff’s Department.
- Call for an EMERGENCY LOCKDOWN if necessary.

**ACTIONS**

Actions may include:

- Lockdown
POTENTIAL LANDSLIDE

Some areas of the community are highly susceptible to landslides. Closure of highways can result in isolating areas of the community. Staff and students may be unable to return home or may have to be evacuated to an alternate location.

College officiates may be alerted to danger and be ordered to evacuate by Fire and/or Sheriff’s Departments, or local emergency response officials.

LANDSLIDE DURING NON-CAMPUS HOURS

The College President on the advice of the local authorities shall determine if conditions are such that cancellation of campus activities is warranted.

- Determine potential area threatened through contact with local agencies and/or Santa Cruz County OES or the County EOC.
- If necessary, arrange for evacuation of staff and students to a safe alternate location.
- Advise news media of the evacuation and direction of travel from the campus.

The President will decide whether or not the Campus will be open or closed. Local radio stations will be advised.

ACTIONS

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Drop, Cover, and Hold On
- Evacuation
- Return to Building/Reverse Evacuation
If the Sheriff’s Department informs the campus that there is a Law Enforcement Action nearby, such as a high speed chase, bank robbery, hazardous materials spill or other event and feels that it is safer to contain staff and students to the campus, rather than allow release onto the surrounding streets, they may ask for a lockdown of the campus.

- The campus will be notified by local authorities with instructions to the college appropriate for the situation
- Information may also be given via the media
- Exit roads to and from the campus may be temporarily blocked off with cones or saw horses with people stationed to explain the situation
- The Sheriff’s Office will inform the campus when it is safe to open the campus

**ACTIONS**

Actions may include:

- Lockdown
- Evacuation
- Return to Building/Reverse Evacuation
EMERGENCY OPERATIONS

Version 1.2

M ASS CASUALTY

In the event of a Multiple Injuries or a Mass Casualty Incident (MCI):

- Determine what the problem is and call 9-1-1 for local emergency services. 
  Note: A casualty is a victim of an accident or disaster.
- Determine if problem will continue or if it is over.
- Notify President’s Office.
- A College representative will meet Incident Command Officer (Fire Department or Sheriff Official) who will determine exact nature of incident.
- Keep calm, reassure students.
- Fire Department will notify appropriate agencies for additional help.
- Crisis Team will convene.
- Contact College President to determine need to send students home and close the campus.

ACTIONS

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
A warning will be received from the North American Air Defense Command (NORAD) through the Civil Defense Warning System when an attack is in progress against the United States, its territories, possessions, or allies.

- Establish the Emergency Operations Center (EOC).
- Establish communications with the Santa Cruz County Emergency Operations Center.
- Prepare to cooperate with the Red Cross in the opening of the college as a shelter, if necessary

**STRATEGIC WARNING**

Notification will be made by the local authorities and the news media. No estimate can be made of the duration of a strategic warning condition. The warning time may vary from several hours to several days.

- Follow the local authorities in regards to sending students home.
- Take necessary steps to close the College, if necessary.
- Notify the County Emergency Operations Center when this has been accomplished.

**ATTACK WARNING**

- Execute the **DROP, COVER, AND HOLD** action.
- Turn on battery-operated AM radio and tune to any EAS (Emergency Alert System) station for official information and instructions.
- Take precautions to minimize the possibility of persons being struck by flying objects such as glass and window coverings.
- Remain at college until other action is advised

**SURPRISE ATTACK WARNING**

Detonation of a weapon will be the only notification. This will be accompanied by intense light and heat. The light may be followed by heavy shock (blast) waves.

- Give command to **DROP, COVER, AND HOLD**.
- When blast wave has passed, command action to take shelter inside if one is not already in a sheltered area.
- Report missing students and administer first aid as necessary.
- Await information and directions.
Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Drop, Cover, and Hold On
- Evacuation
- Lockdown
- Return to Building/Reverse Evacuation
- Shelter In Place
PANDEMIC INFLUENZA ALERT SYSTEM

Six phases established by the World Health Organization:

<table>
<thead>
<tr>
<th>Inter-Pandemic Phase</th>
<th>Pandemic Alert</th>
<th>PANDEMIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>New virus in animals, no human cases</td>
<td>Low risk of human cases</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Higher risk of human cases</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>No, or very limited, human-to-human transmission</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Evidence of increased human-to-human transmission</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Evidence of significant human-to-human transmission</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Efficient and sustained human-to-human transmission</td>
<td>6</td>
</tr>
</tbody>
</table>

Colleges play an integral role in protecting the health and safety of the district’s staff, students and their families. Because of the complicated issues that colleges would face should a pandemic occur it is imperative that we plan and prepare ahead. It is only a matter of time before the next pandemic arises, so by developing a strong response plan now, we are prepared for what will inevitably happen in the future.

The World Health Organization uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities. The designation of phases, including decisions on when to move from one phase to another, is made by the Director-General of the World Health Organization.

Changes from one phase to another are triggered by several factors, which include the epidemiological behavior of the disease and the characteristics of circulating viruses. It is important for college officials to designate someone to monitor influenza surveillance systems and help gather and disseminate information as needed to staff, students, and parents.

To help college officials address the different phases of this alert system, the following set of guidelines for schools has been developed. These are general actions for schools to take that coincide with each color-coded pandemic phase level. In the event that the World Health Organization changes from one phase to another, school districts may or
Each of the following pandemic influenza phases represents an increasing risk to the general population. **Each college is responsible for developing and implementing appropriate and specific pandemic response plans.**

<table>
<thead>
<tr>
<th>PHASE 1</th>
<th>LOW RISK OF HUMAN CASES</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTER-PANDEMIC PHASE</td>
<td>NEW VIRUS IN ANIMALS, NO HUMAN CASES</td>
</tr>
</tbody>
</table>

This phase is declared when there is a low risk of human cases. The following actions should be considered:

- Implement a sound health and hygiene program for all staff and students to follow.
- Develop specific pandemic response procedures and add to existing emergency plans.
- Conduct routine inventories of first aid and medical supplies.
- Verify that illnesses are properly monitored at each school site.
- Increase pandemic influenza awareness and strengthen training for school staff.

<table>
<thead>
<tr>
<th>PHASE 2</th>
<th>HIGHER RISK OF HUMAN CASES</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTER-PANDEMIC PHASE</td>
<td>NEW VIRUS IN ANIMALS, NO HUMAN CASES</td>
</tr>
</tbody>
</table>

This phase is declared when there is a higher risk of human cases. The following actions should be considered:

- Review and update school emergency plans; include pandemic response procedures.
- Review current communication plan to students and staff.
- Provide staff members and students with any information that would strengthen a school’s ability to respond to a pandemic.
Promote the importance of reducing the spread of illness; remind students, faculty, and staff to stay home when they are sick.

This phase is declared when there is no, or very limited transmission among humans, but the virus continues to spread rapidly among animals. The following actions should be considered in addition to any specific plans that are developed and implemented:

- Communicate the current phase level to all staff members and train them in pandemic response plans as they are developed.
- Identify a person in your agency who will monitor government sources for warnings.
- Gather and disseminate pertinent information as it becomes available.
- Establish an internal planning team and develop specific pandemic response procedures.
- Identify who will make the decision to close schools and at what point that decision will be made.
- Begin to consider the possibility of campus closures and that staff members may not be able to report to work.
- Continue to make sure that proper health and hygiene procedures are being followed by staff and students.
- Review whether the precise characteristics of the pandemic threat require the refinement of any current emergency plans.

This phase is declared when there is evidence of an increased number of human to human transmissions. The following actions should be considered:

- Communicate the increase in phase level to all staff members.
- Monitor influenza surveillance systems for the current characterization of the virus.
Identify the need to implement any recommended social distancing measures.
Encourage students and staff members who become ill after traveling to affected countries to see their health care provider.
Report an increase in student and staff illness to the Santa Cruz Department of Public Health.

This phase is declared when there is significant transmission among humans. The following actions should be considered in addition to any specific recommendations from local and state health officials:

- Communicate the increase in phase level to all staff members and students.
- Monitor influenza surveillance systems for the current characterization of the virus.
- Identify the need to implement any additional social distancing measures.
- Evaluate your chain of command and identify key decision makers.
- Assess campus events and take additional precautions, if necessary.
- Consider assigning mental health counselors for students and staff members, if needed.
- Discuss students’ fears concerning a pandemic and offer available resources.

This phase indicates the presence of a true pandemic. In conjunction with local and state health officials, determine the appropriate response with these considerations in mind:

- Communicate the increase in phase level to all staff members.
- Review the College’s chain of command ensuring that a decision maker is available at all times.
- Gather and provide pertinent information to students and staff.
Assess the pandemic condition on a regular basis and evaluate whether any further protective measures are needed.

Evaluate recommendations from health officials for social distancing and quarantine and be prepared to respond accordingly.

Consider canceling special events.

Mobilize Crisis Response Teams to meet the mental health needs of students and staff members, if needed.

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**ADDITIONAL RESOURCES**

Official U.S. Government Website

[www.pandemicflu.gov](http://www.pandemicflu.gov)

Centers for Disease Control & Prevention


World Health Organization – Avian Influenza Information


World Health Organization’s Human Case Count


Precautions for Travel to Countries Reporting H5N1


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**ADDITIONAL STEPS TO TAKE**

- Monitor Department of Public Health Announcements and follow their guidance.
- Call County Mass Immunizations to ask if they would like to use the College site as a vaccination location at 454-4114

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**ACTIONS**

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
INCIDENT: POWER OUTAGE/ROLLING BLACKOUTS

IT IS THE COLLEGE'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE IF INSTRUCTORS ARE ABLE TO CONTINUE TEACHING.

Information may be obtained by calling PG&E at 426-8300 or listening to the stages of alerts that will be broadcast over the radio:

- **STAGE 1 POWER EMERGENCY** indicates that the operating reserves in the real-time market are forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria.

- **STAGE 2 POWER EMERGENCY** indicates that the operating reserves in the real-time market are forecasted to be less than five (5) percent.

- **STAGE 3 POWER EMERGENCY** indicates that the operating reserves in the real-time market are forecasted to be less than 1.5 percent.

If the district is notified of a STAGE 3 POWER EMERGENCY, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone’s best effort to communicate, it is possible that an outage will occur with no notice to the district. To keep abreast of the daily situation, listen to 740AM (KCBS) radio station as you are driving into work for the status of the day.

**PREPARING FOR AN OUTAGE**

- Determine availability of portable lighting at site, i.e. flashlights & batteries.
- Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- Clear away materials and boxes from hallways and pathways.
- Check College District’s PG&E Block list to determine in which PG&E block your site is located. As a note, Block 50’s power will not be interrupted.
- Ask Staff to have alternative teaching methods and plans to be used at STAGE 3 only.
- Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
- Plan alternative communication methods that suit your site, such as runners, cell phones, or radios.
- Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
- Ask staff and students to have seasonal warm clothing available, if appropriate.
- Use surge protectors for all computer equipment, major appliances and electronic devices.
- Electric smoke detectors should have battery-powered back-up smoke detectors...
**DURING AN OUTAGE**

- CONTACT 479-NEWS for updates related to power outages.
- According to the Telephone Company, phones connected directly to a phone jack will be operable. Phones that require power from an electrical outlet will not work.
- DO NOT USE barbecues, Coleman-type stoves, hibachis and other outdoor-cooking devices indoors.
- DO NOT USE candles or gas lanterns.
- Turn off PCs, monitors, printers, copiers, major appliances and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
- Shut off lights in unoccupied rooms.

The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible.

- If a power outage is prolonged, the Building Manager should contact the Site President for directions (release students/staff, evacuation to another site, etc.).

**ACTIONS**

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
Flash Flood Watch means it is possible that rains will cause Flash Flooding in the specified area. Be alert and prepare for flood emergency.

Flash Flood Warning means flash flooding is occurring or is imminent in the specified area. Move to safe ground immediately.

- Any evacuation of campus will not be attempted until:
  - Approved by the Incident Commander (IC).
  - A safe escape route has been verified by County Communications.
- Don’t attempt to cross flowing water which may be more than knee deep. If you have doubts, don’t cross.
- Be especially cautious at night since it’s harder to recognize the danger then.
- Don’t try to drive through flooded areas. If your vehicle stalls, abandon it and seek higher ground.

SEVERE STORM OR WINDS

Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains.

The National Weather Service has developed a system of “watches” and “warnings” that are issued when severe weather conditions may exist.

A “Watch” is issued by the National Weather Service when a thunderstorm with winds in excess of 55 m.p.h. or a tornado may develop in a given area and during a specific time frame.

A “Warning” is issued when a thunderstorm has winds in excess of 55 m.p.h. or a tornado has been sighted in the area, and precautions to minimize potential risks should be taken.

If a “Watch” or “Warning” has been issued:

- Remain alert for additional weather advisories if a severe windstorm “Watch” has been issued.
- If a “Watch” is issued during Campus Hours, notification will be by the Operational Area Emergency Operations Center, or local agencies, and will be kept up-to-date on the latest developments. Monitor Situation.
- If a “Warning” is issued during campus hours, provide care for students at school.
- If a “Warning” is issued, the EOC may direct the closing of the College, if there is sufficient time before the anticipated arrival of the storm, or may direct everyone to remain at their work sites if it would be dangerous to leave. Monitor Situation.
Once alerted to the possibility of impending severe winds or tornado, follow the instructions of the Incident Commander (IC).

- Move away from all windowed areas, close doors, and remain in hallways until you receive further instructions.
- All property and equipment must be properly anchored and stored.
- It may be necessary to shut off all utilities.
- After incident, inspect campus for damage and injuries.

**If there is no advance warning:**

- Take cover immediately in interior rooms or along an inside wall. Try to find a place away from large, heavy objects, and windows.
- Open doors if possible.
- Keep calm personally and maintain calm for students and/or staff you are supervising.
- Wait for instructions from the Operational Area Emergency Operations Center.

**ACTIONS**

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Evacuation
- Return to Building/Reverse Evacuation
INCIDENT: SHOOTING OR SNIPER, BRANDISHING WEAPON OR EXPLOSIVE

REMEMBER: Protect the students and protect yourself.

SAME ROOM OR IMMEDIATE AREA AS THE SHOOTER

If you are in the same room or immediate area as the shooter...

- Do exactly as the shooter says, unless it endangers you or someone else.
- Remain quiet
- Do not argue with or provoke the shooter
- Try to take cover as soon as you can

SAME BUILDING WITH THE SHOOTER

If you are in the vicinity of or in the same building with the shooter...

- Take cover and remain still if shots are being fired at or near you
- Give DROP command
- If you can, remove others from the line of fire
- If you can, assist the injured
- Call 9-1-1. Give the following information:
  - College Site Name and location
  - Your name and phone number
  - Exact location and number of shooters
  - Description of sniper, type of weapon, number of hostages, if any
  - Number and location of injured persons
- Alert other teachers/staff of situation and location of shooter
- Initiate lockdown facilities
- Keep surveillance until law enforcement arrives
- Follow directions of law enforcement when they arrive
Actions may include:

- Drop, Cover, and Hold On
- Lockdown
TERRORIST ACTS

The Department of Defense defines terrorism as “the calculated use of violence or the threat of violence to inculcate fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are political, religious, or ideological.” In this context, most incidents of robbery, assault, and murder would be excluded as terrorist acts. The tragic murder of students at Columbine High School, for example, would not constitute a terrorist act under this definition, even though, the attack itself terrified and stunned an entire nation. In addition, most other violent gang related activity would not be considered “terrorism”.

The types of weapons used by terrorists may be chemical, biological, radiological, nuclear or explosives - CBRNE for short - and may result in one or more of the following Incidents.

- Bioterrorism: Anthrax Threat, Botulism, Smallpox
- Bomb Threats
- Chemical / Hazardous Materials Spills / Release
- Intruder on Campus
- Mass Casualty
- Power Outage
- Shooting or Sniper, Brandishing a Weapon or Explosive

HOMELAND SECURITY ADVISORY SYSTEM

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.
The following protective measures are general guidelines for schools. In the event that the threat level increases to RED, College Districts may or may not need to take specific protective action. The nature of the emergency will dictate the response.

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures. Each College District is responsible for developing and implementing appropriate specific emergency plans.

**GREEN:**
LOW RISK OF TERRORIST ATTACK

This condition is declared when there is a low risk of terrorist attacks. The following general measures should be considered in addition to any specific plans that are developed and implemented:

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<tr>
<th>General Measures</th>
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• Assign the responsibility for action to the School Incident Commander to ensure all checklist items are completed.
• Refine and exercise as appropriate, school and district emergency plans.
• Train teachers and staff on the Homeland Security Advisory System and specific emergency plans.
• Assess school sites for proximity and vulnerability to potential terrorist targets (i.e. Commercial occupancies with potential hazards, utility companies, etc) updating plans as needed.
• Develop and implement security procedures, (Assign a member of the school staff to ensure that this checklist item is completed).
• Conduct routine inventories of emergency supplies and medical kits.
  • Include a weekly check of the generator when applicable.
  • Know how to turn off water, power, and gas to your facilities.
  • Budget for security measures.
  • Advise all personnel to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.
  • Develop visitor identification and sign in procedures.
  • Arrange for staff members to take a First Aid/CPR course.
  • All school keys should include the provision for “Do Not Duplicate”
  • Review and update the Emergency Call-in List.

BLUE: GENERAL RISK OF TERRORIST ATTACK

This condition is declared when there is a general risk of terrorist attacks. All general measures listed in green alert conditions should be taken, and the following general measures should be considered, in addition to any specific plans that are developed and implemented:

General Measures

• Communicate the change in threat level to all staff members.
• Check and test emergency communications, coordinate with all school sites and staff.
• Review and update emergency response procedures.
• Provide everyone with any information that would strengthen a school’s ability to respond to a terrorist threat.
• Mark keys with “Do Not Duplicate”. (See Condition Green)
• Conduct routine perimeter checks of site, checking integrity of fencing, locks, and ensuring appropriate security signage is in place.
• Review and update emergency call-in list.
- Review current emergency communication plan to notify parents in times of emergency; disseminate information to families of students, staff, and faculty.
- Test your generator once per week.

### YELLOW
**SIGNIFICANT RISK OF TERRORIST ATTACK**

An Elevated Condition is declared when there is a significant risk of terrorist attacks. All general measures listed in green and blue alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

**General Measures**

- Communicate the change in threat level to all staff members.
- Review whether the precise characteristics of the threat require the further refinement of any current emergency plans.
- Implement, as appropriate, contingency emergency response plans.
- Identify and monitor government sources for warnings.
- Review mail handling, and delivery of packages procedure with staff.
- Check site for potential hazards such as unattended packages, unauthorized vehicles, or perimeter violations.
- Increase perimeter checks of site, check buildings for unattended packages, and report any suspicious activity or circumstances to law enforcement immediately.
- Test your generator once per week.

### ORANGE
**HIGH RISK OF TERRORIST ATTACK**

A High Condition is declared when there is a high risk of terrorist attacks. All general measures listed in green, blue, and yellow alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

**General Measures**

- Communicate the change in threat level to all staff members.
- Identify the need for any additional security and coordinating efforts, if necessary, with your local City/County Emergency Manager.
- Be alert to staff and student concerns to determine when/how to communicate.
  a. Communication should focus on reassurance that school is a safe place
    i. Reminder – schools have existing safety plans
ii. Reminder – schools practice their safety procedures

iii. Reminder – schools have an outstanding ongoing working relationship with law enforcement and excellent communication networks.

- Evaluate school events and take additional precautions, if necessary.
- Consider assigning mental health counselors for students, staff and faculty, if needed.
- Discuss student’s fears concerning possible terrorist attacks and offer available resources.
- Consider reducing site ingress and egress points to an absolute minimum.
- Inspect all deliveries; restrict parking near buildings, and report suspicious vehicles to local law enforcement.
- Consider parking controls or special restrictions at all sites
- Test your generator once per week.

### A Severe Condition

A Severe Condition reflects a severe risk of terrorist attacks. **Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time.** The Santa Cruz County Emergency Operations Center, will be occupied initially during the first 24 hours of a RED threat level. (Continued operation will be determined on an as-needed basis.)

Information will be disseminated as warranted through mass e-mail, telephone, or via amateur radio to the College.

All general measures listed in green, blue, yellow, and orange alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented.

#### General Measures

- Make contact with your day-to-day local City/County Emergency Manager or assigned contact to ensure a reliable line of communication during the red level.
- Test communication lines - including e-mail, telephone lines, or amateur radio.
- Make sure cellular phones are charged and ready along with adequate batteries for AM/FM radios, pagers, etc.
- Communicate the change in threat level to all staff members.
- Monitor e-mails and telephone calls from the Santa Cruz County EOC for updates during crisis.
- Gather and provide related information to students and staff.
  A. Preview communication guidelines under Orange Threat Level
B. Reminder – In the event of a RED threat level, College Districts have a direct communication link via amateur radio to the Santa Clara County Emergency Operations Center. They receive timely, accurate information, from which to make decisions affecting the safety and welfare of students.

- Assess the threat condition on a regular basis and evaluate whether any further protective measures are needed.
- Consider canceling special events.
- Consider closing campuses, if necessary.
- Maintain close contact with your local City/County Emergency Manager.
- Monitor all deliveries and mail to your buildings.
- Provide security for parking lots; deploy personnel to observe and report to Law Enforcement to protect facility.
- Be prepared to Evacuate, Lockdown, or Shelter in Place if ordered.
- Ensure mental health counselors are available for students, staff and faculty.

### Additional Resources

- [http://www.nasponline.org](http://www.nasponline.org) National Association of School Psychologists
- [http://www.oes.ca.gov/](http://www.oes.ca.gov/) California Office of Emergency Services

### ACTIONS

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Drop, Cover and Hold On
- Evacuation
- Lockdown
- Return to Building/Reverse Evacuation
- Shelter In Place
Vehicle Fuel Spill

When a spill has occurred, the first thing to do is to keep the situation from worsening. Follow these steps:

- Shut off emergency switch
- Avoid skin contact
- Isolate the spill from people and vehicles by blocking all points of entry
- Stop and evaluate any hazards
- Prevent discharge into storm drains. Divert the flow by sealing off areas with absorbents. Prevent runoff. Use absorbent "socks" or "booms" to contain the spill
- Identify the source, estimated quantity spilled and stop further release(s) - IF IT CAN BE DONE SAFELY
- Take care of any injured
- For information on Chemical Spills call 1800 698-6942, 831-459-0110
- If the spill is unmanageable, contact the Fire Department by calling 9-1-1
- If, after attempted containment, the release still poses either a present or a potential threat, notify the California Office of Emergency Services and local emergency assistance organizations (fire, police, etc.). Give the following information:
  - Date, time, and exact location of the release
  - Name and telephone number of persons reporting the release
  - The type of fuel spilled and the estimated quantity
  - Description of potential hazards presented by the fuel spill
  - Document the time and date notification was made and the information provided
  - A written report to the appropriate office of the California Department of Health Services is required within 15 days after the incident. Contact the College M&O Director for assistance with this report.

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Evacuation
- Return to Building/Reverse Evacuation
- Shelter In Place
Some parts of the District are surrounded by wooded areas which pose a serious wildland fire threat to school sites, community, and homes.

- Determine potential area threatened through contact with the local agencies and/or the Santa Cruz County Office of Emergency Services at 458-7150
- Provide care for students at school.
- If necessary, arrange for the evacuation of staff and students to a safe alternate location.
- Advise news media movement of students to an alternate location.
- Prepare to open the Emergency Operations Center. Immediately contact the County Emergency Operations Center.
- Prepare to open college sites for shelter use as determined by the County Emergency Operations Center and the Red Cross.

**INCIDENT:** WILD LAND FIRE

**ACTIONS**

Actions may include:

- Cancellation/Closure of School: During Campus Hours
- Cancellation of Classes: Before the Campus Day
- Evacuation
- Return to Building/Reverse Evacuation
Seven (7) Action Plans are included, in alphabetical order.

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Recovery, The last Action Plan is the final phase of the EOP...........201

**ACTION: #1 CANCELLATION/CLOSURE OF SCHOOL**

During Campus Hours

Schools are closed or classes cancelled when it is *unsafe* for students and staff to be there due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or wide scale public health measures.

**WHEN TO CANCEL/CLOSE THE COLLEGE**

- Aircraft Accident
- Bioterrorism
- Bomb Threats
- Civil Unrest
- Crisis Intervention
- Earthquake
- Explosion
- Hazardous Materials Incident
- Landslide
- Mass Casualty
- National Defense Emergency
- Pandemic Influenza
- Power Outage/Rolling Blackouts
- Severe Weather
- Terrorist Acts
- Transportation Accident
- Wild land Fire
CANCELLATION/ CLOSURE PROCEDURES

- Notify Sheriff’s Office
- Notify Staff and Students
  - Make an announcement over a PA, if available
  - OR
  - Send runners to each Building Manager with information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
- Post Alert on College website
- Post “School Closed” signs at all main entry points (Provide information on how to get additional information such as an emergency phone number, radio station, etc.)

SECTIONS INVOLVED IN SCHOOL CANCELLATION/CLOSURE

- Management/Command
- Operations

NOTE

The conversion of a school campus for purposes of public sheltering or mass prophylaxis must be initiated by the College President at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.
ACTION: #2  CANCELLATION OF CLASSES
Before the Campus Day

If conditions warrant the cancellation of school prior to the beginning of the school day, the Cabrillo College normally requests the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

WHEN TO CLOSE THE COLLEGE

- Aircraft Accident
- Bioterrorism
- Bomb Threats
- Civil Unrest
- Crisis Intervention
- Earthquake
- Explosion
- Hazardous Materials Incident
- Landslide
- Mass Casualty
- National Defense Emergency
- Pandemic Influenza
- Power Outage/Rolling Blackouts
- Severe Weather
- Terrorist Acts
- Transportation Accident
- Wildland Fire

CANCELLATION PROCEDURES

✓ Cabrillo College notifies the County EOC
  Santa Cruz County Sheriff’s Numbers:
  Aptos 212-8464         Watsonville 212-8466
✓ Post signs on all major entrances to Campus
✓ Post Closure Alert on Cabrillo website
✓ Notify Staff (use staff phone tree, if one is in place)
✓ Notify Radio and Television stations

SECTIONS INVOLVED IN COLLEGE CLOSURE

Management/Command
ACTION: #3  DROP, COVER, AND HOLD

Drop, Cover, and Hold On is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus. The call to “drop and cover” is usually initiated by classroom staff.

WHEN TO DROP, COVER, AND HOLD ON

- Aircraft Accident
- Civil Unrest
- Earthquake (the event will initiate the actions)
- Explosion
- Landslide
- National Defense Emergency
- Shooting or Sniper, Brandishing weapon or explosives
- Terrorist Acts

DROP, COVER, AND HOLD ON PROCEDURES

INDOORS

- Students, staff, and employees drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- Stay put until “All Clear” announcement is made
- Check for injuries and make sure everyone is accounted for

HALLWAYS AND BATHROOMS

- Kneel next to a bare, inside wall and place your hands over the back of your neck
- Stay put until shaking stops
- Check for injuries and make sure everyone is accounted for
OUTDOORS

☑ Move away from trees, billboards, signs, buildings, electrical wiring and power poles
☑ Drop to the ground and cover the back of your neck with your hands
☑ Stay put until “All Clear” announcement is made
☑ Check for injuries and make sure everyone is accounted for

SECTIONS INVOLVED IN DROP, COVER AND HOLD ON

☐ Management/Command
☐ Operations (as needed)
☐ Logistics (as needed)
☐ Planning/Intelligence (as needed)
☐ Finance/Administration (as needed)

NOTE
After an earthquake, remember to stay alert for aftershocks!
### ACTION: #4  EVACUATION

This emergency response activity is initiated by the President when it is determined that it is not safe to remain in school buildings or to stay on campus. In this situation, students and staff are moved to a safer location either on- or off-site.

### WHEN TO EVACUATE YOUR SCHOOL

- Aircraft Accident
- Bomb Threats
- Civil Unrest
- Earthquake
- Explosion
- Fire on Campus
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Law Enforcement Action Nearby
- National Defense Emergency
- Severe Weather
- Terrorist Acts
- Transportation Accident
- Wild land Fire

### EVACUATION PROCEDURES

#### ON-SITE EVACUATION

- Notify Sheriff’s Office
- Sound fire alarm
- Notify Staff and Students

Make an announcement over the PA and walkie-talkies

“Your attention please. Your attention please. Students and staff should proceed immediately to ____________

**OR**

If a PA system is not available and it is safe to do so: send runners to each classroom with above information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
✓ When all students and staff have arrived at the evacuations site, Building Managers take roll and determine if anyone is missing. Add names of guests/visitors
✓ Post an alert on Cabrillo website

**OFF-SITE EVACUATION**

✓ Notify Sheriff’s Office
✓ Activate Transportation Plan, if necessary
✓ Post signs with directions to evacuation site along with any emergency numbers to call for additional information
✓ Sound fire alarm
✓ Notify Staff and students

Make an announcement over the PA, if available, and walkie-talkies:

“Your attention please. Your attention please. Students and staff should proceed immediately to the off-site evacuation staging area.”

**OR**

If a PA system is not available and it is safe to do so, send runners to each building with above information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

✓ Post an alert through Cabrillo website

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<tr>
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### ACTION: #5 LOCKDOWN

Lockdown is the response action initiated when schools are faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or there is police activity in the vicinity that could threaten the safety of students and staff. **Lockdowns are serious business.** When a President, Sheriff’s Officer, or Fire Department initiates a lockdown it means that there is an immediate and possibly life-threatening situation on-campus.

### WHEN TO INITIATE LOCKDOWN

- Civil Unrest
- Intruder on Campus
- Law Enforcement Action Nearby
- National Defense Emergency
- Shooter or Sniper, Brandishing weapon or explosives
- Terrorist Acts

### LOCKDOWN PROCEDURES

- Notify Sheriff’s Office
- Notify Staff and students
  - a. Make an announcement over the PA or Walkie-talkies
    “Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions.”

  **Remember to lockdown your office!**

  - b. If you do not have a PA system, use predetermined System to alert staff. Be sure **all** classrooms, libraries, cafeterias, gymnasiums, offices, and on-campus programs (like day care) are also notified.

  - **Call 9-1-1** and **stay on the phone** with the operator
  - **Sit tight!** When law enforcement arrives on campus they will give you instructions

### IN CLASSROOMS AND OFFICES

- Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). **DO NOT** open the door for anyone or peek out windows until “All Clear” signal is given
✓ Move away from windows and stay low (below window line)
✓ Keep calm and quiet
✓ Communicate if everyone is OK or if students are missing/injured on exterior door or window (IF it is safe to do so)
✓ REMAIN in classrooms and offices until the “All Clear” signal is given or you are escorted out by first responders

**IN THE CAFETERIA, LIBRARY OR GYMNASIUM**

✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
✓ Move away from windows and stay low (below window line)
✓ Keep calm and quiet
✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
✓ REMAIN in place until the “All Clear” signal is given or you are escorted out by first responders

**OUTDOORS**

✓ IMMEDIATELY move inside the nearest building
✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)
✓ Move away from windows and stay low (below window line)
✓ Keep calm and quiet
✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)
✓ REMAIN in place until the “All Clear” signal is given or you are escorted out by first responders

### SECTIONS INVOLVED IN LOCKDOWN

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Crisis Intervention, First Aid, Student Release *(these teams will ONLY be activated when it is safe to do so)*
ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)
Open emergency supply box/kit as needed

Long-term lockdown (more than 8 hours)
Open emergency supply box/kit and set-up latrine system

After “All Clear” Signal is given
✓ Post an alert on Cabrillo website
✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc.

NOTE

“Lockdown,” like “Drop and Cover,” can be initiated by a teacher or employee in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teachers or staff, it is their responsibility to get a message to the President’s office and Sheriff’s substation office about the nature of the incident, when it is safe to do so.
ACTION: #6 RETURN TO BUILDING/REVERSE EVACUATION

This emergency response action is designed to immediately bring people *indoors* from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting activities near the school could pose a threat to students and staff.

### WHEN TO INITIATE REVERSE EVACUATION

- Aircraft Accident
- Bomb Threats
- Civil Unrest
- Earthquake
- Explosion
- Fire on Campus
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Law Enforcement Action Nearby
- National Defense Emergency
- Severe Weather
- Terrorist Acts
- Transportation Accident
- Wild land Fire

### REVERSE EVACUATION PROCEDURES

- **Notify Staff and Students**
  - a. Make an announcement over the PA, if available, and on Walkie-talkies:
    
    "Your attention please. Students and Staff should return to your classrooms or offices immediately and stand-by for further instructions."
    
    **OR**
    
    - b. If it is safe to do so, runners can be sent to all outdoor fields with above information.

- **Notify Sheriff’s Office**

- **Once threat passes, issue “All clear” to resume regular activities**

- **Post an alert through Cabrillo website**
SECTIONS INVOLVED IN REVERSE EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter
Whenever an emergency situation presents itself such that it is safer for students and staff to remain inside the Campus buildings, the President, EOC Incident Commander, Sheriff, or Fire Department may order “shelter-in-place.” This response action is initiated when there has been an accidental or intentional release of a chemical, radiological, or biological contaminant in the vicinity of the school. “Shelter-in-place” may also be called for in response to terrorist activities, though Lock-down or Code Red is also appropriate in a shooter on Campus situation.

**WHEN TO SHELTER-IN-PLACE**

- Civil Unrest
- Explosion
- Gas Leak
- Hazardous Materials Incident
- National Defense Emergency
- Terrorist Acts
- Transportation Accident

**SHELTER-IN-PLACE PROCEDURES**

- Notify Sheriff’s Office
- Notify Staff and Students
  
a. Make an announcement if Campus-wide communications are available on PA’s or on Walkie-talkies:

  “Your attention please. Your attention please. Students and staff should immediately prepare to shelter-in-place and stand-by for further instructions.”

**OR**

b. If you do not have a PA system and it is safe to do so: send runners to each building with above information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- Order Building Managers or custodian to shut down air circulation system
- Turn on radio and monitor updates
- Post an alert on the Cabrillo website
Post signs on exterior windows, if there is time and it is safe to do so, “This School is Sheltering-in-Place. Do Not attempt to enter any office or building.

**IN CLASSROOMS AND OFFICES**

- Post “shelter-in-place” sign on exterior door or window (*if* it is safe to do so)
- Shut doors and all windows (pull draperies or close blinds)
- Seal doors and vents with plastic wrap and duct tape
- Take out class roster and take roll
- Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

**IN THE CAFETERIA, LIBRARY OR GYMNASIUM**

- Move students and staff into a hallway or small room
- Shut doors and all windows (pull draperies or close blinds)
- Write down names of everyone in the room
- Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

**OUTDOORS**

- Move inside the nearest building
- Shut doors and all windows (pull draperies or close blinds)
- Write down names of everyone in the room
- Wait for an announcement or communication of “all clear” before releasing anyone or opening doors and windows

**SECTIONS INVOLVED IN SHELTER-IN-PLACE**

- Management/Command
- Operations *(if long duration)*
- Logistics *(if long duration)*
- Planning/Intelligence *(if long duration)*
- Finance/Administration *(if long duration)*

**NOTE**

A request to “shelter-in-place” is usually of short duration (a few hours), so there is little danger that you will run out of oxygen or suffocate.
**ACTION:**

The goal of recovery is to return to normalcy and restore the infrastructure of the Cabrillo College programs and offices as quickly as possible. Focus should be on staff and the physical Cabrillo College site, and to take as much time as needed for recovery. One of the major goals of recovery is to provide a caring and supportive environment. Financial recovery and protection of the Cabrillo College’s assets are also crucial to the overall restoration of Cabrillo College’s normal activities.

### RECOVERY ACTION CHECKLIST

- Strive to return to normal business as quickly as possible.
- Assemble the Crisis Intervention Team, if needed.
- Restore the physical site.
- Restore communications systems.
- Institute data recovery procedures.
- Make arrangements for alternative housing for offices, if necessary.
- Monitor how staff are dealing with the emotional impact of the crisis.
- Identify what follow up interventions are available to staff.
- Conduct debriefings with staff and first responders.
- Assess curricular activities that address the crisis.
- Allocate appropriate time for recovery.
- Plan how anniversaries of events will be commemorated.
- Capture "lessons learned" and incorporate them into revisions and trainings.
- Complete all paperwork and reports for financial aid for disaster relief if available.
- Work with local or state emergency services professionals to maximize your cost-recovery efforts.

### PLAN FOR RECOVERY IN THE PREPAREDNESS PHASE

Determine the roles and responsibilities of staff and others who will assist in recovery during the planning phase. Crisis Intervention Teams may want to train school staff to assess the emotional needs of colleagues to determine intervention needs. Experience shows that after a crisis many unsolicited offers of assistance from outside agencies are made. During planning, you may want to review the credentials of service providers and certify those that will be used during recovery.

During the preparedness phase, local vendors who can assist in recovery efforts should be identified. Items and services, such as debris removal, carpet repair and replacement, cleaning services, computer data recovery, fire restoration, structural engineers, tree damage/repair/removal, etc. should be arranged for in advance of an emergency situation.

**Assemble the Crisis Intervention Team (if needed).** A Crisis Intervention Team, or CIT, is composed of trained individuals who will be available to assist in recovery efforts.

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Even when crisis intervention teams exist within the organization, it may be necessary for the superintendent or designee to allocate additional resources on an as-needed basis.

Service providers in the community may want to assist after a crisis. With prior planning, those with appropriate skills and certifications may be tapped to assist in recovery. This will help to coordinate activities of the community service providers and see that Cabrillo College procedures and intervention goals are followed.

**Return to the “business of school business” as quickly as possible.** Experts agree that the first order of business following a crisis is to return the organization to normal operations as quickly as possible. This may involve helping staff and their families cope with separations from one another with the reopening of business after a crisis.

**Focus on the building, as well as people, during recovery.** Following a crisis, buildings and their grounds may need repairing, renovation or repainting/re-landscaping. Conduct safety audits and determine the parts of the building that can be used and plan for repairing those that are damaged. Use the [Loss Recovery Resource Guide](#) that was provided to each District as part of the School Guard USDOE Emergency Response and Crisis Management Grant.

**Provide assessment of emotional needs of staff and their families.** Assess the emotional needs of all staff, and determine those who need intervention by a counselor, social worker, psychologist or other mental health professional. Arrange for appropriate interventions by CIT teams or community-based service providers. In addition, available services need to be identified for any Cabrillo College students that may have been affected by the incident. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

**Provide stress management during class time.** Trauma experts emphasize the need to create a caring, warm and trusting environment for staff following a crisis. Allow staff to talk about what they felt and experienced during the traumatic event.

**Provide information on the incident to the appropriate person(s) in the EOC.** Follow the chain of command in the plan when providing information about an incident. All information is to be disseminated through the PIO position in the EOC. It is important to have a single message being sent out to parents, staff, the community and the media. Be clear about what steps have been taken to attend to student and staff safety. Let families and other community members know what support services Cabrillo College is providing or what other community resources are available. Any messages to students should be age appropriate. It may be necessary to translate letters and other forms of communication into languages other than English. Be sure to consider cultural difference when preparing these materials.

**Take as much time as needed for recovery.** An individual recovers from a crisis at his or her own pace. Recovery is not linear. After a crisis, healing is a process filled with ups and downs. Depending on the traumatic event and the individual, recovery may take months or even years.
Remember anniversaries of crises. Many occasions will remind staff about crises. The anniversary of a crisis will stimulate memories and feelings about the incident. In addition, other occasions may remind the school community about the crises, including holidays, returning to work after vacations and other breaks, as well as events or occasions that seemingly have little connection to the incident. This underscores the notion that recovery may take a long time than anticipated.

Staff members need to be sensitive to their own as well as others’ reactions in such situations and provide support when necessary. School crisis planning guides suggest holding appropriate memorial services or other activities, such as planting a tree in memory of victims of crises. Trauma experts discourage memorials for suicide victims to avoid glorification and the sensationalizing of these deaths.

Evaluate. Evaluating recovery efforts will help prepare for the next crisis. Use several methods to evaluate recovery efforts. Conduct brief interviews with emergency responders, staff and others involved in the incident. Focus groups may also be helpful in obtaining candid information about recovery efforts. The following are examples of questions to ask:

- Which interventions proved most successful and why?
- Which assessment and referral strategies were the most successful and why?
- What were the most positive aspects of staff debriefings and why?
- Which recovery strategies would you change and why?
- Do other professionals need to be considered to help with future crises?
- What additional training is necessary to enable the Cabrillo College community and community at large to prepare for future crises?
- What additional equipment or resources are necessary to support recovery efforts?
- What other planning actions will facilitate future recovery efforts?

Recovery may seem like an end, but it is also a beginning. You must close the loop on the circle. A critical step in crisis planning is to evaluate each incident. What worked? What didn’t work? How could you improve operations? Take what you have learned and start at the beginning. Update and strengthen the plan so that in future crises, response and recovery happens smoothly.
DESCRIPTION OF FORMS

Four forms are used by all positions in the EOC. These forms are designed to capture all information necessary to meet emergency incident documentation requirements. These forms are:

**Activity Log**
This form is to be used as a running record of all activity associated with the incident. Each position in the EOC and the FOC should maintain their own activity log. **Copying the logs should be avoided so that efforts are not duplicated.** Virtually every activity at each position should be logged on this sheet. When an incident response is closed, the logs should be compiled and turned in to the Administration & Finance Section Chief for filing.

**EOC Message Form**
Any and all messages and communications received by the EOC are recorded on this form. Ideally, all incoming information is received by the Communications Position, whether by phone, radio, or runner. Persons filling the Communications Position record the incoming information on the EOC Message Form and deliver it to the appropriate Section Chief. The Section Chief takes action or delegates the action required, makes a record on the Message Form, records activities in the Activity Log and then places the message in a completed box for that Section. **Avoid photocopying or duplicating the EOC Message Form.** During high activity in an EOC, copies of Message Forms have proven to be a hindrance in that they cause severe duplication of effort. At the close of activation, all message forms are compiled by Section and turned into the Administration & Finance Section Chief for filing.

**Emergency Resources Summary**
During EOC activation, each Section Chief may have several resources at their disposal. The Emergency Resources Summary form is designed to capture the information required for post-disaster financial recovery documentation. When resources are deployed to deal with aspects of the emergency, entries should be made on this form. At the end of each day during the response, these forms are compiled by Section and turned into the Logistics Section Chief who records the information on a master list. At the close of activation, all Emergency Resource Summary forms are forwarded to the Administration & Finance Section Chief for filing. Again, **avoid duplicating these forms.**
Planning & Strategy Worksheet
This form is used by Section Chiefs to record strategies determined at Planning Sessions. The sheet is divided into three sections: Goal (or Objective), Plans, and Tactics. During planning sessions, Section Chiefs bring histories, observations, and predictions associated with the response to the table. These are formulated into simple goals. Each goal or objective is then broken down into plans - what needs to be down to accomplish the goal. Each plan is then broken down into tactics. Here, the actual steps for carrying out the plan and those responsible for carrying out these actions are identified. Planning sessions are facilitated by the Planning & Intelligence Section Chief. It is up to the people involved in the session how best to use these forms. There are two recommended uses of the form:

- The Planning & Intelligence Section Chief prepares a master form during the session listing all goals/plans/tactics discussed and then duplicates it for each of the Section Chiefs. Each Section Chief acts on the items identified as their responsibility in the session, or

- Each Section Chief prepares their own Worksheet at the session listing only the items identified as their responsibility.

- Each Section Chief brings the Worksheet they received at the previous Planning Session to the next session. Each action item is discussed and then another Worksheet is prepared for future actions. The completed worksheets are turned in to the Planning & Intelligence Section Chief. At the close of activation, all Worksheets are turned in to the Administration & Finance Section Chief for filing.

Alphabetical Index
All forms used in each of the various EOC sections are listed on the next page in an alphabetical index. The forms are placed within each EOC section where they would be used by the personnel in that section. A copy is also in the following Forms Index, so they are readily available to photocopy. The Documentation group in the Planning Section would be responsible for making blank copies of all forms for each section to use and is responsible for collecting all filled-in forms when the EOC closes.
The photocopying, distribution, and collection of all forms is the responsibility of the Planning & Intelligence Section.
### ACTION PLAN

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<thead>
<tr>
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<th>PREPARED:</th>
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<td><strong>Date Time</strong></td>
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<tr>
<td><strong>TO:</strong> Date Time</td>
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#### GENERAL OBJECTIVES

OBJECTIVES should be stated in measurable terms to allow for evaluation of progress. Each TASK assigned to Sections should address a specific OBJECTIVE.

#### WEATHER FORECAST FOR OPERATIONAL PERIOD

#### SAFETY MESSAGE

#### ATTACHMENTS (✓ IF ATTACHED)

- [ ] Current Situation Report
- [ ] Task Assignments
- [ ] Traffic/Staging Area Map
- [ ] __________________________
- [ ] __________________________
- [ ] __________________________
- [ ] __________________________

#### PREPARED BY (Planning Section Chief):  
Approved by (Cabrillo College EOC Incident Commander):
## STAFFING LIST

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<tr>
<td>MANAGEMENT STAFF</td>
<td>OPERATIONS SECTION</td>
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<tr>
<td>Cabrillo College EOC IC</td>
<td>Operations Section Chief</td>
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<tr>
<td>Public Information Officer</td>
<td>Communications</td>
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<tr>
<td>Liaison</td>
<td>Search and Rescue</td>
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<td>Safety Officer</td>
<td>First Aid Team Leader</td>
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<td>Security &amp; Law</td>
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<td>PLANNING &amp; INTEL SECTION</td>
<td>LOGISTICS SECTION</td>
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<td>Damage Assessment</td>
<td>Equipment &amp; Supplies</td>
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<td>Subject Matter Experts</td>
<td>Transportation</td>
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<td>Documentation</td>
<td>Crisis Intervention</td>
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<td>Maintenance &amp; Operations</td>
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<td>Staff &amp; Volunteers</td>
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<td>Sheltering &amp; Special Needs</td>
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<td>AGENCY REPRESENTATIVES</td>
<td>FINANCE &amp; ADMIN SECTION</td>
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<td>Finance/Administration Section Chief</td>
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<td>Recordkeeping</td>
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<td>State &amp; FEMA Documentation</td>
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Approved by:  
Prepared by:  

☑ If additional space is needed, ✔ box and use reverse side of this sheet
<table>
<thead>
<tr>
<th>TIME</th>
<th>INCIDENTS, MESSAGES, NOTES</th>
<th>ACTION TAKEN</th>
<th>INITIAL</th>
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Completed by:
# Damage Assessment Message Form

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>A.</td>
<td>#________</td>
<td>Fatalities</td>
</tr>
<tr>
<td>B.</td>
<td>#_____Minor</td>
<td>Injuries (Ambulance)</td>
</tr>
<tr>
<td>Minor: In need of First Aid attention only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td># of Injured</td>
<td>Major: Unable to treat on site, i.e. airway &amp; breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.</td>
</tr>
<tr>
<td>#_____Major</td>
<td>Moderate: Burns, major multiple fractures, Back injuries with or without spinal cord damage</td>
<td></td>
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<tr>
<td>#_____Moderate</td>
<td></td>
<td></td>
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<tr>
<td>D.</td>
<td>Circle one</td>
<td>Property Damages</td>
</tr>
<tr>
<td>Major</td>
<td>Major damage: building collapse, building leaning, major ground movement causing large cracks in ground.</td>
<td></td>
</tr>
<tr>
<td>Moderate</td>
<td>Moderate damage: Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines).</td>
<td></td>
</tr>
<tr>
<td>Minor</td>
<td>Minor damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Ambulance</td>
<td>Resources Needed</td>
</tr>
<tr>
<td>PG&amp;E</td>
<td>Other: (describe)</td>
<td></td>
</tr>
</tbody>
</table>

Transmit only the data within the box above in 30-45 seconds. After transmission, wait for EOC's request to elaborate.

## Additional Information:

Disposition:

Action Taken By:  
(Name)  
Time Action Taken:  

Method Sent  
____ Radio Dispatch  
____ Dispatch  
____ Cell phone  
____ FAX  
____ Courier  

Status  
Date _____ Time _____ Initial _____

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<table>
<thead>
<tr>
<th>Facility Identification</th>
<th>Damage</th>
<th>Comments or Concerns</th>
<th>Rating Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Structural</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Non-structural</td>
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</table>
## DAMAGE SUMMARY

<table>
<thead>
<tr>
<th>Rating Code</th>
<th>Explanation</th>
<th>Cond. Code</th>
<th>Conditions</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIGH PRIORITY</strong></td>
<td>Building has collapsed, partially collapsed, or moved off it's foundation</td>
<td>1</td>
<td>Building has collapsed, partially collapsed, or moved off it's foundation</td>
<td><strong>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</strong></td>
</tr>
<tr>
<td>H1</td>
<td>Sites showing severe structural damage to any building or severe ground movement (Condition Codes 1-4)</td>
<td>2</td>
<td>Building or any story is leaning significantly</td>
<td><strong>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</strong></td>
</tr>
<tr>
<td>H2</td>
<td>Sites showing any structural or non-structural damage that students and staff intend to re-occupy in 24 - 48 hours</td>
<td>3</td>
<td>Obvious severe damage to primary structure members, severe leaning of walls or other signs of severe distress present.</td>
<td><strong>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</strong></td>
</tr>
<tr>
<td><strong>MODERATE PRIORITY</strong></td>
<td>Large cracks in ground, massive ground movement, or slope displacement present that are under, or near, the building and are a hazard to the building.</td>
<td>4</td>
<td>Large cracks in ground, massive ground movement, or slope displacement present that are under, or near, the building and are a hazard to the building.</td>
<td><strong>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</strong></td>
</tr>
<tr>
<td>M1</td>
<td>Sites showing any structural damage to any building or that have overhead hazards (Condition Codes 5-8)</td>
<td>5</td>
<td>Obvious parapet, chimney, or other falling hazard present.</td>
<td>Barricade to prevent access to the area. Rescuers may enter</td>
</tr>
<tr>
<td>M2</td>
<td>Sites showing any non-structural or structural damage that students &amp; staff intend to occupy in 24 - 48 hours</td>
<td>6</td>
<td>Other hazard present (toxic spill, chemical spill, asbestos contamination, broken gas line, fallen power lines)</td>
<td>Barricade to prevent access to the area. Once made as safe as possible, and with proper safety equipment, rescuers may enter</td>
</tr>
<tr>
<td><strong>LOW PRIORITY</strong></td>
<td>Air duct terminals, ductwork, light fixtures, lenses and fluorescent bulbs fallen or dislodges. Suspended ceiling system grid members fallen or dislodges. Broken windows. Overhead mechanical equipment supports or bracing dislodges.</td>
<td>7</td>
<td>Air duct terminals, ductwork, light fixtures, lenses and fluorescent bulbs fallen or dislodges. Suspended ceiling system grid members fallen or dislodges. Broken windows. Overhead mechanical equipment supports or bracing dislodges.</td>
<td>Barricade to prevent access to area. Rescuers may enter with proper safety equipment.</td>
</tr>
<tr>
<td>L</td>
<td>Sites showing structural damage or non-structural damage that students &amp; staff intend to occupy in 72 hours or more</td>
<td>8</td>
<td>Although no damage is yet apparent, areas with overhead elements similar to those indicated in condition 7 may also fall in an earthquake aftershock; therefore, they are potentially hazardous.</td>
<td>Barricade to prevent access to area. Rescuers may enter</td>
</tr>
<tr>
<td>R</td>
<td>Sites showing no or very minor damage</td>
<td></td>
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<td></td>
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</table>

Emergency Operations

Version 1.2
<table>
<thead>
<tr>
<th>Resources Ordered</th>
<th>Resource Identification</th>
<th>ETA</th>
<th>Time On Scene</th>
<th>Location/Assignment</th>
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## EMERGENCY SUPPLY INVENTORY

*Logistics*

Prepared by each site (make as many copies as necessary)

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<tr>
<th>ITEM</th>
<th>Quantity</th>
<th>Location</th>
<th>Who is Responsible?</th>
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### FIRST AID CARE LOG

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<th>Name of person treated</th>
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<tr>
<td>Date</td>
<td>Time</td>
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<td>Where initially located</td>
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**Treatment Summary:**

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<th>Name of person treated</th>
<th>Triage Tag Color</th>
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<tbody>
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<td>Date</td>
<td>Time</td>
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<td>Where initially located</td>
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**Treatment Summary:**

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<th>Triage Tag Color</th>
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**Treatment Summary:**
## FIRST AID SUPPLIES

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<td>SOS 45764</td>
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<tr>
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<td>Wet Pruf tape 2&quot; X 10 YDS</td>
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<td>1-100pk</td>
<td>Sterile Gauze Pads ¾ x ¾</td>
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<td>Tongue Depressors</td>
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<td>Tourniquet</td>
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<td>SOS 54040</td>
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<td>Ammonia Inhalants</td>
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<td>Latex Exam Gloves</td>
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<td>Extrication Collar-Short</td>
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# FORCE ACCOUNT EQUIPMENT RECORD

**TYPE OF EQUIPMENT**
- Indicate size, capacity, horsepower, make, and models appropriate.

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>FEMA Eq. Rate Number</th>
<th>DATE/HOURS USED EACH DAY</th>
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**DATE/HOURS USED EACH DAY**
- Date
- Hours
- Total Hours
- Rate
- Total Cost

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM DAILY LOGS OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED BY: ___________________________  TITLE: ___________________________
<table>
<thead>
<tr>
<th>Time</th>
<th>Person Reporting</th>
<th>Information/Message/Action</th>
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<td>Goal (Objective)</td>
<td>Plans</td>
<td>Tactics</td>
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</table>
Cabrillo College Team

Initial Situation Status Report

- INITIAL ASSESSMENT -

Completed by

Date

Time

Immediate Assistance Required

- None
- Medical
- Fire
- Search & Rescue
- Support Personnel

Condition of Staff

- All Accounted For
- No Injuries
- No immediate help required
- Missing (number)
- Trapped in Building: (number)
- Injured (number)
- Number Requiring Immediate Medical Attention
- Deceased: (number)

Names

Names

Names

Names
### Condition of Visitors or Students

- **All Accounted For**
- **No Injuries**
- **No immediate help required**

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<thead>
<tr>
<th>Name</th>
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- **Trapped in Building (number)**

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- **Injured (number)**

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- **Deceased: (number)**

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### Condition of Cabrillo College Building and Grounds

- e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.

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<th>Location</th>
<th>Condition</th>
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</table>

### Condition of Surrounding Area

- e.g.: fallen power lines, debris-cluttered streets, etc.

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<th>Condition</th>
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**Emergency Operations Plan**

Version 1.2
# MANAGEMENT SITUATION REPORT

## EOC ACTIVATION/DECLARATIONS/ORDINANCES

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<thead>
<tr>
<th>ACTIVATION/DECLARATION/ORDINANCE</th>
<th>SUBJECT MATTER</th>
<th>DATE/TIME</th>
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<td>LOCAL EMERGENCY DECLARATION</td>
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<td>BOARD OF SUPERVISORS CONFIRMATION</td>
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<tr>
<td>COUNTY DECLARATION</td>
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## ACTION PLAN OBJECTIVES FOR TOMORROW (Cabrillo College EOC Director)

- Action 1
- Action 2
- Action 3
- Action 4
- Action 5
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<th>CONTACT NUMBER</th>
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<td>Transit Agency</td>
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DISTRIBUTION:
- All Section Chiefs
- All Operations Team Leaders
- All Management Section staff
- Documentation Unit
- ______________________________________________
- ______________________________________________
- ______________________________________________
- ______________________________________________
- ______________________________________________
### MEDICAL TREATMENT LOG

#### Operations

<table>
<thead>
<tr>
<th>Name of Person Treated</th>
<th>Triage Tag Color</th>
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<tbody>
<tr>
<td>Date</td>
<td>Time</td>
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**Treatment Summary:**

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<th>Name of Person Treated</th>
<th>Triage Tag Color</th>
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<tbody>
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**Treatment Summary:**

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**Treatment Summary:**
### Message Form

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<th>FROM Name</th>
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<th>Location</th>
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</table>

**Priority (Circle one)**

- **EMERGENCY** (Life Threatened)
- **URGENT** (Property Threatened)
- **ROUTINE** (All Others)

**Message:**

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**Disposition:**

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</tbody>
</table>

**Action Taken By:**

<table>
<thead>
<tr>
<th>Action Taken By:</th>
<th>Time Action Taken: (Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Method Sent**

- [ ] Radio Dispatch
- [ ] Dispatch
- [ ] Cell phone
- [ ] FAX
- [ ] Courier
- [ ] Other

**Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Time</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Goal (Objective)</td>
<td>Plans</td>
<td>Tactics</td>
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</tbody>
</table>
PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

WHEREAS, CABRILLO COLLEGE emergency policies and procedures empower the President to proclaim a Campus State of Emergency, when a campus(es) has been affected by an emergency or disaster; and

WHEREAS, the President does hereby find that conditions of peril to the safety of persons and property have arisen within the ______________________________, campus, ______________________________ caused by_________________________, commencing on or about ______________________________, on the date of ______________________________, warranting the necessity for, and proclamation of, a Campus State of Emergency;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the President of the Cabrillo College.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of Santa Cruz and the Cabrillo College Board of Trustees.

_________________________________   ______________________________
President                                                            Date
# RAPID ASSESSMENT FORM

**Planning & Intelligence**

## Building Description

<table>
<thead>
<tr>
<th>Name</th>
<th>________________________________</th>
<th>Inspected (green)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>________________________________</td>
<td>Exterior only</td>
</tr>
<tr>
<td></td>
<td>________________________________</td>
<td>Exterior &amp; Interior</td>
</tr>
<tr>
<td></td>
<td>________________________________</td>
<td>Limited Entry (yellow)</td>
</tr>
</tbody>
</table>

# Overall Rating (check one)

- [ ] Inspected (green)
- [ ] Exterior only
- [ ] Exterior & Interior
- [ ] Limited Entry (yellow)
- [ ] Unsafe (red)

## Gear

- [ ] Limited Entry (yellow)
- [ ] Unsafe (red)

## Address

<table>
<thead>
<tr>
<th>Name</th>
<th>________________________________</th>
<th>Inspected (green)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>________________________________</td>
<td>Exterior only</td>
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<tr>
<td></td>
<td>________________________________</td>
<td>Exterior &amp; Interior</td>
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<tr>
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<td>________________________________</td>
<td>Limited Entry (yellow)</td>
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</tbody>
</table>

## # of stories

<table>
<thead>
<tr>
<th>Name</th>
<th>________________________________</th>
<th>Inspected (green)</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td></td>
<td>________________________________</td>
<td>Exterior &amp; Interior</td>
</tr>
<tr>
<td></td>
<td>________________________________</td>
<td>Limited Entry (yellow)</td>
</tr>
</tbody>
</table>

## Basement

- [ ] Yes____No____Unknown____

## Inspector

______________________________

## Department

______________________________

## Building Type

- [ ] Apartment
- [ ] Office
- [ ] Residential
- [ ] Warehouse
- [ ] Other (specify)

## Inspection Date (m/d/y)

<table>
<thead>
<tr>
<th>Name</th>
<th>________________________________</th>
<th>Inspected (green)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>________________________________</td>
<td>Exterior only</td>
</tr>
<tr>
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<td>Exterior &amp; Interior</td>
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<tr>
<td></td>
<td>________________________________</td>
<td>Limited Entry (yellow)</td>
</tr>
</tbody>
</table>

## Inspection Time

<table>
<thead>
<tr>
<th>Name</th>
<th>________________________________</th>
<th>Inspected (green)</th>
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<tbody>
<tr>
<td>Address</td>
<td>________________________________</td>
<td>Exterior only</td>
</tr>
<tr>
<td></td>
<td>________________________________</td>
<td>Exterior &amp; Interior</td>
</tr>
<tr>
<td></td>
<td>________________________________</td>
<td>Limited Entry (yellow)</td>
</tr>
</tbody>
</table>

## Structural System

- [ ] Wood frame
- [ ] Un-reinforced masonry
- [ ] Reinforced masonry
- [ ] Tilt up
- [ ] Concrete frame
- [ ] Steel frame
- [ ] Other (specify)

## Main Occupants

- [ ] Students/Staff
- [ ] Handicapped
- [ ] Non English speaking
- [ ] Staff
- [ ] Outside agency
- [ ] Other (specify)

## This works w/ code red

## Instructions

1. Review structure for conditions listed below.
2. A “yes” answer to 1,2,3 or 4 is grounds for posting the entire structure UNSAFE.
3. If more review is needed, post LIMITED ENTRY.
4. A “yes” answer to 5 requires posting AREA UNSAFE and/or barricading around the hazard.

5. Hazards such as a toxic spill or an asbestos release are covered by 6, and are to be posted and/or barricaded to indicate AREA UNSAFE.

**Condition of Building**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Collapse, partial collapse, or building off foundation.</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>2. Building or story noticeably leaning.</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>3. Severe racking of walls, obvious severe damage and distress.</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>4. Severe ground or slope movement present.</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>5. Chimney, parapet, or other falling hazard.</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>6. Other hazard.</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

**Recommendations**

- _____ No further action needed.
- _____ Detailed evaluation required
  - _____ Structural
  - _____ Geotechnical
  - _____ Other

Barricades needed in these areas:

- __________________________________________|
- __________________________________________|

Other (specify):

- __________________________________________|

**Comments**

- __________________________________________|
- __________________________________________|
- __________________________________________|
## Building Equipment Damage Assessment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>OK</th>
<th>Damaged/Operable</th>
<th>Damaged/Inoperable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main boilers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chillers (for HVAC)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Emergency generators</td>
<td></td>
<td></td>
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<tr>
<td>Fuel tanks</td>
<td></td>
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<tr>
<td>Battery racks</td>
<td></td>
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<tr>
<td>Fire pumps</td>
<td></td>
<td></td>
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<tr>
<td>On-site water storage</td>
<td></td>
<td></td>
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<tr>
<td>Communication equipment</td>
<td></td>
<td></td>
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<tr>
<td>Main transformers</td>
<td></td>
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<tr>
<td>Elevators</td>
<td></td>
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<tr>
<td>Other Fixed Equipment</td>
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<tr>
<td>Gas main</td>
<td></td>
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<tr>
<td>Toxic chemical storage:</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Comments:</td>
<td></td>
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</tbody>
</table>

**Comments:**

________________________________________________

________________________________________________

________________________________________________
**Geotechnical Hazards**

<table>
<thead>
<tr>
<th>Condition</th>
<th>OK</th>
<th>No</th>
<th>Unknown</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slope failure, debris</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Ground movement, fissures</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Ground movement, fissures</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Non Structural Hazards</td>
<td></td>
<td></td>
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<tr>
<td>Parapets, ornamentation</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Cladding, glazing</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Ceilings, light fixtures</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Interior walls, partitions</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Elevators</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Stairs, exits</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
</tr>
<tr>
<td>Electric, gas, other utilities</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>____________</td>
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</tbody>
</table>

**Preliminary Evaluation Criteria (SEND COPY OF THIS FORM TO COMMAND POST)**

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Building has collapsed, partially collapsed, or moved off it's foundation</td>
<td>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td>2. Building or any story is leaning significantly</td>
<td>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td>3. Obvious severe damage to primary structure members, severe leaning of walls or other signs of severe distress present.</td>
<td>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td>4. Large cracks in ground, massive ground movement, or slope displacement present that are under, or near, the building and are a hazard to the building.</td>
<td>DO NOT OCCUPY. Tag DANGEROUS. Prevent Access</td>
</tr>
<tr>
<td>5. Obvious parapet, chimney, or other falling hazard present.</td>
<td>Barricade to prevent access to the area. Rescuers may enter</td>
</tr>
<tr>
<td>6. Other hazard present (toxic spill, chemical spill, asbestos contamination, broken gas line, fallen power lines)</td>
<td>Barricade to prevent access to the area. Once made as safe as possible, and with proper safety equipment, rescuers may enter</td>
</tr>
<tr>
<td>7. Air duct terminals, ductwork, light fixtures, lenses and fluorescent bulbs fallen or dislodges. Suspended ceiling system grid members fallen or dislodges. Broken windows. Overhead mechanical equipment supports or bracing dislodges.</td>
<td>Barricade to prevent access to area. Rescuers may enter with proper safety equipment.</td>
</tr>
<tr>
<td>8. Although no damage is yet apparent, areas with overhead elements similar to those indicated in condition 7 may also fall in an earthquake aftershock; therefore, they are potentially hazardous.</td>
<td>Barricade to prevent access to area. Rescuers may enter</td>
</tr>
</tbody>
</table>
BUILDING DETAILED EVALUATION FORM

Building Name and Address

________________________________________
________________________________________
________________________________________
________________________________________

Sketch

Under Review
### RENTED EQUIPMENT RECORD

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>DATE HOURS USED</th>
<th>RATE PER HOUR</th>
<th>TOTAL COST</th>
<th>VENDOR</th>
<th>INVOICE NO</th>
<th>DATE &amp; AMOUNT</th>
<th>CHECK NO</th>
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</thead>
<tbody>
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</table>

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM DAILY LOGS OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED BY: ____________________________ TITLE: ____________________________

Page __________ of __________ page(s)

Time Period _______ to _______

Job Site Number: ____________________________

FEMA-DR DSR No: ____________________________ LOCATION: ____________________________
### SCHEDULED BRIEFINGS & MEETINGS

**Emergency Operations Plan Version 1.2**

#### BRIEFING TYPE

<table>
<thead>
<tr>
<th>Briefings</th>
<th>Frequency</th>
<th>Time</th>
<th>Location</th>
<th>Briefer</th>
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</thead>
<tbody>
<tr>
<td>EOC Section Chiefs</td>
<td>2/Daily</td>
<td></td>
<td></td>
<td>EOC Director/Plans Chief</td>
</tr>
<tr>
<td>EOC Staff</td>
<td>2/Daily</td>
<td></td>
<td></td>
<td>Plans Chief</td>
</tr>
<tr>
<td>Media</td>
<td>2/Daily</td>
<td></td>
<td></td>
<td>PIO</td>
</tr>
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#### SCHEDULED MEETINGS (EOC Director/PLANS CHIEF/PIO)

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>Frequency</th>
<th>Time</th>
<th>Location</th>
<th>Facilitator</th>
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</thead>
<tbody>
<tr>
<td>Planning Meeting</td>
<td>2/Daily</td>
<td></td>
<td></td>
<td>EOC Director/Plans Chief</td>
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</tbody>
</table>

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*Under Review*
<table>
<thead>
<tr>
<th>SECTION TASKS</th>
<th>Management</th>
<th>Part A</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Op Period from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Date</td>
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<tr>
<td>MANAGEMENT SECTION</td>
<td>Assigned To:</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>PUBLIC INFORMATION OFFICER</td>
<td>Assigned To:</td>
<td></td>
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</tr>
<tr>
<td>OPERATIONS SECTION</td>
<td>Assigned To:</td>
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</tbody>
</table>

Emergency Operations
Version 1.2
<table>
<thead>
<tr>
<th>SECTION TASKS</th>
<th>Management</th>
<th>Part B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Op Period from:</strong></td>
<td><strong>Tim</strong></td>
<td><strong>to:</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td><strong>e</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>PLANNING SECTION</strong></td>
<td>Assigned To:</td>
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<td><strong>LOGISTICS SECTION</strong></td>
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<tr>
<td><strong>FINANCE/ADMIN SECTION</strong></td>
<td>Assigned To:</td>
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</tbody>
</table>
Suggested quantities are for 100 people for a period of 72 hours.

<table>
<thead>
<tr>
<th>Item</th>
<th>Recommended Quantity</th>
<th>Quantity on Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blankets</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Large battery operated radio with batteries</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Heavy duty flashlights with spare batteries and bulbs</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Whistles (for communicating with staff and students)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Clipboards</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Ink pens</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Medium garbage bags</td>
<td>4 packages (40 count)</td>
<td></td>
</tr>
<tr>
<td>Large 3-ply garbage bags</td>
<td>4 packages (20 count)</td>
<td></td>
</tr>
<tr>
<td>Plastic buckets - 5 gallon</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Pads of paper</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Scotch tape</td>
<td>4 rolls</td>
<td></td>
</tr>
<tr>
<td>Bed sheet strips (to be used as optional bandages)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Plastic cups</td>
<td>6 packages (100 count)</td>
<td></td>
</tr>
<tr>
<td>Paper plates</td>
<td>6 packages (100 count)</td>
<td></td>
</tr>
<tr>
<td>Plastic spoons, knives and forks</td>
<td>6 packages (100 count)</td>
<td></td>
</tr>
<tr>
<td>Can openers - manual</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Portable toilet kit</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
## SITE INVENTORY

### Operations

**Campus**

<table>
<thead>
<tr>
<th>Current Usable Inventory</th>
<th>Inventory Used by Shelter Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Inventory Taken</td>
<td>Date Inventory Taken</td>
</tr>
<tr>
<td>Description</td>
<td>Quantity Used</td>
</tr>
</tbody>
</table>

**Paper Goods:**

- Toilet Paper
- Hand Towels
- Sanitary Seat Covers

**Other:**

- Liquid Soap
- Sanitation Supplies:

**Other:**

-  
-  
-  
-  
-  
-  
-  

The signatures of both Cabrillo College personnel & Shelter Manager (of resident city or American Red Cross personnel) verifies what goods were used.

---

Cabrillo College Site Personnel Signature: ___________________________  Date: ___________________________

Shelter Manager Signature: _________________________________________  Date: ___________________________
**SITE STATUS REPORT**

**Operations**

Site Name/Address: __________________________________________________

Date: ___________________________________

Time: __________________________________

Prepared by: ____________________________

**GENERAL STATUS** (attach listing, by name, of persons deceased or missing)

<table>
<thead>
<tr>
<th>Number with Minor Injuries</th>
<th>Number Trapped</th>
<th>Number with Serious Injuries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number Rescued</td>
<td>Number of Fatalities</td>
<td>Number of Total Occupants</td>
</tr>
</tbody>
</table>

**ASSET STATUS**

<table>
<thead>
<tr>
<th>Personnel</th>
<th># First Aid Personnel</th>
<th># Search &amp; Rescue Personnel</th>
<th># Safety &amp; Security Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Rapid Assessment Personnel</td>
<td># Logistics Section</td>
<td># Planning/Intel Section</td>
</tr>
<tr>
<td></td>
<td># Admin/Finance Section</td>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

**Survival**

<table>
<thead>
<tr>
<th>Days of Food</th>
<th>Days of Water</th>
<th>Blankets</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search &amp; Rescue Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flashlights</td>
<td>Batteries</td>
<td>Sanitary Facilities</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Transportation

<table>
<thead>
<tr>
<th>TOTAL OPERATIONAL</th>
<th>4X2 Pickup Trucks</th>
<th>4X4 Pickup Trucks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vans</td>
<td>Motorcycles</td>
<td>Motor Homes</td>
</tr>
<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL NON-OPERATIONAL</th>
<th>4X2 Pickup Trucks</th>
<th>4X4 Pickup Trucks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vans</td>
<td>Motorcycles</td>
<td>Motor Homes</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

### Communications

<table>
<thead>
<tr>
<th>TOTAL OPERATIONAL</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Telephones (List #s)</td>
<td>Cellular Telephones (List #s)</td>
<td>Radios (List type/call signs)</td>
</tr>
<tr>
<td>Extra Radio Batteries</td>
<td>Chargers</td>
<td>Pagers</td>
</tr>
<tr>
<td>Other</td>
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<thead>
<tr>
<th>TOTAL NON-OPERATIONAL</th>
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<tbody>
<tr>
<td>Telephones</td>
<td>Cellular Telephones</td>
<td>Radios</td>
</tr>
<tr>
<td>Extra Radio Batteries</td>
<td>Chargers</td>
<td>Pagers</td>
</tr>
</tbody>
</table>
Cabrillo College Team

Completed by __________________________ Date ________ Time ________

____ Number of staff remaining on-site
____ Number of visitors remaining on-site
____ Number of students remaining on-site

____ Assistance Required:
   ____ water
   ____ food
   ____ blankets
   ____ additional personnel (number) to assist in student care

____ Other:
_________________________________________________________________
_________________________________________________________________
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<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Time Released</th>
<th>Signature</th>
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<tbody>
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</tbody>
</table>
PART 7
EMERGENCY RESPONSE TERMS
AND
GLOSSARY
## Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>CERT</td>
<td>Community Emergency Response Team</td>
</tr>
<tr>
<td>DES</td>
<td>County Department of Emergency Services</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DO</td>
<td>District Office</td>
</tr>
<tr>
<td>DPH</td>
<td>Department of Public Health</td>
</tr>
<tr>
<td>DSW</td>
<td>Disaster Service Worker</td>
</tr>
<tr>
<td>EAS</td>
<td>Emergency Alert System</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>FRS</td>
<td>Family Radio System</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Hazardous Materials</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>LOG</td>
<td>Logistics</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>OASIS</td>
<td>Operational Area Satellite Information System</td>
</tr>
<tr>
<td>OES</td>
<td>Office of Emergency Services (California)</td>
</tr>
<tr>
<td>OP AREA</td>
<td>Operational Area</td>
</tr>
<tr>
<td>OPS</td>
<td>Operations</td>
</tr>
<tr>
<td>PA</td>
<td>Public Address</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>RACES</td>
<td>Radio Amateur Civil Emergency Services</td>
</tr>
<tr>
<td>S&amp;R</td>
<td>Search and Rescue</td>
</tr>
<tr>
<td>SEMS</td>
<td>Standardized Emergency Management System</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operations Procedure</td>
</tr>
<tr>
<td>SIT STAT</td>
<td>Situation Status</td>
</tr>
<tr>
<td>VOAD</td>
<td>Volunteer Organizations Active in Disasters</td>
</tr>
<tr>
<td>VRC</td>
<td>Volunteer Reception Center</td>
</tr>
<tr>
<td>WMD</td>
<td>Weapon of Mass Destruction</td>
</tr>
<tr>
<td><strong>GLOSSARY</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Action Plan</strong></td>
<td>the plan prepared on-site by the Management Team that will guide response to the emergency at hand.</td>
</tr>
<tr>
<td><strong>Activate</strong></td>
<td>is the verb used to describe the intention of implementing the emergency plan.</td>
</tr>
<tr>
<td><strong>American Red Cross</strong></td>
<td>a national volunteer agency that provides disaster relief.</td>
</tr>
<tr>
<td><strong>Damage Assessment</strong></td>
<td>the process used to determine the amount and severity of damage caused by a disaster or emergency.</td>
</tr>
<tr>
<td><strong>Disaster</strong></td>
<td>a sudden, calamitous event that causes damage, loss, and destruction to people and property.</td>
</tr>
<tr>
<td><strong>Disaster Service Worker</strong></td>
<td>refers to any public employee or any unregistered person impressed into service consequent to a state of emergency.</td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>a condition of disaster or extreme peril to the safety of persons and property.</td>
</tr>
<tr>
<td><strong>Emergency Operations Center</strong></td>
<td>the location from which centralized management is performed during emergency response.</td>
</tr>
<tr>
<td><strong>Emergency Operations Plan</strong></td>
<td>the plan that outlines the chain of command, span of control and individual responsibilities of Cabrillo College staff for responding to disasters and/or crises.</td>
</tr>
<tr>
<td><strong>EOC Incident Commander</strong></td>
<td>the individual responsible for the overall management during an emergency response requiring an EOC activation. In a Unified Command situation, this function may be performed by two or more individuals representing multiple agencies.</td>
</tr>
<tr>
<td><strong>Exercise</strong></td>
<td>a simulated emergency situation designed to evaluate an organization or agency’s level of preparedness.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
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<td>-------------------------------------------</td>
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</tr>
<tr>
<td>Federal Disaster Assistance</td>
<td>refers to the federal government’s in-kind and financial assistance provided to disaster victims, the state, or local government agencies through the Federal Disaster Relief Act.</td>
</tr>
<tr>
<td>First responder</td>
<td>a collective term used to describe law enforcement, fire, EMS, public works, and public health personnel; those agencies generally first on the scene during emergencies.</td>
</tr>
<tr>
<td>Hazard</td>
<td>any source of danger or element of risk to people, property, or the environment.</td>
</tr>
<tr>
<td>Hazard Mitigation</td>
<td>any measure taken that attempts to eliminate or reduce the potential for damage or injury from a disaster.</td>
</tr>
<tr>
<td>Incident</td>
<td>an occurrence or event, natural or man-made, that requires action by emergency personnel.</td>
</tr>
<tr>
<td>Incident Command System</td>
<td>the national standard for on-scene emergency management.</td>
</tr>
<tr>
<td>Management by Objectives</td>
<td>a top-down management activity that involves a three-step approach to problem-solving: establishing the objectives, selecting the appropriate strategy (ies) to achieve those objectives, and providing the direction of or assignments associated with the selected strategy.</td>
</tr>
<tr>
<td>Mass Care Facility</td>
<td>a location where food, lodging, clothing, first aid, welfare inquiry, and social services are available to victims of disaster.</td>
</tr>
<tr>
<td>Mass Prophylaxis</td>
<td>distribution of medicines, vaccinations or inoculations to the public on a mass scale in response to a public health threat.</td>
</tr>
<tr>
<td>Media</td>
<td>refers to any/all of the means of disseminating information and instructions to the public: radio, television, and newspapers.</td>
</tr>
<tr>
<td>Memorandum of Understanding</td>
<td>a pre-existing agreement between agencies to render support (personnel, equipment or facilities) during times of emergency.</td>
</tr>
</tbody>
</table>
Mitigation: the pre-event actions taken to lessen the effects and impact of a disaster.

Operational Area: an intermediate level of the state emergency organization, consisting of a county and all of the political sub-divisions/special districts within its boundaries.

Pandemic: a global outbreak of disease when a new virus emerges that affects a large portion of the human population for which there is little or no immunity.

Preparedness: refers to the entire spectrum of planning and training that ensures emergency readiness.

Recovery: those activities associated with “getting back to business” after an emergency; the long-term plan.

Response: those activities undertaken to address the immediate short-term effects of an emergency or disaster. Response activities include actions taken to save lives, protect property and meet basic human needs.

Section: within ICS, the organizational level with responsibility for a major functional area of incident response: Management/Command, Operations, Planning/Intelligence, Logistics, Finance/Administration.

Section Chief: the ICS title given to those individuals responsible for the command of a functional section.

Triage: a process of rapidly classifying patients on the basis of urgency of treatment.

Threats: those situations or circumstances (i.e., earthquake, flood, fire, hazmat incident, winter storm, etc.) that are likely to occur within, or affect, the Operational Area.