
EMERGENCY OPERATIONS PLAN

REFERENCE DOCUMENTS BY POSITION**GENERAL REFERENCE FOR ALL POSITIONS**

Maps of the Campus	Support – 3
Emergency Procedures.....	Support – 5
Plan Activation Flow Chart	Support - 6
Homeland Security Advisory System Guidelines	Support – 7

REFERENCE MATERIAL BY SECTION**MANAGEMENT SECTION**

Public Notification System.....	Support – 10
Emergency Alert System.....	Support – 10
Media Phone List	Support – 11
Media Relations – Dos and Don’ts	Support – 13
EPI Release Log	Support –14

OPERATIONS SECTION

Survey/Damage Assessment Guidelines	Support - 15
CLU Facility Status Report.....	Support – 16
Medical Care/Counseling Services Guidelines.....	Support - 17
Simple Triage and Rapid Treatment (S.T.A.R.T.) – Triage in a Disaster	Support – 19
Triage and S.T.A.R.T. Flowchart.....	Support - 20
Shelter-In-Place/Lockdown Procedures	Support - 21
Daily Shelter Activity Report.....	Support – 23

PLANNING SECTION

Action Planning	Support – 25
Planning “P”	Support – 28
EOC Action Plan Template	Support – 29

LOGISTICS SECTION

Pre-disaster Communications Checklist.....	Support – 39
Feeding EOC Support and Field Staff	Support – 40
Requesting Counseling Services	Support – 41
Auxiliary Communication Services	Support – 42

FINANCE SECTION

Disaster Accounting Records.....	Support – 43
Disaster Labor Record (Sample).....	Support – 44
Disaster Materials Record (Sample).....	Support – 45
Disaster Force Account Equipment Record (Sample)	Support – 46
Disaster Rented Equipment Record (Sample)	Support – 47
Disaster Contract Work Record (Sample)	Support – 48

EMERGENCY OPERATIONS PLAN

FORMS USED BY ALL FUNCTIONS

CLU EOC Resource Request Form	Support – 49
EOC Check-In List.....	Support - 50
Activity Log.....	Support – 51

EMERGENCY OPERATIONS PLAN

17B4-E9 34-008
 Cal-Lutheran University
 60 Olsen Rd

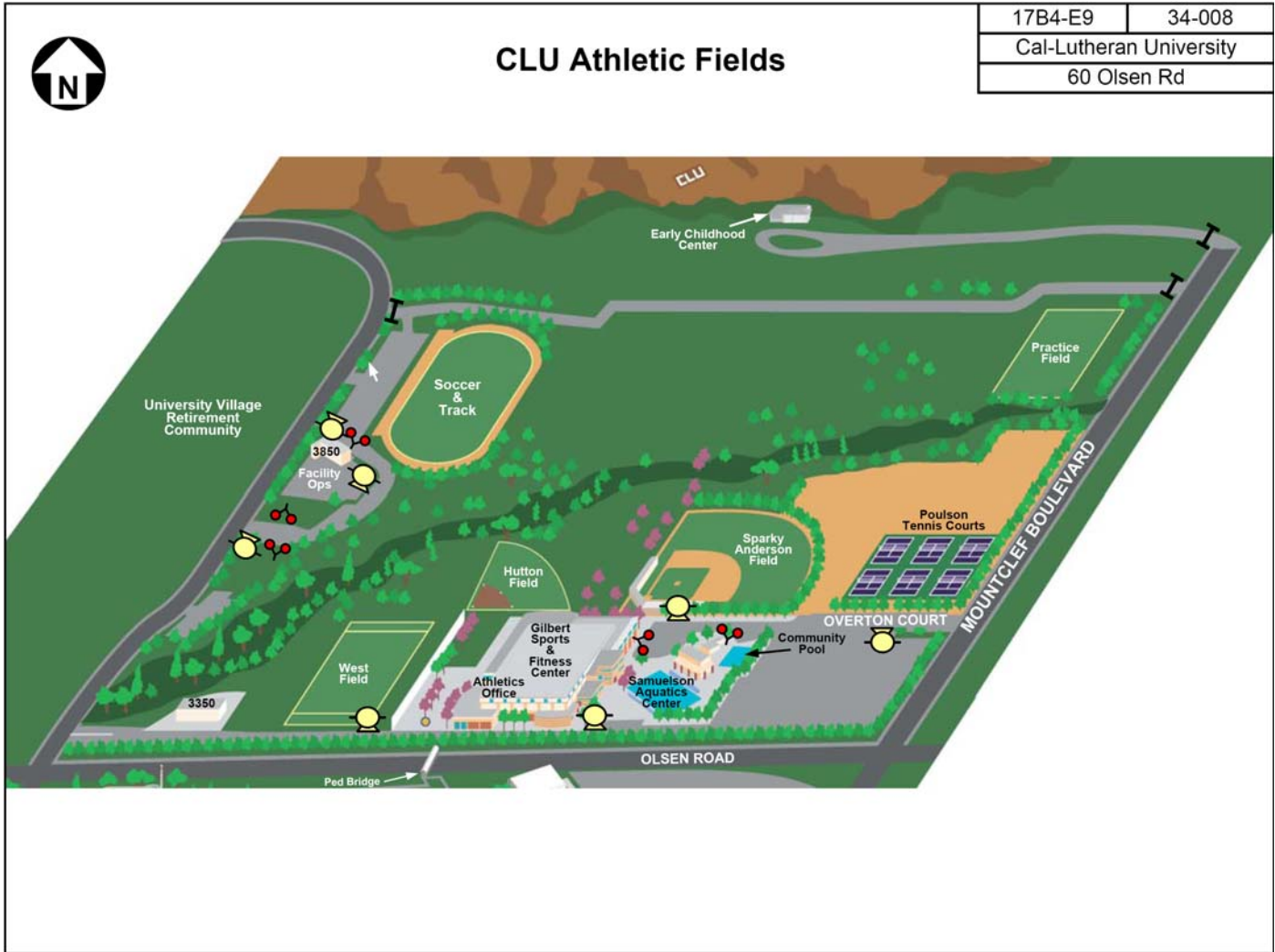
CLU Main Campus



CLU Main Campus Facilities & Addresses

Admin Building	60 Olsen Rd	D Building	3240 Pioneer Ave	Little Theatre	141 Memorial Pkwy	Peters Hall	140 Memorial Pkwy
Afton Hall	3254 S Campus Dr	E Building	3250 Pioneer Ave	Mattson House	203 Faculty Rd.	Pottenberg Hall	3285 S Campus Dr
Armanson Science Ctr.	3260 Pioneer Ave.	Education Tech Bldg	3245 Regent Ave.	Mogen Hall	3265 Luther Ave	Preus-Brandt Forum	135 Chapel Lane
Alumni Hall	3439 Mountclef Blvd	F Building	3230 Pioneer Ave	Mount Clef Hall	59 Memorial Pkwy	Rasmussen Hall	3265 S Campus Dr
Art Buildings (A&B)	3262 Pioneer Ave .	Facility Ops	3850 Campus Dr.	Mt. Clef Stadium	243 Memorial Pkwy	Samuelson Chapel	165 Chapel Lane
Bookstore	3445 Mountclef Blvd	G Building	3220 Pioneer Ave	Music Studio	3251 Regent Ave.	South Hall	3281 S Campus Dr
Business Office	3485 Mountclef Blvd	Grace Hall	3255 Luther Ave	North Hall	3289 S Campus Dr	Student Union Building	101 Memorial Pkwy
Buth Park	222 Memorial Pkwy	Gym & Auditorium	141 Memorial Pkwy	Nygreen Hall	130 Memorial Pkwy	Thompson Hall	3203 Mountclef Blvd
Cafeteria	3391 Mountclef Blvd	Humanities Building	120 Memorial Pkwy	Overton Hall	3163 Regent Ave.	Trinity Hall	???? S Campus Dr
Campus Rec Pool	3251 S Campus Dr	Janns Hall	3257 S Campus Dr	Pearson Library	135 Chapel Lane	Welcome Center	3471 Mountclef Blvd
Centrum Cafe	3427 Mountclef Blvd	K Building	145 Memorial Pkwy	Pederson Hall	3253 Mountclef Blvd	West Hall	3297 S Campus Dr
Conejo Hall	3270 S Campus Dr	Kramer Court	3239 Regent Ave.	Pederson House	3201 Regent Ave.		

EMERGENCY OPERATIONS PLAN





EMERGENCY PROCEDURES

CALIFORNIA LUTHERAN UNIVERSITY

EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, identification, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by university staff.
- Go to Evacuation Assembly Point (EAP) designated in this building's evacuation plan and on building emergency evacuation signs.
- Assist persons with disabilities or special needs.

EVACUATION ROUTES AND ASSEMBLY AREAS FOR RESIDENCE HALLS

- **Old West:** Exit building and proceed to parking lot in front of the old facilities building (between Rasmussen Hall and South Hall).
- **Kramer:** Music House parking lot.
- **Potenberg and West:** Trinity Hall parking lot.
- **North and South:** West Football Field.
- **Thompson and Pederson:** Westside basketball courts.
- **Mt. Clef:** Southside Kingmen Park.
- **Mogen:** Buthe Park.
- **Grace:** Exit building and proceed to the Grace Basketball court.
- **Trinity:** west parking lot.

EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall - **not in a doorway** - until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to your instructor, building coordinator or resident assistant.
- Go to your nearest campus Assembly Area for more information and critical updates.

FIRE

- Activate the nearest fire alarm pull station and call 9-9-1-1 from a CLU phone or 9-1-1 from cell. When possible, call Campus Public Safety at 3-9-1-1.
- Evacuate the building.
- Do not enter building until authorized by emergency

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 9-9-1-1 then Campus Public Safety at 3-9-1-1.
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage call Campus Public Safety at 805-493-3208, and/or call 1-866-258-1810 for a recorded message.

SUSPICIOUS PERSON

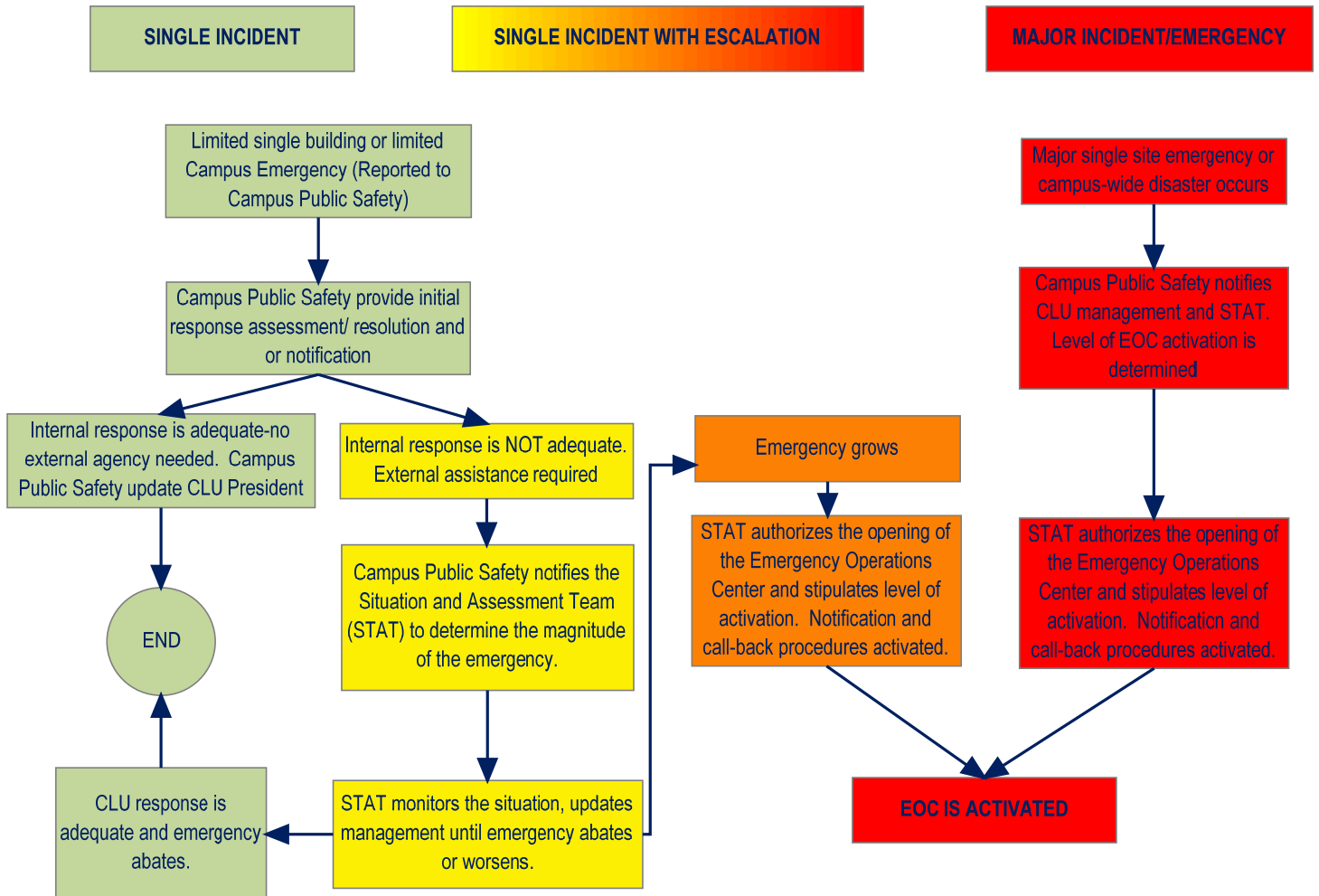
- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- If your life or the life of another is in immediate danger, call the Thousand Oaks Police at 9-1-1.
- Call Campus Public Safety at 3-9-1-1. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call Thousand Oaks Police at 9-9-1-1, then Campus Public Safety at 3-9-1-1.
- Notify your supervisor and/or the building coordinator.
- Be prepared to evacuate

EMERGENCY OPERATIONS PLAN

PLAN ACTIVATION FLOW CHART



EMERGENCY OPERATIONS PLAN

EMERGENCY SERVICES PREPAREDNESS GUIDE THE HOMELAND SECURITY ADVISORY SYSTEM

(Based on general recommendations from the Department of Homeland Security).

Homeland Security Advisory System Designation	Suggested Actions for Universities based on General Recommendations from the Department of Homeland Security.
<p>Low Condition (Green)</p>	<p>The Green Alert Status reflects a low risk of terrorist attacks.</p> <ol style="list-style-type: none"> 1. Develop a comprehensive emergency management program. <ul style="list-style-type: none"> - Identify and engage emergency response partners in the community. - Create a common vision for university preparedness among emergency response partners. - Assess the safety of the University--both risks and assets. - Identify safety needs and priorities. - Take immediate measures to enhance University security: <ul style="list-style-type: none"> o Control access to the campus; o Encourage the sharing of critical information about potential problems, dangers and risk among emergency response partners. - Select and implement strategies for response to identified needs. 2. Create an Emergency Operations Plan: <ul style="list-style-type: none"> - Establish an Incident Command Structure (ICS) and location of an Emergency Operations Center (EOC). - Assign ICS roles and responsibilities to University staff. - Establish agreements with emergency responders. - Confirm the availability of specialized emergency services. - Develop contingency plans for evacuation and shelter-in-place, keeping in mind the special needs of disabled staff and students. - Establish parent/family notification/ reunification protocols. - Establish an emergency notification system to notify staff and students. - Identify back-up communication systems for disseminating and receiving information. - Draft basic messages that could be used during an emergency. - Maintain accurate and portable staff /student rosters and emergency contact data. - Inventory staff skills related to emergency response. - Stock and inventory emergency equipment and supplies. - Identify mental health services and support resources for healing and recovery. - Share Emergency Operations Plan and procedures with the University community as appropriate. Train key staff in roles and responsibilities. - Drill and practice with students, staff and emergency responders as appropriate. - Develop media policies and protocols.

EMERGENCY OPERATIONS PLAN

Homeland Security Advisory System Designation	Suggested Actions for Universities based on General Recommendations from the Department of Homeland Security.
Guarded Condition (Blue)	<p>The Blue Alert Status reflects a general risk of terrorist attacks.</p> <p>At this level, the University should continue to review and refine protective measures established during the Green Alert Status.</p> <p>As the risk alert status fluctuates up or down to a level of general risk, University leadership should continue to apply protective measures while integrating new information regarding raised or lowered levels of threat.</p> <ul style="list-style-type: none"> - Check communications with emergency response agencies or command locations. - Test communication equipment and systems. - Review and update emergency response procedures. - Adjust levels of campus surveillance in accordance with current risk alert status. - Update portable staff and student rosters and emergency contact data. - Refresh stock of general emergency supplies. - Provide the staff and students with any information that would strengthen the University's ability to act appropriately. - Communicate with staff, students and parents as appropriate and needed.
Elevated Condition (Yellow)	<p>The Yellow Alert Status reflects a significant risk of terrorist attacks.</p> <p>As the risk alert status fluctuates up or down to a level of significant risk, University leadership should continue to apply protective measures while integrating new information regarding raised or lowered threat levels.</p> <ul style="list-style-type: none"> - Increase surveillance of critical locations. - Adjust levels of campus surveillance in accordance with current risk alert status. - Confirm legitimacy of all persons seeking access to campus operational systems. - Watch for and report suspicious people, items and activities. - Coordinate Emergency Operations Plan as appropriate with the City. - Assess whether the precise characteristics of the threat require the further refinement of preplanned protective measures. - Confirm threat information with local authorities to assess the risk to the University. - Map University's proximity to potential terrorist targets. - Implement, as appropriate, contingency and emergency plans. - Monitor University climate. - Anticipate increased student/staff/community activism, unrest, disruption, protests or demonstrations resulting from terror threats and attacks, war or other political action.

EMERGENCY OPERATIONS PLAN

Homeland Security Advisory System Designation	Suggested Actions for Universities based on General Recommendations from the Department of Homeland Security.
<p>High Condition (Orange)</p>	<p>The Orange Alert Status reflects a high risk of terrorist attacks.</p> <p>As the risk alert status fluctuates up or down to a level of significant risk, University leadership should continue to apply protective measures while integrating new information regarding raised or lowered threat levels.</p> <ul style="list-style-type: none"> - Coordinate necessary security efforts with Federal, State, and local law enforcement agencies. - Confirm the status of the alert and gather critical information. - Adjust levels of campus surveillance in accordance with risk alert status. - Place emergency operations teams on standby alert notice. - Increase communication with students, staff and parents to help strengthen their ability to respond appropriately. - Take additional precautions at public events and possibly considering alternative venues or even cancellation. - Watch for and report suspicious people, items and activities. - Consider extra precautions during daily activities, events and field trips. - Monitor student and staff for indicators of stress or special needs. - Anticipate/ review the steps in the Red Alert Status. - Restrict threatened facility access to essential personnel only. - Limit access to University facilities. - Assign available staff to secure perimeter gates/entrances and to monitor all entrances.
<p>Severe Condition (Red)</p>	<p>The Red Alert Status reflects a severe risk of terrorist attacks. This alert reflects an eminent site-specific threat based on credible intelligence information. It is important for University leadership to gather critical information.</p> <p>As the risk alert status fluctuates up to a level of severe risk, University leadership should continue to apply protective measures while integrating new information regarding raised threat levels.</p> <ul style="list-style-type: none"> - Increase or redirecting personnel to address critical emergency needs. - Confirm the seriousness of the situation with local authorities. - Place all staff on alert for immediate action. - Assign available staff to secure perimeter gates and entrances and to monitor all entrances. - Encourage staff to connect with and support anxious students and staff. - Assign emergency response personnel and pre-position and mobilize specially trained teams or resources. - Activate, as appropriate, emergency responders and the emergency operations team. - Restrict campus access to essential personnel (i.e., lock out) - Restrict the mobility of staff and students until the situation has been curtailed (i.e., lock down) - Activate, as appropriate, plans for managing students: sheltering-in-place, evacuating to another location and/or reunifying families. - Assess the situation and the necessity to close the University.

EMERGENCY NOTIFICATION SYSTEM (ENS)

The University can access an emergency notification system to notify students, staff and faculty of emergency information. The ENS system is administered by Information Systems and Services. The distribution of messages is jointly coordinated by the Campus Public Safety Director, Public Information Officer and the President.

For ENS activation procedures, refer to the Appendix (a restricted use document).

**EMERGENCY ALERT SYSTEM (EAS)
ACTIVATION PROCEDURES**

In addition to using CLU's KCLU radio to disseminate information, the University can access the Emergency Alert System (EAS) through the City of Thousand Oaks or the Ventura County Sheriff to disseminate emergency information over the EAS radio stations: KHAY 100.7 FM and KVEN 1450 AM. (This information has been moved to the Appendix, a restricted use of this Plan, due to the sensitive nature of the information).

EMERGENCY OPERATIONS PLAN

MEDIA PHONE LIST - RADIO/TV/PRINT**TELEVISION****LOCAL - Ventura County****KEYT - Channel 3**

General Information	805/485-7545
News Room Direct	805/981-8396
www.keyt.com	

LOCAL - Los Angeles County**KTLA - Channel 5**

General Information	213/460-5500
News Room Direct	213/460-5501
www.ktla.com	

KCAL - Channel 9

General Information	213/467-9999
www.kcal.com	

KTTV /FOX- Channel 11

General Information	310/584-2000
News Room Direct	310/584-2025
www.fox11la.com	

UPN - Channel 13

General Information	213/883-9802
www.upn.com	

RADIO

KVEN -1450 AM EAS STATION www.kven.com	805/642-8595	Ventura
KHAY - 100.7 FM EAS STATION www.khay.com	805/642-8595	Ventura
KCLU - 88.3 FM www.kclu.org	805/493-3900	Thousand Oaks
KVTA - 1520 AM www.kvta.com	805/289-1400	Ventura
KCAQ - 104.7 FM www.q1047.com	805/289-1400	Ventura
KMLA – 103.7 FM www.lam103.7.com	805/385-5656	Oxnard

EMERGENCY OPERATIONS PLAN

KKZZ - 1400 AM www.kkzzam1400.com	805/289-1400	Ventura
KDAR - 98.3 FM www.kdar.com	805/485-8881	Oxnard
KOXR - 910 AM (Spanish) no website	805/487-0444	Oxnard
KXLM - 102.9 FM (Spanish) www.radiolazer.com	805/240-2070	Oxnard

PRINT**Newspapers**

Name/Address	Phone number	Fax number
Ventura County Star P.O. Box 6006 Camarillo, CA 93011	805-437-0000	805-482-6167
LA Times Main Office 93 S. Chestnut St. Ventura, CA 93001	805-653-7547 805-653-7500 800-LA-TIMES	805-653-7576

EMERGENCY OPERATIONS PLAN

**MEDIA RELATIONS
Dos and Don'ts**

DO	DON'T
Prepare	Lie
Assume you're being recorded	Fake it
Respect their deadlines	Go "off the record"
Know the law regarding media	Say "no comment"
Speak officially-no opinions	Use industry slang or terminology
Give the whole story	Speculate
Treat them all equally	Make flippant remarks
Highlight your priorities	Tell one news agency what another is doing
Say "I don't know"	Wear sunglasses on camera
Be there for them-return calls	Fill the "pregnant pause"
Prepare a fact sheet of frequently asked questions	Put down your detractors
Suggest interesting story ideas	Argue with the press
Offer tours or support information	Try to say everything at once
Think "soundbite" or quote	Answer hypotheticals
Listen to the question	Say "Ah"
Practice	Respond to emotional appeals with emotion
Anticipate questions	Send a news release unless it's newsworthy
Correct their mistakes	Break the connection
Remember you are the expert	

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

SURVEY/DAMAGE ASSESSMENT GUIDELINES

Degree of Damage - Structural damage is categorized as follows:

- **Destroyed** (degree of damage rating “3”)
 - Structure permanently uninhabitable
 - Cannot be repaired
- **Major** (Degree of damage rating “2”)
 - Structure currently uninhabitable
 - Will require extensive repairs to be made habitable
- **Minor** (degree of damage rating “1”)
 - Structure currently habitable or requires minor repair or
 - Cleaning to be habitable
- **Unaffected** (degree of damage rating “0”)
 - Structure currently habitable
 - No Disaster-caused damage to the structure is visible

Evidence of Damage - The list below identifies each type of damage according to common observable evidence. This is not a comprehensive list; various kinds of evidence of damage can indicate that a dwelling is destroyed or has sustained major or minor damage.

- **Destroyed** – Structure totally gone; only the foundation remains.
- **Major** - sections of exterior walls missing or collapsed. Structure shifted off foundation. More than eight feet of water in structure (for single-family homes and apartments). More than three feet of water in structure (for mobile homes).
- **Major** – Portions of the roof missing. Twisted, bowed, or cracked walls. Forceful penetration of the structure by a large object such as a tree or car. Six inches to eight feet of water in the structure (for single-family homes and apartments). Six inches to three feet of water in the structure (for mobile homes.)
- **Minor** – Shingles missing. Broken windows. Siding loose, missing or damaged. Less than six inches of water in the structure. Damage to an attached garage. Flooded basement. Cosmetic damage, such as missing shutters.
- **Unaffected** – damage to outside of building only. Cars or other effects outside the home damaged.

Many assessors are concerned about their ability to make judgments concerning damage categories. Such workers should be advised to:

- Refer frequently to stated guidelines
- Be consistent in assessments
- Choose the more serious damage category if the structure appears to border between two categories
- Always supplement their evaluation with comments
- Trust their judgment

EMERGENCY OPERATIONS PLAN

CLU FACILITY STATUS REPORT

To be completed by department or Building and Safety Group or alternate.

Department _____

Building Name & No. _____ Floor(s) _____

Completed by: _____

Available at: Location _____ Phone _____

URGENT NEEDS: e.g., rescue, severe flooding from plumbing break. Describe:

Personnel Status:

Number of personnel present or accounted for: _____

Number of persons missing: _____

Number requiring medical assistance: _____

Nature of injuries: Urgent Minor

Is anyone trapped?

In building Yes No Where _____

In elevator Yes No Where _____

Building Status:

Fires (if so pull alarm) Yes No Where _____

Structural

Major Damage (partial building or floor collapse)

Moderate Damage (furniture overturned, light fixture down)

Minor Damage (small cracks, books off shelves)

Utilities

Electricity OFF ON

Water OFF ON

Gas OFF ON

Emergency Power OFF ON

Communication

Phones OFF ON

Computers OFF ON

Hazardous Materials

Chemical spills Yes No Floor(s) _____

Biological Hazards Yes No Floor(s) _____

Radiation Contamination Yes No Floor(s) _____

Asbestos Hazard Yes No Floor(s) _____

Other Observations/Needs: _____

Deliver to the Campus Emergency Operations Center (EOC)

MEDICAL CARE/COUNSELING SERVICES GUIDELINES

Personnel

Coordination of medical services on campus in the event of a disaster will be provided by:

- Director of Health and Counseling Services, Health Services Staff and University Physician
- Director of Athletic Training, Student Athletic trainers, Team Physician
- Depending upon availability of personnel at the time of the disaster, additional volunteer assistance may be given by members of the C.L.U. community who are trained in First Aid and CPR. Volunteers should report to the Emergency Operations Center for directions.

Facilities for Treatment / First Aid

Medical care will be provided at University Health and Counseling Services, if the facility has not been damaged in the disaster. Treatment can also be provided in the Athletic Training room. In the event of a large-scale disaster, personnel at the Emergency Operations Center will select treatment sites. Personnel should check with the Emergency Operations Center for assignment if Health and Counseling Services is not usable.

Plan for Coordination and Triage

The Director of Health and Counseling Services will maintain a list of the injured, and report these to the Emergency Operations Center. Any injured not seen at Health Services should also be reported to the E.O.C. Medical records are available at Health Services on employees and students, including health history, allergies, etc., and names of persons to be contacted in event of emergency.

Triage will be done at the treatment facilities on campus, according to accepted standards for triage dependent upon the scale of the disaster. The most seriously injured will be transported to Los Robles Regional Medical Center for treatment. Off-campus personnel will report to the Emergency Operations Center for assignment if Health and Counseling Services is not operational.

Medical Supplies on Campus

Medical supplies are located in each building on campus. These supplies are in soft canvas bags that may be carried to the location of the injured. The bags are one of three types: Bandage Bag, Medical Supply Bag, or Search and Rescue Bag. Each of the sites is locked. Facilities must be notified to provide access.

Counseling Services

The CLU Counseling Services will coordinate teams of counselors from all of the other colleges and universities in California to come to CLU to provide emergency services in case of a disaster. This will be an important source of help since they will be coming in from outside of the disaster area.

EMERGENCY OPERATIONS PLAN

In addition, campus resources, such as Campus Ministry, Psychology Department, Resident Assistants, and Religion Department can be utilized.

The Administration may choose to close down the university to allow time to deal with stress. Have a letter ready for the President to send out to the university, rather than having him write it out. The university needs to say that anyone can withdraw without penalty. Counseling Services will form debriefing groups and assign all individuals (faculty, staff and students) to the groups.

The Counseling Office will:

1. Make a clear assessment of the psychological needs of the university as soon as possible.
2. Mobilize teams for mutual support. Operate out of Health and Counseling Services and other designated treatment centers.
3. Talk out stress in groups. To avoid guilt "give permission" for absences to take care of personal loss.
- 4.

De-briefing model for group leaders:

1. Introductory - Tell people who you are and why you are there. Say that verbalization has been seen to help. If you do not want to participate in any part, that is o.k.
2. Review phase - What were your experiences at the time of the disaster? (factual information) Model by your own expression what you want from the group.
3. Feeling phase - How were you feeling then and how do you feel now? Normalize all of these reactions. Say: "This is the normal reaction." Anger is normal."
4. Symptom phase - Physical, cognitive experiences (trouble sleeping, stomach disorders, etc. now and then).
5. Education or teaching phase - What do you ordinarily do in a difficult situation? Get rest and exercise. Flashbacks to be expected. Discourage drugs, alcohol. Share with peers. (Critically important)
6. Re-entry phase - Say: "You will begin to feel better. After-shocks may set you back." Tell people where they can get ongoing help.

SIMPLE TRIAGE AND RAPID TREATMENT (S.T.A.R.T.)

Triage in a Disaster

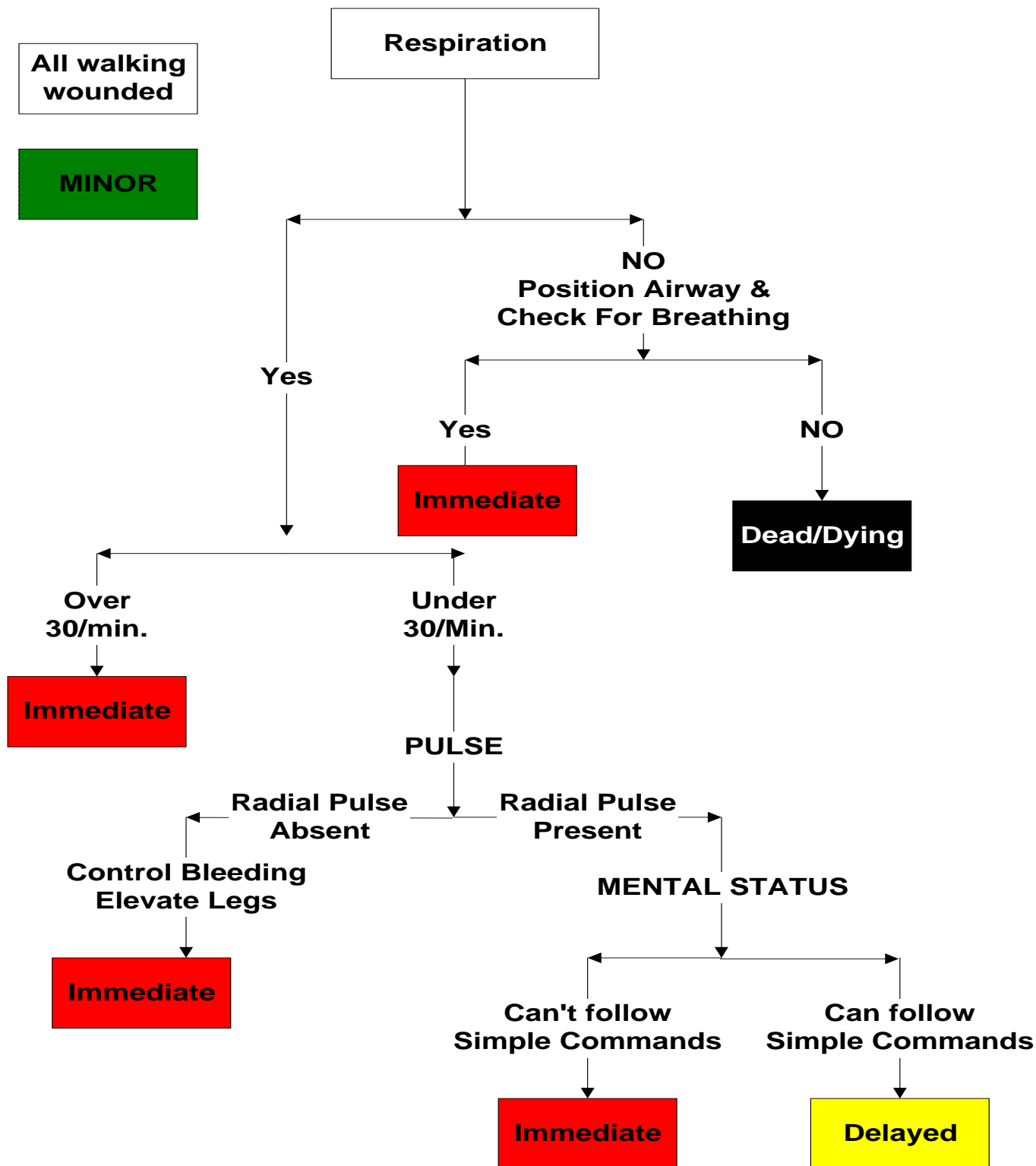
Triage, like other disaster response efforts, begins with size-up. The general procedure for triage in a disaster environment is as follows:

- **Stop, Look, Listen, and Think.** Before you start, stop and size up the situation by looking around you and listening. Above all, THINK about how you will approach the task at hand. Continue to size up the situation as you work.
- **Conduct Voice Triage.** Begin with voice triage, calling out something like, “Emergency Response Team. If you can walk, come to the sound of my voice.” Instruct those survivors who are ambulatory to remain at a designated location, and continue with the triage operation.
- **Follow a Systematic Route.** Start with victims closest to you and work outward in a systematic fashion.
- **Conduct Triage Evaluation.** Evaluate victims and tag them I (immediate), D (delayed), or DECEASED. Remember to evaluate the walking wounded. Everyone must get a tag.
- **Treat “I” Victims Immediately.** Initiate airway management, bleeding control, and/or treatment for shock for Category I (immediate) victims.
- **Document Results.** Document triage results for:
 - Effective deployment of resources.
 - Information on locations of victims
 - A quick record of the number of casualties by degree of severity.

This will be very useful information for responders and transportation units.

- Always wear protective gear when performing triage, so that you do not endanger your own health.

SIMPLE TRIAGE AND RAPID TREATMENT (S.T.A.R.T.) FLOWCHART



**California Lutheran University
Lock Down/Shelter in Place Procedures**

When a decision is made to lock buildings for safety or security reasons, or to shelter in place, first follow standard operating procedures, and then use lock down or stay in place procedures as appropriate.

General Security Procedures:

- I. Campus Public Safety personnel will notify the Director of Campus Public Safety or his/her designee who will in turn notify the Emergency Operations Director or his/her designee to initiate the Emergency Notification System to notify the Emergency Building Coordinators (EBCs) and/or Area Residence Coordinators (ARCs). Campus Public Safety will initiate a lockdown of all buildings.
- II. Residence Life will initiate the Residence Life phone tree notification with either the message, *“lock down the building, turn on your radio to KCLU, and listen for an Emergency Notification Alert”* or *“Shelter in place, turn on your radio to KCLU, and listen for an Emergency Notification Alert.”*

Area Resident Coordinators, Assistant Area Residence Coordinators or front desk workers, upon notification will close and lock all exterior doors and windows. Front desk workers will inform the Area Residence Coordinator that the lockdown of their area is complete.

- III. Area Residence Coordinators will continue notification using their phone tree.
- IV. Specific Procedures for Residence Life Staff

LOCK DOWN

1. Notify everyone to close, lock, and cover (if possible) all windows)
2. Make sure everyone is as invisible as possible (on the floor, in the middle of a room, away from all doors and windows)
3. Make sure all doors are locked and covered, and window are locked and covered (including internal doors and windows)
4. If appropriate, verify that all electrical equipment, water faucets, local gas valves, lights, and locally controlled ventilation systems are turned off.
5. Move into the nearest room and wait for instructions.
6. Do not open doors to anyone.

SHELTER IN PLACE

1. Encourage people to come inside quickly. Wait 3 minutes before locking exterior doors.
2. Tell everyone in the building to close and lock all windows, doors, and sources of outside air.

EMERGENCY OPERATIONS PLAN

3. Usher people to an interior room upstairs. (If applicable)
4. Do not use elevators.
5. If appropriate, verify that all electrical equipment, water faucets, local gas valves, lights, and locally controlled ventilation systems are turned off.
6. Move into an interior room on the second floor (if applicable) and wait for further instructions.
7. Do not open doors to anyone.

Complete notification will take time. If there is no contact made in an office or building, a Campus Public Safety Officer will make contact or lock exterior doors and windows until it is safe to reopen.

The success of this process will depend on complete cooperation from faculty, administrators, staff and students.

Summer or After Hours Procedures:

- Campus Public Safety will contact people in all academic buildings not staffed by employees, and will initiate all Lock Down or Stay in Place measures.
- Campus Public Safety will initiate the security procedures for Residence Life by calling the on-duty ARC.

ACTION PLANNING

Action plans are an essential part of SEMS/NIMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives
- A basis for measuring work and cost effectiveness, work progress and providing accountability

There are two kinds of action plans: Incident Action Plans and EOC Action Plans. EOC Action Plans should focus on campus-wide related issues. The format and content for action plans at the incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

INCIDENT ACTION PLANS (FIELD LEVEL)

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-department and multi-jurisdictional incident
- Complex incidents
- Long-term incidents when operational periods would span across shift changes

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?)
- Primary and alternative strategies (as appropriate) to achieve incident objectives (what are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy (given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used)
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally)
- Overall support organization including logistical, planning and finance/administration functions
- A communications plan
- Safety messages

EMERGENCY OPERATIONS PLAN

- Other supporting documentation needed, e.g. An incident map showing access, key facilities, etc.; a medical support plan, etc.

EOC ACTION PLANNING (EOC)

The Action Planning process is an essential tool for the University, particularly in managing sustained emergency operations.

It is important that common University organizational goals are maintained and pursued as determined by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

Once the EOC Action Plan has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

Once the city goals are set, they should be communicated to the other sections, which in turn should communicate to their departments!! The policy group must receive copies of the EOC action plan.

SUMMARY OF ACTIVITIES BY SECTION

- | | |
|----------------------------------|---|
| 1. PLANNING/INTELLIGENCE | Presents the verbal Action Report or the situation status report |
| 2. MANAGEMENT | Sets goals |
| 3. PLANNING/INTELLIGENCE | Posts goals for organization's use |
| 4. OPERATIONS | Determines tactics to achieve goals |
| 5. LOGISTICS | Determines how it will support operations |
| 6. FINANCE/ADMINISTRATION | Determines how it will support operations |
| 7. PLANNING/INTELLIGENCE | Prepares Action Plan (document); continues collecting, analyzing and displaying information |
| and | continues Action Planning process |

ACTION PLANNING AT EOC LEVELS

Action planning at all SEMS levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions.

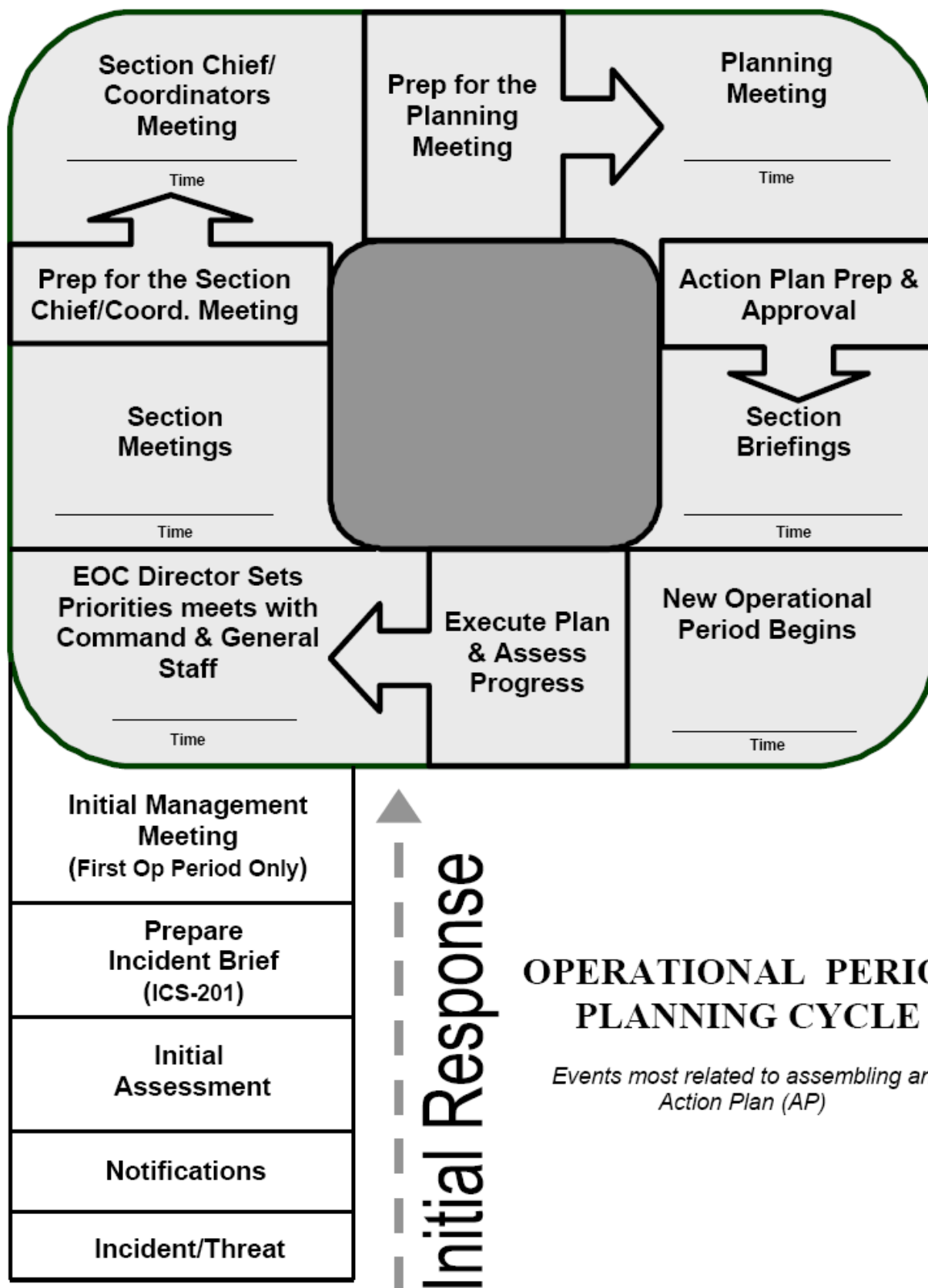
Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be. The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. It is usually done by the Emergency Operations Director in concert with the general staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several SEMS/NIMS levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

ACTION PLAN MEETING

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Coordinator is responsible for holding this meeting.



EMERGENCY OPERATIONS PLAN

EOC ACTION PLAN

Disaster/Event Name:	Date	Time	Prepared:
Plan Prepared by:			
Plan Reviewed by: (Plans/Intel Coordinator)			
Plan Approved by: (EOC Director)			
Operational Period:	From:	To:	Page 1 of 7

The University's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of operations, provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; and coordinate operations with the emergency service organizations.

Current Situation Summary:

-
-
-
-
-
-
-
-

Major Events/Incidents:

-
-
-
-
-
-
-

Safety Issues:**Resources Needed:**

-
-
-
-
-

EMERGENCY OPERATIONS PLAN

EOC ACTION PLAN

Summary of Section Objectives for Period # __

(Date and Time)

#	Objective	Branch/Unit/ Position	Est Completed Date/Time
Management			
1			
2			
3			
4			
5			
Operations Section			
1			
2			
3			
4			
5			
Planning & Intelligence Section			
1			
2			
3			
4			
5			
6			
Logistics Section			
1			
2			
3			
4			
5			
Finance Administration			
1			
2			
3			

Attachments:

- () Organization Chart () Telephone Numbers () Weather Forecast () Maps
- () DAC Locations () Incident Map () Safety Plan () Transportation Plan
- () Medical Plan () Operating Facilities Plan () Communication Plan () Other_____

Based on situation and resources available, develop an Action Plan for each Operational Period.

EMERGENCY OPERATIONS PLAN

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Approved by: (EOC Director)			
Operational Period:	Date:	From:	To:

MANAGEMENT

Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Attachments: () PIO phone numbers
() EOC Organizational Chart

EMERGENCY OPERATIONS PLAN

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

OPERATIONS

Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Attachments: () City Map w/major incidents, street closures, evacuation areas, etc.
() Weather

EMERGENCY OPERATIONS PLAN

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

PLANNING/INTELLIGENCE

Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: () ()			

EMERGENCY OPERATIONS PLAN

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

LOGISTICS

Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: () ()			

EMERGENCY OPERATIONS PLAN

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

Finance/Administration			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: () ()			

PRE-DISASTER COMMUNICATIONS CHECKLIST

- Consider establishing an out-of-area (sister university) contact point for employees' and their family members.
- List the number and location of all pay phones in and near the University. This will be very helpful in the event that your phone system crashes.
- List the number and location of all fax and direct lines into your facility.
- Develop a list of employees and key vendors, suppliers and contractors which includes telephone numbers and addresses.
- Plan to maximize the fax machines. Printed copy is easily shared and not often misunderstood. An outgoing fax posted on a wall provides a "briefing" tool for updating incoming staff. These documents will also be helpful in creating the after-action report.
- Survey your organization to find out how many amateur/ham/ACS radio operators you have. Do they have hand-held or mobile radios?
- On all telephone call-down lists provide pager instructions.
- Consider establishing pager codes for prioritizing response call ups.

COMMUNICATIONS

- Cellular phones
- E-mail
- Faxes
- Modems utilizing radio frequencies instead of wires connect portable data devices to reliable radio networks (i.e., wireless communications, packet radio).
- Video conferencing
- Pagers
- Portable satellite telephone
- Fax, data and secure digitized voice is transmitted directly to a communications satellite.
- Portable two-way radios
 - Get written reciprocal agreements to share the frequencies of other emergency agencies
 - Verify with your vendor that the two-way radios will be compatible with the frequencies of the other agencies.
 - Consider renting when needed rather than purchase.
 - Ensures access to the latest technology
 - Establish operational requirements with the vendor. Establish billing, shipping and contact information.
 - Ensure that vendor can program rental radios to meet your requirements and ship them out, fully charged on a short notice.
- Cellular phones vs. two-way radios
 - The time consumed by dialing and ringing makes cellular a slower choice for on-site communications than two-ray radio.
 - The "one-to-one" cellular telephone format is often less efficient than the "one-to-many" concept that two-way radio users are familiar with.

FEEDING EOC SUPPORT AND FIELD STAFF

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA/Insurance companies may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets
- Provide for on-site employee child-care needs.
- Arrange for and coordinate clean up of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

REQUESTING COUNSELING SERVICES

CLU understands that any event, impending event or unstable condition will seriously impact the psychological well-being of students, staff, faculty and parents and may exceed the resources and coping mechanisms of a person, group or community. Psychological Crisis Intervention is the process used to promote the psychological resolution of a crisis and restoration to the level of functioning that existed prior to the crisis event.

Crisis intervention is a most effective tool in responding to and reducing emotional trauma. This is accomplished by:

- Addressing safety and security concerns
- Allowing the traumatized an opportunity to ventilate and validate their thoughts and reactions
- Restoring the dominance of cognitive functioning over emotional reactions
- Facilitating the restoration of community and social connection
- Providing education on future expectations
- Providing opportunities for survivors to interpret the trauma event

CLU has developed policies and procedures for counselor services in response to significant emergencies impacting the psychological well-being of students, staff, faculty and parents. If an emergency event occurs on campus Counselor Services will activate teams of counselors and will ascertain whether the University EOC should be activated to support counseling team activities. Once the EOC is activated, Counseling Services can be supported and coordinated by the Medical/Health Branch of the Operations Section. If additional counselors are needed, Medical/Health Branch will make the request to other colleges and universities in California. The Medical/Health Branch will coordinate this request with the Logistics Section, Personnel Unit in the EOC.

During a large event or emergency, many counselors may be activated. The Medical/Health Branch of the Operations Section in the EOC will coordinate, communicate and support each counselor.

ACTIVATION OF CISM

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for counseling services should be made as soon as possible to the Logistics Section Coordinator who will contact the CLU Counseling Services and request that a counseling team be assembled.

AUXILIARY COMMUNICATION SERVICES (ACS)

The ACS (previously named RACES) organization is a national organization organized at the Federal and State levels, and administrated at the local level. ACS was originally designed to be an auxiliary communications civil defense organization, to be activated in case of a national emergency such as war. However, the ACS function has expanded to include assistance during local emergencies to augment the County's communication capabilities.

Ventura County has over 300 ACS members registered as Disaster Service Workers with the Ventura County Sheriff's Office of Emergency Services (OES). These ACS members have committed themselves, their experience and their capabilities to the communities in Ventura County.

CLU may request from the County ACS services through the Ventura County Sheriff's Office of Emergency Services.

Once ACS is activated at the University, ACS members will set-up in/or near the University's EOC to assist with emergency communications. The Logistics Section, Communications Unit will oversee ACS operations.

DISASTER/EMERGENCY ACCOUNTING RECORDS

When a disaster or an emergency strikes the University it may be in the form of an earthquake, storm damage, a major oil or chemical/hazardous waste spill, civil disturbance, or a fire emergency. Those employees who are assigned work directly associated with the disaster/emergency are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the University to collect, sort, and document costs associated with any disaster claim.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the University qualifies for reimbursement of these claims from insurance, Cal EMA or FEMA.

Obtaining reimbursement for eligible claims requires the University to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- Use of University-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- Use of University-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

EMERGENCY OPERATIONS PLAN

SAMPLE LABOR RECORD

California Lutheran University Labor Record										Page	(1)	of	(1)				
Location of Work: (City)										Time Period: (Date)		to (Date)					
Description of Work: (Shelter Operations etc)										State DSR No. (enter #)		(Year)					
Labor Record Prepared By: (Your Name)										Fed DSR (enter #)		Job Site Number: (enter #)					
OES No.																	
FEMA- (#)	-DR	P.A. No.								Category	() A	() B	() C	() D	() E	() F	() G

Name	Job Class	Date	Date / Hours Worked Each Day							Total Hrs	Gross Regular	Gross O.T.	Gross Rate	Gross Pay	Benefit Rate	Benefit Pay	Total Regular Pay	Total O.T. Pay
			Sun	Mon	Tues	Wed	Thurs	Fri	Sat									
name	Reg.								0.00			0.00	0.00		0.00	0.00	0.00	0.00
	O.T.									0.00		0.00	0.00		0.00	0.00	0.00	0.00
name	Reg.								0.00			0.00	0.00		0.00	0.00	0.00	0.00
	O.T.									0.00		0.00	0.00		0.00	0.00	0.00	0.00
name	Reg.								0.00			0.00	0.00		0.00	0.00	0.00	0.00
	O.T.									0.00		0.00	0.00		0.00	0.00	0.00	0.00
name	Reg.								0.00			0.00	0.00		0.00	0.00	0.00	0.00
	O.T.									0.00		0.00	0.00		0.00	0.00	0.00	0.00
name	Reg.								0.00			0.00	0.00		0.00	0.00	0.00	0.00
	O.T.									0.00		0.00	0.00		0.00	0.00	0.00	0.00
name	Reg.								0.00			0.00	0.00		0.00	0.00	0.00	0.00
	O.T.									0.00		0.00	0.00		0.00	0.00	0.00	0.00
name	Reg.								0.00			0.00	0.00		0.00	0.00	0.00	0.00
	O.T.									0.00		0.00	0.00		0.00	0.00	0.00	0.00
name	Reg.								0.00			0.00	0.00		0.00	0.00	0.00	0.00
	O.T.									0.00		0.00	0.00		0.00	0.00	0.00	0.00
Totals									0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00

I certify that this is a true copy: _____

EOC Form 006 (Rev 4-97)

This form is based on OES Form 103 (rev2-93) DAD Form

EMERGENCY OPERATIONS PLAN

SAMPLE DISASTER FORCE ACCOUNT EQUIPMENT RECORD

California Lutheran University Force Account Equipment Record				Page (1) of (1)
Location of Work: (City)	Date Prepared: (Date)	Time Period: (Date) to (Date)	(Year)	
Description of Work: (Shelter Operations etc)	State DSR No. (enter #)	Fed DSR (enter #)	Job Site Number: (enter #)	
Labor Record Prepared By: (Your Name)				
OES No. FEMA- (#) -DR	P.A. No.	Category () A () B () C () D () E () F () G		

Type of Equipment <small>Indicate size, capacity, horsepower, make and model as appropriate</small>	Equipment Reference Number	Date	Date / Hours Used Each Day	Total Hours	Hourly Rate	Total Cost
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00
		Hours		0.00		\$0.00

I certify that this is a true copy.

EOC Form 007 (Rev 4-97)

This form is based on OES Form 129 (10/89) DAD Form

EMERGENCY OPERATIONS PLAN

SAMPLE DISASTER RENTED EQUIPMENT RECORD

California Lutheran University										
Rented Equipment Record										
Date Prepared:	(Date)			Page	(1)	of	(1)			
Location of Work:	(City)			Time Period:	(Date)	to	(Date)	(Year)		
Description of Work:	(Shelter Operations etc)			State DSR No.	(enter #)					
Record Prepared By:	(Your Name)			Fed DSR N	(enter #)			Job Site Number:	(enter #)	
OES No.				Category	() A	() B	() C	() D	() E	() F () G
FEMA- P.A. No.	(#)	-DR								
Type of Equipment	Date	Time Used	Rate Per Hour		Total	Vendor	Invoice Number	Payment Date	Amount Paid	
			w/Opr	wo/Opr	\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
					\$0.00					
I certify that this is a true copy _____										
EOC Form 008 (rev 4/97)										

EMERGENCY OPERATIONS PLAN

FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD			Page	of
1. APPLICANT California Lutheran University	2. PA ID	3. PW #	4. DISASTER NUMBER	
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to	
8. DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS—SCOPE
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
GRAND TOTAL			\$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED		TITLE		DATE

FEMA Form 90-126, NOV 98

EMERGENCY OPERATIONS PLAN

CLU - EOC Resource Request

An attempt should be made to fill all resource requests through Operations Branches before sending to Logistics

Resource Requested:			
Priority:	Critical / Life Safety	Urgent	Routine
Incident Address:		Incident Type:	
Resource Requested by:		Agency / Dept:	
Duration Needed:		Phone:	
Staging/Delivery Location:		Delivery Contact:	
Form Prepared By:		EOC Position:	
Latest Acceptable Delivery: (Date / Time)			
Purpose / Use:			
Suggested Source(s):			
Approval by Section Coordinator:	Signature:		
Filled By Operations?		Send to Logistics?	
Section below to be filled out by Logistics			
Resource Ordered From:			
Vendor/Agency Address:			
Vendor/Agency Contact Person:		Phone:	
Date Ordered:		Time Ordered:	
Estimated Date/Time of Arrival:		Inv./ Resource Order #:	
Comments:			
Initialed By Operations:		Logistics:	Finance:
Originator: Any EOC position. Retain copy. Routing: Approval by Section Coordinator; then send to Logistics.		This form is used to request all resources, for field use and for EOC use.	

Additional Notes:

