Emergency Operations Plan

2013
# EMERGENCY OPERATIONS PLAN

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ACKNOWLEDGMENTS

This plan is prepared and edited by Wendy Haddock Milligan of Terra Firma Enterprises and the Director of Campus Safety with California Lutheran University. The following vital documents were used as reference information in compiling this plan:

- OES: "SEMS Guidelines", 2006
- Ventura County Sheriff’s Office of Emergency Services: “SEMS/NIMS Multi-hazard Functional Plan”, 2006
- Ventura County Sheriff’s Office of Emergency Services: “Multi-Jurisdictional Hazard Mitigation Plan for Ventura County”, California, 2004

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Homeland Security Presidential Directive – 5. Although Terra Firma Enterprises stands by the quality of its products, it is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, or organization in a disaster. Terra Firma Enterprises assumes no liability for deaths, injuries, or property damage resulting from a disaster.
INTRODUCTION

FOREWORD
This Emergency Operations Plan (EOP) addresses the California Lutheran University’s planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This plan is a preparedness document—designed to be read, understood, and exercised prior to an emergency. It is designed to include the California Lutheran University as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This plan provides basic planning information. University departments must prepare standard operating procedures and, in some cases, more detailed checklists that will describe their internal operations under emergency conditions.

ASSUMPTIONS:
- The University is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to students and staff, and minimize damage to property.
- The University will utilize SEMS and NIMS in emergency response operations.
- California Lutheran University’s emergency organization is made up of two teams: The Policy Group which is headed up by the California Lutheran University President and the Emergency Operations Team led by the California Lutheran University Associate Vice President of Planning and Operations or designee.
- The University will participate in the Ventura County Operational Area.
- The resources of the University will be made available, as appropriate, to support City and County emergency response activities.
- The University will commit its resources to a reasonable degree before requesting mutual aid assistance.

CONCEPT OF OPERATIONS
This plan provides the organized management system for California Lutheran University’s response and recovery to emergencies/disasters. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of the University during response and recovery activities.

Response and recovery operations will be managed using the Incident Command System (ICS) and will be consistent with both the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
EMERGENCY OPERATIONS PLAN

EMERGENCY MANAGEMENT GOALS:
• Provide for the safety, health, and welfare of members of the California Lutheran University community and the public.
• Preserve property and provide safe occupation of buildings owned by California Lutheran University.
• Restoration of general campus operations.
• Cooperate with the City of Thousand Oaks and the Ventura County Sheriff’s Office of Emergency Services to support emergency response activities within the Ventura County Operational Area.

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):
• **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience—EOC Management Team.
• **Part Two - Emergency Response Organization Functions.** Description of the emergency response organization and emergency action checklists and reference material. Intended audience—EOC staff.
• **Appendix** – A restricted-use document - contains the emergency/disaster organization’s notification numbers and other essential numbers. Intended audience—EOC staff.

ACTIVATION OF THE EOP:
• On the order of President of the University, or in his/her absence the highest-ranking member of the Administrative Chain of command available at the time, or the EOC Director upon the existence or threatened existence of an emergency situation on or near the campus.
• When the Sheriff or Board of Supervisors has proclaimed a Local State of Emergency in an area including the University.
• When Thousand Oaks City Manager of City Council has proclaimed a Local State of Emergency and the University is affected.
• When the Governor has declared a State of Emergency and the University is affected.
• Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
• A Presidential declaration of a National Emergency.

APPROVAL AND PROMULGATION:

The EOP will be reviewed and approved by the members of the Emergency Operation Team selected by the Associate Vice President Planning and Operations before submitting the Plan to the President’s Cabinet to adopt and promulgate the Plan.
MAINTENANCE OF EOP:

The EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible department will review and upgrade its portion of the EOP and/or modify its SOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in California Lutheran University structure and emergency response organizations will also be considered in the EOP revisions. Director of Campus Safety is responsible for making revisions to the EOP to enhance the conduct of response and recovery operations and will prepare, coordinate, publish and distribute any necessary changes to the plan to all entities identified on the distribution list on page 8 of this EOP.
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### DISTRIBUTION LIST

**DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP:**

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## EMERGENCY OPERATIONS PLAN

### DEPARTMENT/AGENCY CONCURRENCE
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<td>Campus Safety</td>
<td>David Hilke</td>
<td>Director of Campus Safety</td>
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<td>Operations and Planning</td>
<td>Ryan Van Ommeren</td>
<td>Assoc. V.P. of Planning and Operations</td>
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<td>Kerri Lauchner</td>
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<td>Student Life</td>
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PART ONE - BASIC PLAN

PURPOSE

The purpose of the California Lutheran University’s (California Lutheran University) Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to major emergencies occurring on campus. The Basic Plan addresses the University’s planned response and recovery to emergencies associated with natural disasters and technological incidents. The Plan incorporates operating procedures from the Incident Command System (ICS), the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). California Lutheran University has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

• Save and protect the lives of students, employees, and the public.
• Manage immediate communications and information regarding emergency response operations and campus safety.
• Provide essential services and operations.
• Provide and analyze information to support decision-making and action plans.
• Manage University resources effectively in the emergency response.

SCOPE

This Emergency Operations Plan (EOP):

• Defines the scope of preparedness and incident management activities.
• Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
• Facilitates response and short-term recovery activities and is flexible enough for use in all emergencies/disasters.
• Pre-designates functional area representatives to the Incident Command or Unified Command whenever possible to facilitate responsive and collaborative incident management.

AUTHORITIES AND REFERENCES

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed:

Authorities
Federal
• Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
• Homeland Security Presidential Directive #8, December 17, 2005
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State
- California Code of Regulations, Title 8, Sections 3220 and 3221, Emergency Action Plan (Public and Private Colleges and Universities)
- California Emergency Services Act, Ch. 7 of Div. 1 of Title 2 of the Gov. Code
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- Standardized Emergency Management System (SEMS) Regulations

Local
- Ventura County Ordinance No. 2538 pertaining to public emergency adopted January 18, 1972
- Ventura County Operational Area Organization Agreement adopted November 21, 1995

References
 Federal

State
- Standardized Emergency Management System (SEMS) Guidelines

Local
- Ventura County, “Multi-hazard Functional Plan”, adopted July, 2006
- Ventura County, “Hazard Mitigation Plan”, 2005

EMERGENCY AWARENESS AND EDUCATION

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.
The University incorporates pre-disaster awareness and education programs into student and staff orientations. These programs are equal in importance to all other preparations for emergencies and receive an adequate level of planning.

**ADA CONSIDERATIONS**

Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act or 1990 (ADA). Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the University’s planning efforts for those with disabilities are notification and warning procedures, evacuation considerations, emergency transportation issues, sheltering requirements, accessibility to medications, refrigeration and back-up power, accessibility to mobility devices or service animals while in transit or at shelter and accessibility to information.

**TRAINING AND EXERCISES**

The University’s emergency management organization conducts regular training and exercising of University staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Director of Campus Safety is responsible for coordinating, scheduling and documenting the training and exercises.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC or at the field level receives appropriate SEMS/NIMS/ICS training in accordance with California Emergency Management Agency’s (Cal EMA) Approved Course of Instruction for specific SEMS/NIMS/ICS classes and target audiences.

The University regularly participates in exercises to maintain the readiness of operational procedures. These exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS.

**STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. The law stipulates that all state agencies must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies. Local governments must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies in order to be eligible for state funding of response-related personnel costs. Although not required, California Lutheran University has adopted SEMS for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate.
communications and coordination between all levels of the system and among all responding agencies.
SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, and multi-agency or inter-agency coordination.

SEMS provides for a five level emergency response organization, activated as needed, to provide an effective response to multi-agency and multi-jurisdiction emergencies. SEMS allows the response to shrink and grow as the incident evolves. Only the levels needed to respond are activated. Each level utilizes the same Incident Command System.

**Field level:** commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat. California Lutheran University’s emergency response would reflect SEMS at this field level.

**Local level:** manages and coordinates the overall emergency response and recovery activities within their jurisdiction. The City of Thousand Oaks emergency response would reflect SEMS at this local level.

**Operational area** level: manages and coordinates information, resources, and priorities among local governments and special districts within the operational area and serves as the coordination and communication link between the local governmental level and the regional level. An operational area is the geographical boundaries of a county. On November 21, 1995, the Ventura County Board of Supervisors adopted a formal resolution establishing the Ventura County Operational Area. The Ventura County Sheriff’s Office of Emergency Services is the lead agency for the Ventura County Operational Area. County of Ventura Sheriff’s Office of Emergency Services (OES) would reflect emergency response at the Operational Area SEMS level.

When the Ventura County Operational Area EOC is activated, the Sheriff of Ventura County, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and support requests by cities within the County. The Operational Area Coordinator and supporting staff constitutes the Operational Area Emergency Management Staff. The Operational Area Staff submits all requests for support that cannot be obtained within the County, and other relevant information, to CalEMA Southern Region, Mutual Aid Region I.

**Regional level:** manages and coordinates information and resources among operational areas within the mutual aid region and between operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities. The Regional California Emergency Management Agency (Cal EMA) in Los Alamitos would reflect emergency response at the Regional SEMS level.

**State level:** manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and
between the regional level and state level, and serves SEMS consists of five levels: field response, local government, operational areas (countywide), OES Mutual Aid Regions, and state government. **The Cal EMA headquarters in Mather, California would reflect emergency response at the State SEMS level.**

Although not required by law to fulfill SEMS, California Lutheran University will comply with SEMS regulations to enhance emergency response operations in Ventura County and to be eligible for possible state funding of response-related personnel costs associated with supporting any city or county emergency response activities.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

In addition to SEMS, California Lutheran University recognizes the NIMS and has incorporated the NIMS concepts into this EOP, training and exercises.

The National Incident Management System (NIMS) is a system that was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. Homeland Security Presidential Directive-5 (HCPD) identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Six major components make up this systems approach:

**Command and Management**

NIMS standard incident command structures are based on three key organizational systems:

- The ICS
- Multi Agency Coordination Systems
- Public Information Systems

**Preparedness**

Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

**Resource Management**

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.
Communications and Information Management
The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management.

Supporting Technologies
Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities institutions that call for unique technology-based capabilities.

Ongoing Management and Maintenance
This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

NIMS Compliance
The State of California’s NIMS Advisory Committee issued “California Implementation Guidelines for the National Incident Management System” to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. California Lutheran University is following this document and the U.S. Department of Education’s “Action Guide for Emergency Management at Institutions of Higher Education" to ensure NIMS compliance.

California Lutheran University's EMERGENCY MANAGEMENT ORGANIZATION

The California Lutheran University’s Emergency Management Organization is comprised of two teams: the Emergency Operations Team (EOT) and the Policy Group. The Policy Group will be directed by the President while the EOT will be led by the Emergency Operations Director or designee.

The Policy Group is responsible for:
- Decisions regarding the University mission and policies
- Future Institutional direction
- Academic affairs
- Economic status
- Legal responsibilities
- Institutional responses to the community

The Situation Triage and Assessment Team (STAT) is responsible for:
- Determining the magnitude of the emergency
- Coordinate its resolution or,
- If the emergency continues to develop, activates Level 3 response (see page 8)

The EOT is responsible for:
- Determining the scope and impact of the incident
EMERGENCY OPERATIONS PLAN

- Setting priorities for emergency actions
EMERGENCY OPERATIONS PLAN

- Deploying and coordinating resources and equipment
- Organizing, staffing and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Providing information and guidance to the students and staff.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for California Lutheran University and providing support to the City or other organizations as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the City of Thousand Oaks and Ventura County Operational Area.
EMERGENCY OPERATIONS PLAN

The fully activated California Lutheran University Emergency Management Organization is depicted in Figure 1.

**Figure 1: Fully Activated EOC for California Lutheran University**

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System, utilizing an on scene Incident Commander, will be used in the field.
EMERGENCY OPERATIONS PLAN

EMERGENCY RESPONSE CONCEPT OF OPERATIONS

California Lutheran University emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

**Level 1** is a minor incident that is quickly resolved with internal resources or limited help. The Office of Campus Safety will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

**Level 2** is a more significant emergency that impacts critical infrastructure, a building, or multiple buildings and that may potentially affect life safety or mission-critical functions. For level 2, the Emergency Operations Plan (EOP) is activated, and an operational subset of a larger emergency management team, the Situation Triage and Assessment Team (STAT) determines the magnitude of the emergency and coordinates its resolution or, if the emergency continues to develop, activates Level 3 response. STAT members are: Vice President of Finance & Administration, Vice President of Student Affairs, Vice President of Enrollment Management and Marketing, Associate Vice President Operations and Planning and Director of Campus Safety. Other senior managers may be alerted, depending on the nature of the emergency. Normally the STAT convenes in the field at the emergency site or coordinates via cell phone/radio. Technical or support staff may assemble to coordinate information. The STAT may request that some or all emergency operational units be activated when they are critical service providers, or they are affected by the event.

**Level 3** is a disaster that involves the entire campus and surrounding community. At Level 3, the EOP is activated, and the entire emergency management organization across the campus mobilizes.

**Ventura County Operational Area**

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting disaster/emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff.

**Reporting to the City of Thousand Oaks and Ventura County Operational Area**

California Lutheran University reports and notifications are to be made to the Ventura County Operational Area via the City of Thousand Oaks. When reporting to the City, request that the information be forwarded to the Ventura County Operational Area. These reports and notifications include:

- Activation of California Lutheran University’s EOC
- California Lutheran University Status Reports
- Initial Damage Estimates
- Incident Reports
California Lutheran University’s primary EOC is located in the Facilities Building. The Operations Team (Operations, Planning/Intelligence, Logistics, and Finance) will meet in the 2nd floor eastside break room (727 square feet). The Policy Group will meet in the 2nd floor west side conference room (270 square feet). Ventura County Auxiliary Communications Services will meet in the office directly outside the 2nd floor break room.

The alternate EOC is Alumni Hall, room 128. The operations team will meet in Alumni Hall, room 128. The Policy team will meet in Alumni Hall room 115.

The first person to arrive at the EOC opens the facility and arranges the equipment and supplies according to the EOC diagram (Refer to EOC Diagram in the Appendices).

Supplies to support the EOC personnel and functions are located in the 2nd floor break room at Facilities or in a designated storage area on the 2nd floor. The supplies and equipment to support a larger response effort are located in a cargo container behind Conferences and Events Building on Pioneer.

Emergency power is provided by a propane generator. The emergency fuel reserve holds 150 gallons and can run 3 days at 50% load. Fuel is provided by an on call vendor obtained or by Facilities. Power will provide for lighting panels, selected wall circuits, telephones and radios. On-site services include kitchen, bathrooms, food and water supply.

An alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. The operational capabilities of the alternate EOC will be similar to those of the primary EOC.

COMMUNICATIONS
Communications are provided in the EOC and include telephone, satellite phone, cellular phone, fax, computers, amateur radio, video conferencing, and data.

Communication facilities will be continuously staffed during disasters/emergencies, either by California Lutheran University staff. The Logistics Section is responsible for communications.

CALIFORNIA LUTHERAN UNIVERSITY EOC ACTIVATION POLICY

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services
- Temporarily assign University staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center (EOC)
EMERGENCY OPERATIONS PLAN

The City of Thousand Oaks and the Ventura County Operational Area should be notified when California Lutheran University’s EOC is activated.

Who Can Activate:
The President of the University, or in his/her absence the highest-ranking member of the Administrative Chain of Command available at the time, will be responsible for activating the EOC and notifying the Emergency Operations Center Director (EOCD) to activate the EOP.

How to Activate:
Campus Safety (CS) probably will be the first to know and/or respond to a possible emergency or disaster event. (If others become aware of an emergency event first, they should immediately notify CS at x 3911). It the event is:

- Beyond the ability to be controlled by standard operating procedures.
- Having an impact on a major portion of the campus.
- Life threatening or has the potential to be life threatening.
- Beyond the abilities of outside agencies to respond to or control it.

The CS Officer will call the Director of Campus Safety who will evaluate the event according to the above established criteria. If one or more criteria are met, the Director will notify the President and the EOCD, or their designees, according to the established call lists. These are updated annually by the planning team and maintained in the Campus Safety Office and the Emergency Operations Center supply cabinet.

MUTUAL AID

Some events may warrant the interface, coordination, and use of offsite organizations and agencies at the federal, state, and local level. Neither California Lutheran University nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance (Mutual Aid) from a variety of sources.

Other Colleges and Universities
California Lutheran University is affiliated with the Evangelical Lutheran Church in America (ELCA) which includes twenty seven other Lutheran Colleges and Universities. Mutual Aid resource requests can be made to these other Colleges and Universities within ELCA to augment the response efforts of California Lutheran University.

Mutual Aid Agreements
California Lutheran University is working on developing additional Mutual Aid Agreements with the City of Thousand Oaks, the Ventura County Sheriff’s Department Office of Emergency Services, the American Red Cross, and others to ensure that adequate resources, facilities and other support are available to California Lutheran University in the event of a disaster.
THREAT SUMMARY FOR CALIFORNIA LUTHERAN UNIVERSITY

The California Lutheran University is located at 60 West Olsen Road in the City of Thousand Oaks, California at the Northern edge of the Conejo Valley. The Conejo Valley has distinctive geomorphic features - comprised of mountains, artificial lakes and rolling hills with clearly defined access points to the City. The Valley is about nine miles long and seven miles wide and is situated at an elevation of about 800 feet above sea level. The Valley is rimmed by Mountclef Ridge and the Simi Hills to the north and east, the Santa Monica Mountains to the south, and the Conejo Mountain to the west. Access to the City is primarily via seven major arterials. From the east, entrance to the Valley is via U.S. Route 101 (Ventura Freeway), Thousand Oaks Boulevard, and Agoura Road. From the west, access is via U.S. Route 101 over the Conejo Grade. Access from the north is via State Route 23, Moorpark Road and Olsen Road.

California Lutheran University is involved in higher education and is classified as a medium sized, liberal arts university. It is in operation seven days a week. On a typical day 3,000 to 4,000 people may be on campus to work, attend class or participate in special events. Approximately 1,200 students live on campus in one of 14 residential halls and Kramer Court. The 225-acre campus is situated adjacent to Olsen Road with the main campus located on the South side of Olsen Road. The North side of Olsen Road includes Athletic fields, a preschool and 135 acres of unimproved property. Nearby freeways include US 101 and CA 23.

California Lutheran University’s EOP may be activated during a broad range of emergency incidents, including:

- Earthquakes
- Fires and explosions
- Hazardous materials release
- Extended power outages
- Mass casualty events
- Transportation incidents
- Civil disobedience
- Terrorism
- Public Health Emergency

The Emergency Plan may also be activated during a community or regional crisis that may impact University personnel or business operations. For example, a utility outage in the nearby area may necessitate Plan activation to coordinate safety precautions or emergency information and support services for personnel.

The following maps depict some of the hazards present in the City of Thousand Oaks that may impact California Lutheran University.
City of Thousand Oaks
Major Earthquake Faults
GROUND SHAKING MAP

City of Thousand Oaks
Groundshaking Potential

Prepared for City of Thousand Oaks
Hazard Mitigation Plan, Sept. 2004
EMERGENCY OPERATIONS PLAN

LIQUEFACTION MAP

City of Thousand Oaks
Liquefaction Areas

Prepared for City of Thousand Oaks
Hazard Mitigation Plan, Sept. 2004
LIST OF ACRONYMS AND ABBREVIATIONS

AC .........................................................................................................................Area Command
ACS ....................................................................................................................Auxiliary Communication Services
ADA ...................................................................................................................Americans with Disabilities Act
ARC ....................................................................................................................American Red Cross
CalTrans ...........................................................................................................California Department of Transportation
CALWAS ........................................................................................................California Warning System
CCP .....................................................................................................................Casualty Collection Points
CDAA ................................................................................................................California Disaster Assistance Act
CDC ...................................................................................................................Centers for Disease Control, U.S. Public Health Service
CERT ................................................................................................................Community Emergency Response Team
CESFRS ...........................................................................................................California Emergency Service Fire Radio System
CESRS ..............................................................................................................California Emergency Services Radio System
CHP ....................................................................................................................California Highway Patrol
CLEMARS ......................................................................................................California Law Enforcement Mutual Aid Radio System
CLERS ...............................................................................................................California Law Enforcement Radio System
CLETS ..............................................................................................................California Law Enforcement Telecommunications System
DHS ...................................................................................................................Department of Homeland Security
DMAT ................................................................................................................Disaster Medical Assistance Team
DMORT ............................................................................................................Disaster Mortuary Operational Response Team
DOC ..................................................................................................................Department Operations Center
DSR ....................................................................................................................Damage Survey Report
EAS .....................................................................................................................Emergency Alert System
EDIS ....................................................................................................................Emergency Digital Information System
EF .........................................................................................................................Emergency Function
EMAC ................................................................................................................Emergency Management Assistance Compact
EMMA ................................................................................................................Emergency Managers Mutual Aid
EMS ....................................................................................................................Emergency Medical Services Authority
EMS ....................................................................................................................Emergency Medical Services
EMT ....................................................................................................................Emergency Medical Technician
ENN ....................................................................................................................Emergency News Network
EOC ....................................................................................................................Emergency Operations Center
EOP .......................................................................................................................Emergency Operations Plan
ERT .....................................................................................................................Emergency Response Team
ESA ....................................................................................................................California Emergency Services Act
ESF .......................................................................................................................Emergency Support Functions
FCO .....................................................................................................................Federal Coordinating Officer
FTS .....................................................................................................................Field Treatment Sites
HAZMAT .............................................................................................................Hazardous Materials
HSAS ..................................................................................................................Homeland Security Advisory System
HSEEP .............................................................................................................Homeland Security Exercise Evaluation Program
HSPD ..................................................................................................................Homeland Security Presidential Directive
IAP .......................................................................................................................Incident Action Plan
IC .........................................................................................................................Incident Commander
ICP .......................................................................................................................Incident Command Post
ICS .......................................................................................................................Incident Command System
GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

A

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

American Red Cross: A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing and registration and inquiry service.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Available Resources: Incident-based resources which are available for immediate assignment.
**Base:** The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

**Branch Director:** The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

**Camp:** A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

**Care and Shelter:** A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

**Casualty Collection Points (CCP):** A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad. CCP is now referred to as Field Treatment Site.

**Chain of Command:** A series of management positions in order of authority.

**Check-in:** The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

**Checklist:** A list of actions taken by an element of the emergency organization in response to a particular event or situation.

**Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

**CLERS:** California Law Enforcement Radio System. The State’s radio system dedicated to public safety/law enforcement purposes that run of the State’s microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

**CLETS:** California Law Enforcement Telecommunications System. CLETS terminals have permission to originate EDIS messages. Please see EDIS definition below.
**Command**: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority, may also refer to the Incident Commander.

**Command Post**: (See Incident Command Post)

**Command Staff**: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistant s, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

**Common Operating Picture**: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit**: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

**Compensation Unit/Claims Unit**: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

**Complex**: Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Management.

**Continuity of Government (COG)**: All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

**Cost Unit**: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**D**

**Damage Assessment**: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

**Delegation of Authority**: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.
Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: A EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster Application Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions area identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.
EDIS: Emergency Digital Information Service. The “government wireless service” provided by the State and carried locally on 39.32 MHz, that is used for longer form text emergency information, along with a website at [www.edis.ca.gov]. Plans are underway for EDIS to be linked with EAS to help TV stations put text on screen faster to better serve the needs of the hearing impaired.

Emergency Alert System: A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Medical Services: Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Public Information System: The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Support Function: A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.
EOC Action Plan: The plan developed at SEMS EOC levels which contain objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, law enforcement and fire department buildings, utility facilities, etc.), may also include buildings that are designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Exercise Scenario: Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency: This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Coordinating Officer (FCO) - (1) The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance. The FCO initiates action immediately to assure that Federal Assistance is provided in accordance with the
declaration, applicable laws, regulations, and the FEMA-State agreement. (2) The FCO is the senior Federal official appointed in accordance with the provisions of Public Law 93-288, as amended (the Stafford Act), to coordinate the overall consequence management response and recovery activities. The FCO represents the President as provided by Section 303 of the Stafford Act for the purpose of coordinating the administration of Federal relief activities in the designated area. Additionally, the FCO is delegated responsibilities and performs those for the FEMA Director as outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in the Code of Federal Regulations, Title 44, Part 205.

Federal On-Scene Commander (OSC) - The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

Field Coordination Center: A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

G

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

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

Generic ICS: Refers to the description of ICS that is generally applicable to any kind of incident or event.
**Ground Support Unit:** Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

**Hazardous Material:** A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

**Hazard Mitigation:** A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Assistance Program:** Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**Helibase:** The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

**Helispot:** Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

**Homeland Security Advisory System (HSAS):** HSAS is a color-coded terrorism threat advisory scale. It was created by a Presidential Directive in order to provide 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." The different levels trigger specific actions by federal agencies and state and local governments, and they affect the level of security at some airports and other public structures.

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan:** The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.
Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") the Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the command of all function at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communication Center: The location of the Communications Unit and the Message Center.

Incident Management Team: The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

J

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the
scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Joint Operations Center (JOC):** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**L**

**Landing Zone:** (See Helispot)

**Leader:** The ICS title for an individual responsible for a functional unit, task forces, or teams.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

**Logistics Section:** One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

**M**

**Major Disaster:** Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm,
drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objectives:** In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

**Mass Care Facility:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

**Media:** All means of providing information and instructions to the public, including radio, television, and newspapers.

**Medical Unit:** Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

**Mitigation:** Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

**Mobilization:** The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Center:** An off-incident location at which emergency service personnel and equipment area temporarily located pending assignment to incidents, release, or reassignment.

**Multi-Agency Coordination:** The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**Mutual Aid Coordinator:** An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining,
processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**Mutual Aid Region:** A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

**Mutual Aid Staging Area:** A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

**National Disaster Medical System (NDMS):** A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF):** The federal response plan to be used by federal agencies when responding to an emergency or disaster.

**National Warning System:** The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Office of Emergency Services:** The Governor’s Office of Emergency Services.

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.
Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, coroner’s services, or emergency medical services.

Operational Area Satellite Information System (OASIS): A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

P

Plan: As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planning Meeting: A meeting that is held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning,
training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Principal Federal Official (PFO):** The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary’s incident management responsibilities under HSPD-5 for Incidents of National Significance.

**Procurement Unit:** Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**Public Assistance (PA):** Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

**Public Information Officer:** The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Q**

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**R**

**Recovery:** Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.
Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Relocatees: An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

Rescue Group: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources area described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Management: Efficient management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for
developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Search**: Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

**Search Dog Team**: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

**Section**: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

**Section Chief**: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

**Sensitive Facilities**: Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities area either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

**Service**: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

**Service Branch**: A Branch within the Logistics Section responsible for service activities at the incident and includes the Communications, Medical and Food Units.

**Shelter Complex**: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 mile.

**Shelter Manager**: An individual who provides for the internal organization, administration, and operation of a shelter facility.

**Single Resource**: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

**Situation Unit**: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

**Span of Control**: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

**Special District**: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined
in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint-powers authority established under section 6500 et seq. of the Code.

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

**Staging Areas:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**Staging Area Managers:** Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

**Standard Operating Procedures (SOPs):** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, State.

**State Coordinating Officer (SCO):** The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

**State Emergency Plan:** The State of California Emergency Plan as approved by the Governor.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a “state of war emergency”, which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

**State of War Emergency:** The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

**State Operations Center (SOC):** An EOC facility operated by the Governor’s Office of Emergency Services at the state level in SEMS.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.
Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations and includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

T

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a leader.

Team: (See Single Resource.)

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).
**Time Unit:** Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

**Traffic Control Points (TCP):** Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

**Triage:** A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

**Type:** Refers to resource capability. A Type 1 resources provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resources. Resource typing provides managers with additional information in selecting the best resource for the task.

**U**

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Management).

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person.

**V**

**Volunteers:** Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.
EMERGENCY OPERATIONS PLAN  EMERGENCY ORGANIZATION FUNCTIONS

PART TWO  EMERGENCY ORGANIZATION FUNCTIONS

Emergency response management requires the establishment of a strategic organization comprised of the most important or critical functions of the University. Consistent with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) California Lutheran University’s emergency management organization is composed of two groups that facilitate the management of an incident.

EOC Policy Group
The EOC Policy Group has ultimate responsibility for oversight and direction of the Emergency Operations Center (EOC) and all response, recovery and continuity activities on campus. The Policy Group led by the President and includes all top officers of the University. Their primary role is to advise and assist the EOC in making strategic policy decisions.

EOC Team
The Emergency Operations Center team performs many functions. The team is composed of a broad cross section of campus personnel, selected for their expertise and the needs of the EOC. Once the EOC is activated and the EOC Director determines the depth of positions necessary for the immediate incident, the members are called and asked to report.

The EOC team’s function is determined by the incident and its current situation. As the primary goals of an initial response (protect lives and property) are accomplished, the priorities will move into recovery. As response moves into the recovery phase of an incident, the structure of the EOC team changes to reflect a different set of priorities.

California Lutheran University’s Emergency Operations Center organizational structure follows the standard five-section management structure as the basis for organizing emergency planning, response and recovery. (Please refer to the EOC organizational chart in Figure 2). Not all positions within the EOC organization may be activated. Only those functions that are needed will be activated. The five EOC Sections are:

Management Section
The EOC Director has overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment. He or she also designates a leader for each of the other Sections, depending on the scope and scale of the emergency. The Public Information and Liaison Officers report to and directly assist the EOC Director. The EOC Director interfaces with the President in the Policy Group.

Operations Section
The Operations Section coordinates, communicates and supports the campus emergency services units—the actual on-scene emergency responders. They are
responsible for the implementation of field operations and management of staffs assigned to response roles.

**Planning/Intelligence Section**
The Planning/Intelligence Section is responsible for collecting, evaluating, analyzing and disseminating information and coordinating the development of the EOC Action Plan in coordination with other sections. The Planning/Intelligence Section is also responsible for initiating and preparing the After-Action/Corrective Action Report and maintaining incident documentation.

**Logistics Section**
The Logistics Section is responsible for procuring supplies, personnel, equipment, facilities and material support necessary to conduct the emergency response.

**Finance/Administration Section**
The Finance/Administration Section is responsible for overall management of financial accounting and analysis for the emergency response. This section is also responsible for the documentation process for insurance claims, and FEMA and State OES public assistance programs.

**RESPONSE PRIORITIES**
In order to focus California Lutheran University’s efforts on the proper activities during the initial hours of an emergency or disaster, emergency response priorities have been pre-established. California Lutheran University response operations will progress from Priority I through Priority III Actions until the campus is back to normal.

**PRIORITY I ACTIONS** – Listed in order of priority.

- **Medical Aid:** Respond to life-safety needs. Evaluate medical services available and direct rescue efforts. Medical/Health Branch in Operations will oversee and support this activity.
  
  Possible campus resources: Campus Safety, Health Services, Athletic Trainer(s), Counseling Center, Campus Ministry, and other first aid trained employees.

- **Fire Suppression:** Evaluate fires or fire hazards and use available resources to control and evacuate. Hazard Control Branch in Operations will oversee and support this activity.
  
  Possible campus resources: Campus Safety and Facilities

- **Communication Network:** Establish communications on-campus with impacted areas. The Communications Unit in Logistics will oversee and support this activity.
Possible campus resources: Information Systems Services (phone, network, TV, and radio) Campus Safety, Human Resources (messengers), Facilities, KCLU, and designated faculty.

- **Search and Rescue:** Appoint search and rescue teams and acquire transportation vehicles and equipment as required. The Search/Rescue Branch in Operations will oversee and support this activity.

  Possible campus resources: Facilities, Campus Safety, Conferences & Events, and designated faculty.

- **Utility Status and Safety:** Assess condition of utilities and shut down or restore as able (gas, electric, water, sewer). Evaluate road system. The Utilities Group under Hazard Control Branch in Operations will oversee and support this activity.

  Possible campus resources: Facilities, Campus Safety, KCLU, other radio, Internet and TV.

- **Control Hazardous Materials:** Assess critical areas, secure, and clean up as needed (chemical, biological, and/or radiological). The Haz Mat Group under Hazard Control Branch in Operations will oversee and support this activity.

  Possible campus resources: Facilities, Campus Safety, Health Service Director, Chemistry and Biology departments, and Art Department.

**PRIORITY II ACTIONS** – Listed in order of priority.

- **Facilities Survey:** Evaluate buildings for occupancy in order of priority and identify and seal off dangerous areas. The Building & Safety Group under the Hazard Control Branch in Operations will oversee and support this activity.

  Possible campus resources: Facilities, Campus Safety, Residential Life, KCLU, Theater and Stage Services, and designated faculty.

- **Shelter:** Establish usable sites for shelter and food distribution. The Care and Shelter Branch in Operations will oversee and support this activity.

  Possible campus resources: Dining Services, Residential Life, and Facilities.

- **Food/Drinking Water:** Provide food and drinking water. Identify supplies and establish distribution system. The Supply Unit in Logistics will oversee and support this activity.

  Possible campus resources: Food Services and Facilities.
EMERGENCY OPERATIONS PLAN  EMERGENCY ORGANIZATION FUNCTIONS

- **Sewer system:** Evaluate sewer system, identify resources, and develop latrines if needed. The Utilities Group under the Hazard Control Branch in Operations will oversee and support this activity.

  Possible campus resources: Facilities.

- **Information/Communications:** Establish voice communications system out to campus and access to data communication. Advise and update campus constituency of current situation and availability of services. The Communications Unit in Logistics will oversee and support this activity and is responsible for:
  - Activating the emergency notification network (classes in session or otherwise)
  - Activating general information telephone line and periodically update as necessary.
  - Posting information on Web site and/or alternate ISP site. Update as necessary.
  - Sending E-mails to all California Lutheran University addresses and update as necessary.
  - Sending voice mails to all California Lutheran University extensions and update as necessary.

  Possible campus resources: Information Systems Services, Residence Life, University Relations, KCLU, other radio stations, Internet, TV, loudspeakers, Human Resources (messengers), and designated faculty.

- **Criminal Activity Control:** Establish security system to control crime. The Safety/Security Branch in Operations will oversee and support this activity.

  Possible campus resources: Campus Safety.

- **Psychological Assistance:** Establish system to deal with individual cases of psychological trauma. The Personnel Unit in Logistics will oversee and support this activity.

  Possible campus resources: Health Services, the Counseling Center, and Campus Ministry.

**PRIORITY III ACTIONS** – Listed in order of priority.

- **Valuable Materials Survey and Security:** Identify, assess, and secure valuable materials on campus. The Recovery Planning Unit in Planning will oversee and support this activity.

  Possible campus resources: Library and Art Department staffs, President and Provost Staff.

- **Records Survey:** Identify, assess, and secure all University records. The Recovery Planning Unit in Planning will oversee and support this activity.
Possible campus resources: Information Systems, Business Office, Human Resources Office, Registrar, President and Provost Staffs, Admissions and ADEP.

- **Academic Survey:** Assess academic departments and determine requirements to resume academic operations. The Recovery Planning Unit in Planning will oversee and support this activity.

Possible campus resources: Provost, Registrar, Academic Deans, Department chairs and faculty.

- **Coordinate Volunteers:** Determine and evaluate tasks to be done, coordinate and assign volunteers to appropriate tasks. The Personnel Unit in Logistics will oversee and support this activity.

Possible campus resources: Human Resources, Director of Communications, Director of University Relations, and Campus Ministry.

- **Supplies/Equipment Procurement:** Develop system to renew flow of supplies and equipment from outside sources. The Supply Unit in Logistics will oversee and support this activity.

Possible campus resources: Facilities, Business Office, Printing Services, Food Services and Housekeeping.

- **Coordinate Risk Management Tasks:** Document inquiries from and responses to insurance companies, Federal Emergency Management Agency (FEMA), Ventura County Emergency Management, and other federal, state, local, and private agencies. The Compensation/Claims Unit in Finance will oversee and support this activity.

Field Units will be coordinating and communicating with each of the branches under the Operations Section. The Incident Command System, utilizing an on scene Incident Commander will be used in the field.
POLICY GROUP

Reports To:
University President

The President of California Lutheran University serves as the head of the Policy Group which may be activated for a Level 3 emergency or whenever executive policy issues must be addressed. In the event the President of California Lutheran University is absent from the campus, the authority to take all necessary and appropriate actions on behalf of California Lutheran University’s President is hereby delegated to the following University officers in the order listed below, with such authority being delegated to the highest ranked University officer on the list whom the University Public Safety Department is able to contact:

1. Provost
2. Vice President of Administration and Finance
3. Vice President Student Affairs/Dean of Students
4. Vice President of University Advancement
5. Vice President of Enrollment Management and Marketing
6. Dean, Colleges of Arts and Sciences

RESPONSIBILITIES:
The Policy Group is made up of top University officers and provides policy direction for recovery planning and advises and assists the EOC Director in making major emergency related policy decisions.

CHECKLIST ACTIONS

Activation:
- Authorize opening the Emergency Operations Center and notify the Emergency Operations Center Director (EOCD) to activate the EOP.
- As appropriate, respond to California Lutheran University’s EOC. The Policy Group will meet in the upstairs offices of the Conference and Events Building. If the primary facility is unusable, the alternate facility is the Alumni Hall, room 115.
- Obtain briefing from Director of Campus Safety or whatever sources are available.

Duties:
- Review your position responsibilities.
- Inform and brief the Board of Regents, as appropriate.
- Make any policy issue decisions that are necessary and communicate these to the EOC Director.
- Make any necessary public statements through the Public Information Officer.
- Keep informed through regular briefings with the EOC Director.
- Activate and support campus recovery activities.
COMMON RESPONSIBILITIES

(The following is a checklist applicable to all EOC positions).

- Check-in upon arrival.
- Report to your organizational supervisor.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position activity log (Unit Log – ICS 214).
- Determine 24-hour staffing requirements and request additional support as required.
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Using Unit Log (ICS 214), maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by Insurance companies, State OES and FEMA.

General Operational Duties

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

Determine and anticipate support requirements and forward to your organizational supervisor.

Monitor your position activities and adjust staffing and organization to meet current needs.

Use face-to-face communication whenever possible and document decisions and policy.

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your organizational supervisor at the end of each operational period.

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

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action/Corrective Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate your position and close out logs when authorized by your organizational supervisor.

Leave forwarding phone number where you can be reached.
EOC DIRECTOR AND THE MANAGEMENT FUNCTION

The Management Section is led by the EOC Director and is established for every EOC activation to coordinate California Lutheran University emergency response operations. The EOC Director, the General Staff (Section Coordinators), and others as designated make up the California Lutheran University emergency operations team (EOT). The EOT is responsible for assisting in the development of overall strategy and tactics to mitigate the incident. The EOC Director keeps the Policy Group apprised of the situation. The Management Section includes the following Management Staff:

- Public Information Officer (PIO)
- Liaison Officer

Public Information Officer
The PIO ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required agencies and the media.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC. The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the EOC Director.

If the City of Thousand Oaks EOC is activated, the PIO will coordinate all information regarding the University and University emergency response activities with the City PIO. When multiple local, state federal agencies are involved, a Joint Information Center (JIC) may be established. The Public Information Officer will coordinate and communicate with the JIC or assign an individual to the JIC to ensure coordination of information dissemination with local, state and federal agencies.

Liaison Officer
The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the University structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.
EOC DIRECTOR

Reports To: President

- Direct and coordinate the EOC.
- Establish the appropriate staffing level for an activated EOC.
- Provide for the overall management and coordination of emergency response and recovery operations, including on-scene incident management as required.
- Ensure the EOC Action Plan is developed and implemented.
- Coordinate and communicate as necessary with the Policy Group.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

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

CHECKLIST ACTIONS

Activation
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Determine the operational status and appropriate level of activation based on situation provided by the Situation Triage and Assessment Team (STAT).
- Determine if there is a California Lutheran University Incident Commander at the scene of the event; if not, determine based on the situation if one should be identified and dispatched.
- As appropriate, respond to California Lutheran University’s EOC.
- Determine if there is a California Lutheran University Incident Commander at the scene of the event; if not, determine based upon situation if one should be identified and dispatched.
- Mobilize appropriate personnel for initial activation.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- Obtain briefing from whatever sources are available.
- Determine if California Lutheran University has an Incident Commander on scene.

Position Start-Up Actions
- Review your position responsibilities.
- Coordinate the physical setup of the EOC and ensure it and has equipment and services necessary for an extended activation.
- Brief and assign EOC staff as they arrive. Briefings should include:
  - Current situation assessment
  - Identify of the California Lutheran University Incident commander (IC) on scene
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function
• Availability of communications
• Location of work area
• Identification of eating and sleeping arrangements as appropriate
• Procedural instructions for obtaining additional supplies, services and personnel
• Identification of operational period work shifts

☐ Establish briefings schedules and give Section Coordinators advance notice to prepare summaries of Section activities.
  • Convene action planning meetings with the Policy Group and Section Coordinators. Ensure that these meetings are documented by a scribe.
  • Assess situation, define problems, set priorities, establish strategic objectives for response/recovery period.
  • Review and identify need for future staffing.
  • Once the Planning Section completes the EOC Action Plan, review, approve, implement and distribute.
  • Establish and implement briefing schedule for EOC staff.

☐ Ensure that telephone, radio and data communications with other facilities are established and tested. (Assign task to the Communications Unit).

☐ Upon EOC Activation, assure the following agencies are notified:
  • City of Thousand Oaks
  • Ventura County Sheriff’s Office of Emergency Services
  • Board of Regents via the Policy Group.

☐ Ensure that the Management Section is staffed at the level needed.
  • Public Information Officer
  • Liaison Officer

☐ Assess the need to request or donate resources via Mutual Aid and contact all pertinent agencies (see note below):

The California Disaster and Civil Defense Master Mutual Aid Agreement pertains to public agencies only. However, this does not preclude California Lutheran University from forming Mutual Aid Agreements with the other 27 private colleges and universities affiliated with the Evangelical Lutheran Church in America (ELCA). If California Lutheran University provides services or facilities to the city and county such as sheltering, staging, or field treatment sites open to the public, these services may be eligible for reimbursement should State or Federal assistance be provided.

☐ Work with the EOC Section Coordinators to ensure all EOC Sections have appropriate equipment, staffing, and information to work effectively.

☐ Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIOs on-scene.

☐ Authorize PIO to release information to the media and to coordinate with the PIO on-scene as needed.

☐ Monitor performance of California Lutheran University personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section. Establish and maintain a safe working
environment. (See Critical Incident Stress Debriefing in the Appendices for more information).

- Coordinate with the Personnel Unit of the Logistics Section to ensure that all staff and volunteers possess the proper training before being assigned to an ICS position.
- Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
- Establish and maintain contacts with agencies and with other organizational levels as appropriate.
- Monitor section level activities to assure that all appropriate actions are being taken.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

**Deactivation:**

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify City of Thousand Oaks and Ventura County Operational Area EOC via the Ventura County Sheriff’s Office of Emergency Services and other EOCs, as necessary, of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the EOC After-Action Report/Corrective Action Report.
- Deactivate the EOC and close out logs when emergency situation no longer requires activation.
SUPERVISOR: EOC Director

- Obtain policy guidelines from the EOC Director with regard to media releases.
- Communicate the status of the campus to the media, including injury reports, facilities damage, status of campus operations and other pertinent information.
- Provide a key link to the community (via the media) in relaying the University’s emergency information phone number so that parents and other concerned constituents are able to obtain up-to-date, accurate information.
- Communicate the general status of students, faculty, and staff to parents, spouses and other concerned constituents by providing updates for the California Lutheran University Web site and the Information Hotline.
- If a response agency, i.e., Ventura County Sheriff or Ventura County Fire has established an ICS organization, coordinate with the on-scene PIOs.
- Coordinate California Lutheran University activity in a Joint Information Center, if one is activated.
- Control and correct misinformation and rumors.
- Arrange for media briefings with members of the Policy Group as necessary.

RESPONSIBILITIES:
Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

In coordination with on-scene PIOs and the PIOs at the City and County EOCs, consider the need to establish a Joint Information Center (JIC) or participate in the JIC if one is established.

External Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Secure guidance from the EOC Director regarding the release of available information, and authorization to coordinate with the PIO at the City and County EOCs to access the Emergency Alert System (EAS), and the cable system, if needed.
- Establish procedure for information releases affecting inter-agency coordination.
- Keep the EOC Director and on-scene PIO advised of all requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the EOC Director, on-scene PIO and the PIO at the City and County EOCs.
Ensure that all California Lutheran University staff is aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director and PIO on-scene before releasing information to the media.

Establish a Media Information Center in Mt. Clef Residence Hall Lounge, KCLU and adjacent areas. Announce safe access routes to Media Information Center for media. If there are multiple local, state and federal agencies involved consider establishing a Joint Information Center (JIC) or if a JIC is established designate staff to participate at the JIC.

Provide any statements to be posted on the Web site: www.clunet.edu

Assist in gathering information for KCLU to report.

Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.

Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.

Develop an information release program.

Interact with other branches/groups/units to provide and obtain information relative to public information operations.

Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.

As required, periodically prepare briefings for the Policy Group.

Respond to information requests from the EOC Director.

Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.

Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.

Determine which radio and TV stations are operational. (See Appendices for Media Listing).

Monitor broadcast media, and use information to develop follow-up news releases and rumor control.

Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).

Prepare materials that describe the public health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate protection/survival measures.

Consider all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
- Using bilingual employees whenever possible.
- Translating all warnings, written and spoken, into appropriate languages.
- Contacting media outlets (radio/television) that serve the languages you need.
- Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
Using pre-identified lists of disabled and hearing impaired student and staff for individual contact:

- Issue timely and consistent advisories and instructions for public safety, health and assistance:
  - What to do and why.
  - What not to do and why.
  - Hazardous areas and structures to stay away from.
  - Evacuation routes, instructions and arrangements for persons needing special assistance.
  - Location of shelters, medical triage and treatment areas, food and water distribution points, etc.
  - Public information hotline numbers.

Ensure file copies are maintained of all information released and posted in the EOC.
Provide copies of all releases to the EOC Director.

Internal Duties:

- Coordinate with Damage Assessment Unit of the Planning Section in collecting data on emergency, injured staff and students.
- Respond to calls, concerns from parents, community members.
- Coordinate staff to serve as information assistants.
SUPERVISOR: EOC Director

- Coordinate and communicate between EOC and other agencies.
- Initiate and maintain contact with the City of Thousand Oaks and Ventura County Sheriff’s Office of Emergency Services.
- Coordinates VIP and Visitor Orientations and Briefings.

RESPONSIBILITIES:
Serve as the point of contact for all outside Agency Representatives.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Maintain contact with all outside agencies involved with the incident response.
- Arrange and coordinate VIP tours with PIO.
- Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC.
  - They understand their assigned function.
  - They know their work location.
  - They understand EOC organization and floor plan (provide both).
- Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
- Determine status and resource needs and availability of other agencies.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with other city, county, state or federal emergency response officials.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Communications Unit of the Logistics Section.
- Know the working location for Agency Representative assigned directly to a branch/group/unit.
- Compile list of Agency Representatives (agency, name, contact information) and make available to all EOC personnel.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to the appropriate Agency Representatives.
- Provide periodic update briefings to Agency Representatives as necessary.
OPERATIONS SECTION

The Operations Section Coordinator, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission ensuring the overall safety and welfare of all students and staff. The Operations Coordinator activates and supervises organization elements in accordance with the EOC Action Plan and directs its execution. The Operations Coordinator also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the EOC Action Plan as necessary, and reports such to the EOC Director. Organizational elements that may be activated by the Operations Section Coordinator include:

- California Lutheran University on scene Incident Commander
- Hazard Control Branch
  - Fire Suppression Group
  - Haz Mat Group
  - Utilities Group
  - Building & Safety Group
- Safety/Security Branch
- Search/Rescue Branch
- Medical/Health Branch
- Care/Shelter Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Operations Section Coordinator

The Operations Section Coordinator is responsible for coordinating California Lutheran University operations in support of the emergency response through implementation of the EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Hazard Control Branch

The Hazard Control Branch Director will oversee the all activities associated with the identification and suppression of outside hazards such as fire, hazardous materials, damaged utilities and impacted facilities. To accomplish these tasks the Hazard Control Branch Director may activate the following Groups:

- Fire Suppression Group
- Haz Mat Group
- Utilities Group
- Building and Safety Group.

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- California Lutheran University on scene Incident Commander
- Hazard Control Branch
  - Fire Suppression Group
  - Haz Mat Group
  - Utilities Group
  - Building & Safety Group
- Safety/Security Branch
- Search/Rescue Branch
- Medical/Health Branch
- Care/Shelter Branch

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- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

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The Hazard Control Branch Director will oversee the all activities associated with the identification and suppression of outside hazards such as fire, hazardous materials, damaged utilities and impacted facilities. To accomplish these tasks the Hazard Control Branch Director may activate the following Groups:

- Fire Suppression Group
- Haz Mat Group
- Utilities Group
- Building and Safety Group.
Safety/Security Branch
The Safety Security Branch Director manages the activities of personnel engaged in campus patrol, traffic control, perimeter access control, crime-scene preservation, building and area security and evacuation assistance.

Search and Rescue Branch
The Search and Rescue Branch Director is responsible for immediately coordinating search and rescue activities. This Branch will coordinate with the Ventura County Fire Department once on scene.

The Medical/Health Branch
The Medical/Health Branch Director coordinates activities of medical and mental health resources and facilities on-site and off-site, including mutual aid.

Care/Shelter/Locate Branch
The Care and Shelter Branch Director will oversee the care and sheltering of students and staff stranded at campus or needing emergency services from campus resources and will coordinate efforts to locate and account for students, faculty, and staff.
SUPERVISOR: EOC Director

- Provides the overall coordination and leadership to the University’s emergency response operations
- Leads the Operations Section in the development and implementation of the EOC Action Plan, establishing response priorities and strategies.
- Approves resource requests before they are placed with Logistics.
- Ensure that Priority Actions are being addressed (See Priority Actions on pages 2-5 in Part Two).

RESPONSIBILITIES:
Coordinate all California Lutheran University operations in support of the emergency response through implementation of the EOC Action Plan. The Operations Coordinator will ensure that California Lutheran University response activities are coordinated with the on-scene response organization established by either the local Law Enforcement or Fire Department.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Determine if there is a California Lutheran University on scene Incident Commander and if so, begin coordination of field activities.
- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
  - Hazard Control Branch
  - Safety/Security Branch
  - Search & Rescue Branch
  - Medical/Health Branch
  - Care/Shelter Branch
- Ensure that Operations Sections staff initially focus on Priority I tasks:
  - Respond to life-safety needs. Evaluate medical services available and direct rescue efforts – tasked to the Medical/Health Branch
  - Evaluate fires or fire hazards – tasked to Hazard Control Branch, Fire Suppression Group
  - Appoint Search and Rescue teams and oversee Search and Rescue operations – tasked to Search & Rescue Branch
  - Assess condition of utilities and shut down or restore as able. Evaluate road system – tasked to the Hazard Control Branch, Utilities Group
  - Control hazardous materials incidents. Assess critical areas, secure and clean-up as needed – tasked to the Hazard Control Branch, Haz Mat Group
- Once Priority I Tasks are accomplished, oversee the completion of Priority II tasks. Listed in priority:
• Priority II Tasks:
  - Evaluate buildings for occupancy in order of priority and identify and seal off dangerous areas – tasked to the Hazard Control Branch, Building & Safety Group
  - Establish usable sites for shelter and food distribution – tasked to the Care and Shelter Branch
  - Evaluate sewer system, identify resources, and develop latrines if needed – tasked to the Hazard Control Branch, Utilities Group
  - Establish security system to control crime – tasked to the Safety Security Branch

☐ Ensure that all staff and volunteers possess the proper training before being assigned to response activity.

☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  • Current situation assessment.
  • Identification of specific job responsibilities.
  • Identification of co-workers within the job function and/or geographical assignment.
  • Availability of communications.
  • Location of work area.
  • Identification of eating and sleeping arrangements as appropriate.
  • Procedural instructions for obtaining additional supplies, services, and personnel.
  • Identification of operational period work shifts.

☐ From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.

☐ Based on the situation as known or forecast, determine likely future Operations Section needs.

☐ Carry out responsibilities of the Operations Section Branches that are not currently staffed.

☐ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).

☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.

☐ Keep up to date on the situation and resources associated with your Section. Maintain current status and displays at all times.

☐ Brief the EOC Director on major problem areas that need or will require solutions.

☐ Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.

Determine status of transportation system into/within California Lutheran University in coordination with local law enforcement. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches.

Ensure that your Section logs and files are maintained.

Monitor your Section activities and adjust Section organization as appropriate.

Ensure internal coordination between Branch Directors.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Anticipate potential situation changes in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.

Participate in the EOC Director’s action planning meetings.

Ensure Branch Directors establish field communications with each of their task forces or teams on campus.

Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.

Determine the need with local enforcement and fire department for the evacuation of students. If appropriate, activate, as needed, the Safety/Security Branch and Care and Shelter Branch to assist with evacuation and sheltering operations.

Determine the option of Shelter-In-Place for students and staff if an evacuation would subject individuals to unacceptable risks.

Determine the need to establish Field Treatment Sites to treat injured staff and students impacted by the disaster. If appropriate activate the Medical/Health Branch to assist with the triage and treatment of students and staff.

Identify, establish and maintain mobilization centers for equipment and personnel. Authorize release of equipment and personnel to field operations.

Direct Operations Branch Directors to maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.

Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

Determine resources committed and resource needs.

Receive, evaluate, and disseminate information relative to the operations of the disaster/emergency.
Provide all relevant emergency information to the Public Information Officer.

Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.

Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. (See Action Planning in the Appendices).

Work closely with Logistics Section-Communications Unit in the development of a Communications Plan (ICS Form 205).

Work closely with each Branch Director to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.

Ensure that intelligence information from Group Supervisors is made available to the Planning/Intelligence Section.

Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures, etc.

Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Planning/Intelligence Section.
HAZARD CONTROL BRANCH DIRECTOR

SUPERVISOR: Operations Section Coordinator

- Informs and advises the Operations Section Coordinator.
- Coordinates and supports the activities of Hazard Control Groups: Fire Suppression, Haz Mat, Utilities and Building and Safety.
- Ensure that Priority Actions are being addressed (See Priority Actions on pages 2-5 in Part Two).

RESPONSIBILITIES:
Coordinate all Hazard Control Branch operations through implementation of the EOC Action Plan.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Activate organizational elements within your Branch as needed and designate supervisors for each element or combination of elements:
  - Fire Suppression Group
  - Haz Mat Group
  - Utilities Group
  - Building and Safety Group
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.
- Establish and communications with each Group that will be working in the field.
- Ensure that Branch operations initially focus on Priority I tasks:
  - Evaluate fires or fire hazards – tasked to Fire Suppression Group
  - Assess condition of utilities and shut down or restore as able. Evaluate road system – tasked to the Utilities Group
  - Control hazardous materials incidents. Assess critical areas, secure and clean-up as needed – tasked to the Haz Mat Group
- Once Priority I Tasks are accomplished, oversee the completion of Priority II tasks. Listed in priority:
  - Priority II Tasks:
    - Evaluate buildings for occupancy in order of priority and identify and seal off dangerous areas – tasked to the Building & Safety Group
    - Evaluate sewer system, identify resources, and develop latrines if needed – tasked to the Utilities Group
- Ensure that all staff and volunteers possess the proper training before being assigned to response activity.
Brief incoming Branch personnel prior to their assuming their duties. Briefings should include:
- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Based on the situation as known or forecast, determine likely future Branch needs.

Carry out responsibilities of the Groups that are not currently staffed.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).

Keep up to date on the situation and resources associated with your Branch. Maintain current status and displays at all times.

Brief the Operations Coordinator on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

Ensure that your Unit logs and files are maintained.

Monitor your Branch activities and adjust as appropriate.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.

Determine the option of Shelter-In-Place for students and staff if an evacuation would subject individuals to unacceptable risks.

Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.

Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period

Determine resources committed and resource needs.

Provide all relevant emergency information to the Public Information Officer.

Suggest to the Operations Section Coordinator a list of resources to be released and initiate recommendations for their release.
SUPervisor: Hazard Control Branch Director

- Informs and advises the Hazard Control Branch Director.
- Coordinates Fire Suppression response with Ventura County Fire, once on scene.
- Coordinates and supports the activities of the Fire Suppression Group.

Responsibilities:
Coordinate all Fire Suppression Group operations through implementation of the EOC Action Plan.

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Initiate communications with Ventura County Fire Department if there are fires present on the campus.
- Establish and communications with Fire Suppression teams that will be working in the field.
- Coordinate the Fire Suppression teams to evaluate fires or fire hazards.
- Ensure that all staff and volunteers possess the proper training before being assigned to response activity.
- Brief Fire Suppression teams prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.

- Ensure Fire Suppression teams:
  - Evaluate the fire area safely
  - Do not open hot doors
  - Close doors to prevent the spread of fire, if possible
  - Return to the fire only if it is safe
  - Avoid smoke and toxic fumes
  - Do not risk their life needlessly
  - Keep an open escape route between team members and the fire
  - Put out a fire by:
- Taking away its fuel
- Taking away its air
- Taking away its heat

• Do not try to put out a fire that is larger than a desk top. GET OUT

☑ Direct Fire Suppression teams to post danger signs where and when applicable (barrier tape, signage, barriers, safety cones, etc).

☑ Direct Fire Suppression teams to assist with any evacuations due to fire. Coordinate with Care and Shelter Branch on shelters for displaced staff, students, faculty and visitors.

☑ Based on the situation as known or forecast, determine likely future Group needs.

☑ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).

☑ Keep up to date on the situation and resources associated with your Group. Maintain current status and displays at all times.

☑ Keep all California Lutheran University response teams informed of hazardous situations and areas.

☑ Ensure Fire Suppression teams report all information regarding damage and casualties.

☑ Brief the Hazard Control Branch Director on major problem areas that need or will require solutions.

☑ Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

☑ Ensure that your Unit logs and files are maintained.

☑ Monitor Fire Suppression activities and adjust as appropriate.

☑ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

☑ Ensure that all Fire Suppression personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.

☑ Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.

☑ Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period

☑ Determine resources committed and resource needs.

☑ Provide all relevant emergency information to the Public Information Officer.
HAZ MAT GROUP SUPERVISOR

SUPERVISOR: Hazard Control Branch Director

- Informs and advises the Hazard Control Branch Director.
- Coordinates Hazardous Materials response with Ventura County Fire, once on scene.
- Coordinates and supports the activities of the Haz Mat Group.

RESPONSIBILITIES:
Coordinate all Haz Mat Group operations through implementation of the EOC Action Plan.

Because the chemistry laboratories and stockroom of the Ahmanson Science Center contain substances that could become hazardous to health through spillage or ignition, earthquake or fire, any incident affecting the Center should result in the immediate evacuation of the entire building by Science Center personnel and an immediate summoning of the Ventura County Fire Department (VCFD) and the Hazardous Materials Team (HAZMAT) of the VCFD.

All spaces in the building should be checked for compliance with the evacuation and any possible injury by a team of at least two individuals working in support of one another and equipped with proper protective clothing and breathing apparatus.

Once evacuation of personnel is complete, attempts should be made by properly protected personnel to fight small fires with the portable extinguishers present in the building. However, under no circumstances should University personnel place themselves at risk in this endeavor.

After all fires are extinguished, a survey of spilled materials should be undertaken to determine hazards. The survey will be conducted by a properly protected team of two or more individuals from the Chemistry Department (if VCFD HAZMAT Team is unavailable). These individuals should have the knowledge necessary to ascertain risk and to make recommendations concerning possible mitigation.

Refer to the Chemical Hygiene Plan and the Hazardous Substances Plan in the Appendices of this Plan for further information.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Establish communications with the Departmental Chemical Hygiene Officer to determine the status of the Ahmanson Science Center.
Initiate communications with Ventura County Fire Department if there are hazardous materials incidents present on the campus.

Identify and assign Haz Mat teams to assess and evaluate hazardous materials incidents.

Coordinate Haz Mat response activities with Ventura County Fire Department once on-scene.

Establish communications with Haz Mat teams that will be working in the field.

Coordinate with the Fire Suppression teams to assist with extinguishing any small fires with portable extinguishers present in the building.

Support the evacuation of any facilities that are impacted by hazardous materials. Coordinate with Care and Shelter Branch on shelters for displaced staff, students, faculty and visitors.

Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.

Direct the isolation and control of hazardous materials incidents.

Ensure that all staff and volunteers possess the proper training before being assigned to response activity.

Brief incoming Branch personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Direct Haz Mat teams to post danger signs where and when applicable (barrier tape, signage, barriers, safety cones, etc.).

Coordinate with the Departmental Chemical Hygiene Officer and the Ventura County Fire Department to identify the hazardous materials involved to ascertain the risk and make recommendations concerning possible mitigation measures.

Based on the situation as known or forecast, determine likely future Group needs.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).

Keep up to date on the situation and resources associated with your Group. Maintain current status and displays at all times.

Keep all California Lutheran University response teams informed of hazardous situations and areas.

Ensure Haz Mat teams report all information regarding damage and casualties.
Brief the Hazard Control Branch Director on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

Ensure that your Unit logs and files are maintained.

Monitor Haz Mat activities and adjust as appropriate.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Ensure that all Haz Mat personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.

Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.

Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period

Determine resources committed and resource needs.

Provide all relevant emergency information to the Public Information Officer.
UTILITIES GROUP SUPERVISOR

SUPERVISOR: Hazard Control Branch Director

- Informs and advises the Hazard Control Branch Director.
- Coordinates Utilities Group response with appropriate utility companies.
- Coordinates and supports the activities of the Utilities Group.

RESPONSIBILITIES:
Coordinate all Utility Group operations through implementation of the EOC Action Plan.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Ensure that the EOC has all necessary utilities and is free from any utility hazards.
- Establish communications with utility companies, as needed.
- Identify and assign Utility teams to assess and evaluate electrical, gas and water systems.
- Establish communications with Utility teams that will be working in the field.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.
- Coordinate with the Fire Suppression teams to assist with extinguishing any small fires that the Utility teams discover.
- Ensure the evaluation and assessment of the underground water tanks.
- Direct all Utility teams to report status of systems for the entire campus and by each building.
- Ensure that all staff and volunteers possess the proper training before being assigned to response activity.
- Brief incoming Branch personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.
- Direct Utility teams to post danger signs where and when applicable (barrier tape, signage, barriers, safety cones, etc).
Direct the Utility teams to turn off the gas when:
- Team members smell or hear gas escaping
- Gas water heater or other gas appliance is knocked over and/or pulled free
- Building has suffered extensive damage

Direct the Utility teams to turn off the electrical when:
- Team members smell or see electrical arcing or burning
- Building has suffered extensive damage
- Power line damage is found

Direct the Utility teams to turn off the water when:
- Team members see large amounts of water flowing
- Building has suffered extensive damage

Identify all major areas of utility damage or non-service. Determine needs, estimated time for restoring services and estimated cost to repair, and forward this information to the Hazard Control Branch and Plans Section Coordinator.

Based on the situation as known or forecast, determine likely future Group needs.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).

Keep up to date on the situation and resources associated with your Group. Maintain current status and displays at all times.

Keep all California Lutheran University response teams informed of hazardous situations and areas.

Ensure Utility teams report all information regarding damage and casualties.

Brief the Hazard Control Branch Director on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

Ensure that your Unit logs and files are maintained.

Monitor Haz Mat activities and adjust as appropriate.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Ensure that all Utility personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.

Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.

Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

Determine resources committed and resource needs.

Provide all relevant emergency information to the Public Information Officer.
SUPervisory:  Hazard Control Branch Director

- Informs and advises the Hazard Control Branch Director.
- Coordinates and supports Building & Safety Group response.
- Manages inspection, posting, reporting and documentation of California Lutheran University facilities and buildings.

RESPONSIBILITIES:
Coordinate Building & Safety operations through implementation of the EOC Action Plan.

The post-event inspection of facilities and structures to determine serviceability will be conducted in accordance with the Damage Assessment Plan for Volunteer Engineers and the Damage Assessment Plan for California Building Officials published and issued separately by the State Office of Emergency Services.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Identify and prioritize the list of critical facilities to evaluate and assess.
- Identify and assign Building & Safety teams to assess/evaluate university facilities.
- Coordinate with the Care and Shelter Branch to ensure all shelter operation facilities are safe for occupancy. These inspections have the highest priority.
- Determine with Facilities Unit whether building managers or other facility staff will be available in the field to meet the Building and Safety teams.
- Establish communications with Building & Safety teams working in the field.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems.
- Coordinate with the Fire Suppression teams to assist with extinguishing any small fires that the Building & Safety teams discover.
- Ensure that all staff and volunteers possess the proper training before being assigned to response activity.
- Brief incoming Branch personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
• Identification of operational period work shifts.

- Direct Building & Safety teams to post danger signs where and when applicable (barrier tape, signage, barriers, safety cones, etc).
- Direct the Building & Safety teams to identify for each facility:
  - Extent of damage (Destroyed, Major, Minor, Unaffacted)
  - People trapped and/or injured
  - Status of utilities

- Direct the Building and Safety teams to post all buildings and facilities, after they have been evaluated according to the Survey/Damage Assessment Guidelines in the Supporting Documentation.
- Keep track of building inspections and forward to Situation Status Unit and Damage Assessment Unit. Maintain a list or track on the map. Note the color of placards and tags of buildings.
- Coordinate with Safety/Security Branch to secure all red tagged (destroyed) buildings.
- Based on the situation as known or forecast, determine likely future Group needs.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).
- Keep up to date on the situation and resources associated with your Group. Maintain current status and displays at all times.
- Keep all California Lutheran University response teams informed of hazardous situations and areas.
- Ensure Building & Safety teams report all information regarding damage and casualties.
- Brief the Hazard Control Branch Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Ensure that your Unit logs and files are maintained.
- Monitor Building & Safety team activities and adjust as appropriate.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Ensure that all Utility personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.
- Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.
- Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period
- Determine resources committed and resource needs.
- Provide all relevant emergency information to the Public Information Officer.
SAFETY/SECURITY BRANCH DIRECTOR

SUPERVISOR: Operations Section Coordinator

- Informs and advises the Operations Section Coordinator.
- Coordinates and supports the activities of the Safety/Security Branch.
- Ensure that Priority Actions are being addressed (See Priority Actions on pages 2-5 in Part Two).

RESPONSIBILITIES:
Coordinate all Safety/Security Branch operations through implementation of the EOC Action Plan.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Initiate and maintain communications with Ventura County Sheriff's Department.
- Establish and maintain communications with Safety/Security personnel in the field.
- Identify and ascertain status of available Safety/Security personnel.
- Coordinate and communicate all Safety/Security Branch activities with the Ventura County Sheriff's Department, if they are on-scene.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.
- Coordinate with the Medical/Health Branch to assist with evaluating medical services available and to direct rescue efforts.
- Coordinate with Hazard Control Branch to assist with evacuations, traffic control, sealing off any danger areas, and other safety and security activities associated with fire, hazardous materials, downed utilities, damaged facilities, etc.
- Coordinate with the Search & Rescue Branch to assist with scene and traffic control activities.
- Determine needs for special access facilities.
- If needed, consider developing an overall traffic control plan to address overall traffic flow pattern, routing exiting traffic to clear access for emergency vehicles or remove students, staff, instructors and visitors from unsafe areas. Coordinate with the Transportation Unit if transportation resources are needed.
- When the Coroner's Office is not available and fatalities exist, handle all arrangements. Coordinate activities with the Ventura County Coroner's Office.
- As requested, provide security for any critical facilities, supplies or materials.
- Ensure that all staff and volunteers possess the proper training before being assigned to response activity.
Brief incoming Branch personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Based on the situation as known or forecast, determine likely future Branch needs.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).

Keep up to date on the situation and resources associated with your Branch. Maintain current status and displays at all times.

Brief the Operations Coordinator on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

Ensure that your Unit logs and files are maintained.

Monitor your Branch activities and adjust as appropriate.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.

Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.

Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period

Determine resources committed and resource needs.

Provide all relevant emergency information to the Public Information Officer.

Suggest to the Operations Section Coordinator a list of resources to be released and initiate recommendations for their release.
SEARCH & RESCUE BRANCH DIRECTOR

SUPERVISOR: Operations Section Coordinator

- Informs and advises the Operations Section Coordinator.
- Coordinates and supports the activities of the Search & Rescue Branch.
- Ensure that Priority Actions are being addressed (See Priority Actions on pages 2-5 in Part Two).

RESPONSIBILITIES:
Coordinate all Search & Rescue Branch operations through implementation of the EOC Action Plan.

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

Duties:

☐ Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
☐ Initiate and maintain communications with Ventura County Fire Department, if Search & Rescue response is needed.
☐ Appoint Search and Rescue teams and oversee Search and Rescue operations.
☐ Dispatch Search & Rescue teams, first to those damaged building areas most likely to have been inhabited or occupied when the disaster struck. Example: if a strong earthquake struck at 5:00 a.m., the teams should be directed to the Student Residence Halls first; however, if the quake struck at 10:00 a.m. on a weekday, then high priority would be given to classrooms and office buildings.
☐ Establish and maintain communications with Search & Rescue personnel in the field.
☐ Coordinate and communicate all Search & Rescue Branch activities with the Ventura County Fire Department, if they are on-scene.
☐ Determine priorities for Search & Rescue operations in conjunction with Operations Section Coordinator.
☐ Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.
☐ Coordinate with the Medical/Health Branch when medical services are needed.
☐ Coordinate with Hazard Control Branch to identify potential Search & Rescue situations.
☐ Coordinate with the Safety/Security Branch to assist with scene and traffic control and fatality management.
☐ Ensure that all staff and volunteers possess the proper training before being assigned to response activity.
☐ Brief incoming Branch personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
• Identification of co-workers within the job function and/or geographical assignment.
• Availability of communications.
• Location of work area.
• Identification of eating and sleeping arrangements as appropriate.
• Procedural instructions for obtaining additional supplies, services, and personnel.
• Identification of operational period work shifts.

☑ Based on the situation as known or forecast, determine likely future Branch needs.
☑ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. *(See Critical Incident Stress Debriefing in the Appendices for more information).*

☑ Keep up to date on the situation and resources associated with your Branch. Maintain current status and displays at all times.
☑ Brief the Operations Coordinator on major problem areas that need or will require solutions.
☑ Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
☑ Ensure that your Unit logs and files are maintained.
☑ Monitor your Branch activities and adjust as appropriate.
☑ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
☑ Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.
☑ Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only *active, essential* information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.
☑ Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period
☑ Determine resources committed and resource needs.
☑ Provide all relevant emergency information to the Public Information Officer.
☑ Suggest to the Operations Section Coordinator a list of resources to be released and initiate recommendations for their release.
SUPERVISOR: Operations Section Coordinator

- Informs and advises the Operations Section Coordinator.
- Coordinates and supports the activities of the Medical/Health Branch.
- Ensure that Priority Actions are being addressed (See Priority Actions on pages 2-5 in Part Two).

RESPONSIBILITIES:
Coordinate all Medical/Health Branch operations through implementation of the EOC Action Plan.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Initiate and maintain communications with Ventura County Emergency Medical Services Agency, if Medical/Health response is needed.
- Advise Operations Section Coordinator and appropriate EOC staff of the status and availability of personnel controlled by your Branch
- Coordinate and manage the allocation of available Medical/Health resources to support disaster medical and health operations on the campus.
- Evaluate and prioritize Medical/Health requests, and recommend appropriate response.
- Establish and maintain communications with Medical/Health personnel in the field.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.
- Confirm the need for a Medical Treatment Facility with the Operations Section Coordinator. If needed, establish the Medical Treatment Facility at the University Health Services, 16 Regents Ct. An alternate location is the Athletic Training room. Prior to setting up operations, Building and Safety will need to deem the Medical Treatment Facility safe and utilities need to be functional.
- Ensure Medical Treatment Facility is set-up for Triage, Treatment, and Transport activities and is appropriately staffed.
- If the Medical Treatment Facility is activated and staffed to provide service, direct the transportation of minor injuries and walking wounded to the facility. Coordinate with the Medical Treatment Facility to keep track of the number and severity of injuries.
- Ensure the Medical Treatment Facility and/or Field Treatment Sites maintain accurate records of the following:
  - Names and addresses of patients
  - Description of injuries and treatments including supplies used
  - Disposition of patients (e.g., released, transported to..., etc.)
- Name of attending staff, nurse, physician, if available

- Track the numbers and disposition of injured persons and fatalities campus-wide.

- Coordinate with Care/Shelter Branch to provide first aid support at shelter locations. (University sites only – community shelters will be operated by the American Red Cross [ARC]. ARC will provide their own shelter support.

- Request additional medical equipment, personnel and supplies with the Logistics Section.

- Work with the Transportation Unit, if ambulances are not available, to provide for medical transportation of injured to Los Robles Regional Medical Center.

- Coordinate the need for Field Treatment Sites with the Operations Section Coordinator.

- Coordinate the Medical/Health response to incident sites when reports of injuries, fatalities or trapped persons (who may be injured) are received. If Medical/Health staff is not available to respond on-site, transportation of the injured to the Medical Treatment Facility will be arranged with the Transportation Unit.

- Coordinate and communicate all Medical/Health activities with the Ventura County Emergency Medical Services, if they are on-scene.

- Coordinate with the Safety/Security Branch to assist with scene control, traffic control, emergency vehicle ingress/egress and fatality management.

- Ensure that all staff and volunteers possess the proper training before being assigned to response activity.

- Brief incoming Branch personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.

- Based on the situation as known or forecast, determine likely future Branch needs.

- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).

- Keep up to date on the situation and resources associated with your Branch. Maintain current status and displays at all times.

- Brief the Operations Coordinator on major problem areas that need or will require solutions.

- Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
Ensure that your Unit logs and files are maintained.
Monitor your Branch activities and adjust as appropriate.
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO). Advise Medical/Health staff NOT to release the names of injured or other information to anyone, especially the media.
Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.
Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.
Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period
Determine resources committed and resource needs.
Provide all relevant emergency information to the Public Information Officer.
Suggest to the Operations Section Coordinator a list of resources to be released and initiate recommendations for their release.
SUPervisor: Operations Section Coordinator

- Informs and advises the Operations Section Coordinator.
- Coordinates and supports the activities of the Care/Shelter Branch.
- Manages University large group care operations.
- Oversees efforts to locate and account for students, faculty, and staff.
- Provides temporary shelter (overnight for several days).
- Ensures that Priority Actions are being addressed (See Priority Actions on pages 2-5 in Part Two).

Responsibilities:
Coordinate all Care/Shelter Branch operations through implementation of the EOC Action Plan.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Confer with Operations Section Coordinator to determine if Care/Shelter operations are needed for building evacuees, stranded employees and staff, field response personnel or for the community. (California Lutheran University may assist the City of Thousand Oaks and the American Red Cross [ARC]by providing a facility for a community shelter).
- Identify potential sites to set up shelter areas. Ensure that buildings have been inspected and are safe for occupancy.
- If directed by the Operations Section Coordinator, set up one or more Care and Shelter centers on Campus. Initial shelters may be for students and employees who are evacuated from buildings, children from day care center who have been evacuated, and others who may have become separated from their companions.

Note: These shelters may be just temporary until the situation on campus is stable.

- Determine the number of staff that will be needed to manage each shelter site. Request additional personnel and volunteers through the Logistics Section.
- Coordinate and manage the allocation of available Care/Shelter resources to support Care/Shelter operations on the campus. Make a list of all items that will be needed for each shelter to become fully operational. Forward the list to the Operations Section Coordinator and coordinate with Logistics to provide estimates of supplies currently available on campus and supplies that will need to be purchased. Provide the estimates, including costs, to the Operations Section Coordinator for final approval before establishing longer-term shelters.
- If California Lutheran University has been asked by the City of Thousand Oaks or ARC to provide a public shelter under the management of the ARC, California Lutheran University may provide a facility with support.
services of power and water utilities and sanitation. Coordinate the set-up of the ARC shelter with the other Branches in Operations to determine if there are additional needs to provide support. Determine a shut down time for the public shelter, which may be based on the resumption of California Lutheran University’s operations. Coordinate the shut-down of the public shelter with the Operations Section Coordinator and the EOC Director who may need to coordinate with the City of Thousand Oaks and Ventura County.

REMEMBER THAT California Lutheran University MUST PAY FOR SHELTERS THAT ARE MANAGED BY California Lutheran University. IF AN ARC SHELTER IS OPENED ON CAMPUS, AND MANAGED BY THE ARC, California Lutheran University ONLY PROVIDES FACILITIES. BE AWARE THAT IF THE ARC MANAGES THE SHELTER, IT IS OPENED UP TO THE COMMUNITY AS A COMMUNITY-WIDE SHELTER AND IS NOT EXCLUSIVELY FOR THE California Lutheran University COMMUNITY (FACULTY/STAFF/STUDENTS, ETC…).

- Coordinate with the Operations Section Coordinator to define a policy for shelter operations, based on the nature of the situation and with the concurrence of the EOC Management Team, establish the following:
  - Sign-in log for all persons at the shelter; including date and time
  - Length of time people will be sheltered
  - Shelter management - California Lutheran University or the Red Cross
  - Services to be provided are food, counseling, transportation, etc.
  - Release policy (i.e., individual initiative - no controls, release sign-out Log, etc.)
  - Policy regarding non-Campus persons in shelters
  - Policy regarding mutual assistance (whether it will be provided)
  - Information to be released to the news media
  - Maximum budget

- Evaluate and prioritize Care/Shelter requests, and recommend appropriate response.

- Establish and maintain communications with each shelter.

- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.

- Coordinate with Medical/Health Branch to provide first aid support at shelter locations. (University sites only – community shelters will be operated by the American Red Cross [ARC]. ARC will provide their own shelter support.

- Work with the Transportation Unit, to provide for transportation to care and shelter locations, if needed.

- Coordinate with the Safety/Security Branch to assist with shelter security, as appropriate.

- Coordinate with the on scene California Lutheran University Incident Commander and the Search and Rescue Branch to identify accounted for students, faculty, and staff.

- Coordinate efforts to locate missing students, faculty, and staff.
Ensure that all staff and volunteers possess the proper training before being assigned to response activity.
Brief incoming Branch personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

Based on the situation as known or forecast, determine likely future Branch needs.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, staff and volunteers. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).

Keep up to date on the situation and resources associated with your Branch. Maintain current status and displays at all times.

Brief the Operations Coordinator on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

Ensure that your Unit logs and files are maintained.

Monitor your Branch activities and adjust as appropriate.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO). Advise Medical/Health staff NOT to release the names of injured or other information to anyone, especially the media.

Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to the Time Keeping Unit of the Finance/Administration Section at the end of each operational period.

Maintain up-to-date Incident Charts, Assignment Lists, Unit Logs and task specific maps. Ensure that only active, essential information is depicted on the charts and maps. All related items of interest should be recorded on an Incident Report.

Provide copies of the Unit Log to the Documentation Unit of the Planning/Intelligence Section at end of each operational period

Determine resources committed and resource needs.

Provide all relevant emergency information to the Public Information Officer.
PLANNING/INTELLIGENCE SECTION

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. As the need arises, the following Units may be activate:

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit

Planning/Intelligence Section Coordinator
The Planning/Intelligence Section Coordinator, a member of the EOC Director’s General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. The Planning/Intelligence Section Coordinator is also responsible for overseeing all demobilization post-disaster.

Resources Unit
The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to identify resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

Situation Status Unit
The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Documentation Unit
The Documentation Unit is responsible for initiating and coordinating the preparation of California Lutheran University’s EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Damage Assessment Unit
The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.
Advance Planning Unit
The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

Recovery Planning Unit
The Recovery Unit is responsible for ensuring that California Lutheran University receives all disaster/emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore California Lutheran University to pre-disaster condition as quickly and effectively as possible.
SUPERVISOR:  EOC Director

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
  - Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports
  - Initiating and documenting the CLU’s EOC Action Plan and After-Action/Corrective Action Report
  - Resource Tracking
  - Advance planning
  - Planning for demobilization
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Report to the EOC Director on all matters pertaining to Section activities.

RESPONSIBILITIES:
Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Resources Unit
  - Situation Status Unit
  - Documentation Unit
  - Damage Assessment Unit
  - Advance Planning Unit
  - Recovery Planning Unit
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities.
- Meet with other Section Coordinators.
- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Prepare work objectives for Section staff and make staff assignments.
- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.
- Based on the situation as known or forecast, determine likely future Planning/Intelligence Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Carry out responsibilities of the Planning/Intelligence Section Units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section. (See Critical Incident Stress Debriefing in the Appendices for more information).
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in the EOC Director's action planning meetings.

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

Assess the impact of the disaster/emergency on California Lutheran University, including the initial safety/damage assessment by field units.

Develop situation analysis information on the impact of the emergency from the following sources:
- Hazard Control Branch
- Safety/Security Branch
- Search/Rescue Branch
- Medical/Health Branch
- Care/Shelter Branch
- City of Thousand Oaks
- Ventura County Fire Department
- Ventura County Sheriff's Department
- Utilities
- Red Cross, Ventura Chapter
- Auxiliary Communication Services (ACS)
- Media (Radio and Television)

Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, California Lutheran University EOC staff, Board of Regents, City of Thousand Oaks, Ventura County Operational Area and the public.

Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. (See Part Two – Planning/Intelligence-Support Documentation-Action Planning.)

Assemble information on alternative strategies.

Identify the need for use of special resources.

Initiate the EOC Action Plan development for the current and forthcoming operational periods.

Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

Begin planning for recovery.

**Deactivation**

Authorize deactivation of organizational elements within your Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.
Be prepared to provide input to the After-Action/Corrective Action Report.
Account for all equipment, personnel, and supplies.
Deactivate your Section and close out logs when authorized by the EOC Director.
Leave forwarding phone number where you can be reached.
RESOURCES UNIT

SUPERVISOR: Planning Section Coordinator

- Prepare and maintain displays, charts and lists that reflect the current status and location of controlled resources: personnel, equipment and vehicles.
- Establish a resource reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the EOC Planning/Intelligence Section in strategy planning and briefing presentations.

RESPONSIBILITIES:
Maintain detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the EOC Operations Section (to determine resources currently in place and resources needed) and with the EOC Planning/Intelligence Section (to provide resources information to the EOC Action Plan). (See Planning Support Documentation - Action Planning)

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources deployed.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status Unit of the EOC Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.
- Ensure that available resources are not overlooked by the EOC Operations Section staff and assist in preparation of the EOC Action Plan.
- Make recommendations to the EOC Logistics Section Coordinator of resources that are not deployed or should be deactivated.
SUPERVISOR: Planning/Intelligence Section Coordinator

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process.
- Transmit approved reports to the City of Thousand Oaks and Ventura County Operational Area.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

RESPONSIBILITIES:
Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

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

Duties:

- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
  - Location and nature of the disaster/emergency.
  - Special hazards.
  - Number of injured persons.
  - Number of deceased persons.
  - Road closures and disaster routes.
  - Structural property damage (estimated dollar value).
  - Personal property damage (estimated dollar value).
  - California Lutheran University resources committed to the disaster/emergency.
  - California Lutheran University resources available.
  - Assistance provided by outside agencies and resources committed.
  - Shelters, type, location and number of people that can be accommodated.
Possible Information Sources include:
- Disaster briefings
- EOC Action Plan
- Section Reports
- Intelligence Reports
- Field Observations
- Casualty Information
- On Duty Personnel from other Sections

Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.

Prepare and maintain EOC displays.

Assist in the preparation of the EOC Action Plan.

Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. **Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the Public Information Officer.**

Coordinate casualty tracking system with the Medical/Health Branch.

Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the all EOC Sections.

Provide for an authentication process in case of conflicting status reports on events.

Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.

Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

Provide information to the PIO for use in developing media and other briefings.

Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.

Determine weather conditions, current and upcoming. Post weather information.

Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the City of Thousand Oaks and the Ventura County Operational Area.

Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

Assist at Planning meetings as required.

As appropriate, assign “field observers” to gather information.
SUPERVISOR: Planning/Intelligence Section Coordinator

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

RESPONSIBILITIES:
Compile and distribute the California Lutheran University’s EOC Action Plans and After-Action/Correction Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. (See Action Planning, After Action/Corrective Action Reports in the Appendices).
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.

Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.

Establish copying service and respond to authorized copying requests.

Establish a system for collecting all section and unit journal/logs at completion of each operational period.

Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.

Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.

Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.
DAMAGE ASSESSMENT UNIT

SUPERVISOR: Planning/Intelligence Section Coordinator

• Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
• Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
• Coordinate with Area Residence Coordinators and Building Coordinators for exchange of information.
• Coordinate with the Public Information Officer to provide an emergency student/family message center.

RESPONSIBILITIES:
Maintain detailed records of safety/damage assessment information and support the documentation process.

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

Duties:
☐ Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
☐ Assess the status of all California Lutheran University Students regarding number on/off campus, number of casualties, and student residence status with Area Residence Coordinators and Building Coordinators.
☐ Coordinate with the PIO to activate the Emergency Information Hotline (866-258-1810).
☐ Coordinate with the PIO to prepare information to be released to the media regarding students, the Emergency Information Hotline, any campus emergency information numbers, web site, and radio station (KCalifornia Lutheran University ), as well as any on-campus student information and message center that has been set up.
☐ Coordinate with the Operations Section to provide any support services ARCs may need, i.e. Search/Rescue, Medical/Health, Care/Shelter, Hazard Control, etc.
☐ Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the Operations Section (See Safety/Damage Assessment Forms in the Appendices).
☐ Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
☐ Collect, record and total the type, location and estimate value of damage.
☐ Coordinate with the American Red Cross, utility companies, Ventura County Sheriff’s Department, Ventura County Fire Department, the City of Thousand Oaks, Ventura County Sheriff’s Office of Emergency Services.
☐ Provide final safety/damage assessment reports to the Documentation Unit.
ADVANCE PLANNING

SUPERVISOR: Planning Section Coordinator

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action-planning activity to determine the shift in operational objectives from response to recovery. (See Action Planning in the Appendices).

RESPONSIBILITIES:
Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Obtain current briefing on the operational situation from the Situation Status Unit.
- Determine best estimate of duration of the situation from available information.
- Determine current priorities and policies from the EOC Planning/Intelligence Section Coordinator and EOC Director.
- In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
  - Best estimate of likely situation in 36-72 hours given current direction and policy.
  - Determine top priorities for actions and resources.
  - Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
  - Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.
- Provide reports to the EOC Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.
- Develop specific recommendations on areas and issues that will require continuing and/or expanded University involvement.
- Identify potential problem areas on campus that may be susceptible to secondary effects of an incident, i.e., fire or hazardous materials, etc.
RECOVERY PLANNING

SUPERVISOR: Planning Section Coordinator

• Develop plans and procedures to recover normal facility operations.
• Advise on restoration and replenishment of safety systems, restoration of utility systems, debris cleanup and safe restart procedures.
• Coordinate the relocation of student, faculty, and staff work space, if needed.
• Coordinate with Care/Shelter Branch and Damage Assessment Unit to arrange housing accommodations, as required.

RESPONSIBILITIES:
The recovery unit is responsible for developing plans and procedures to recover normal facility operations as soon as possible.

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

Duties:
☐ Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
☐ Identify issues to be prioritized by the EOC Director on restoration of services to California Lutheran University.
☐ With Section Coordinators, develop a plan for initial recovery operations.
☐ Coordinate the following activities:
  - Ongoing repairs and their staging
  - Academic or administrative space adjustments
  - Support services for impacted students, faculty, or staff
☐ Maintain contact with City of Thousand Oaks, Ventura County Operational Area, Cal EMA and FEMA for advice and assistance in obtaining maximum reimbursement for disaster services provided to the City or the County.
☐ In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of “posted” buildings so staff/students may retrieve university/personal property.
☐ In coordination with the Building and Safety Branch of the Operations Section, establish criteria for re-occupancy of “posted” buildings. Posting includes, as a minimum, the categories of “Inspected”, “Restricted Access” and “Unsafe”.
☐ Prepare the EOC organization for transition to Recovery Operations.
☐ Coordinate with Hazard Control Branch for debris removal, demolition, construction, management of construction contractors; and restoration of utility services.
☐ Coordinate with Finance Department to initiate applications for disaster financial assistance and for insurance settlements.
☐ Coordinate with President’s Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.
The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Communications Unit
- Supply Unit
- Personnel Unit
- Facilities Unit
- Transportation Unit

Logistics Section Coordinator
The Logistics Section Coordinator, a member of the EOC Director’s General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Communications Unit
The Communications Unit is responsible for managing all radio, data, and telephone needs of the EOC staff.

Supply Unit
The Supply Unit sets up all logistics for procurement and delivery of resources, both California Lutheran University campus resources and outside goods and services.

Personnel Unit
The Personnel Unit is responsible for managing emergency human resource operations, including temporary or emergency hires, critical processes for benefits and employee services, and other personnel related activities in support of the emergency response and recovery.

Facilities Unit
The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

Transportation Unit
The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and manages the campus pool vehicles and parking operations. The Transportation Unit will also coordinate the provision of municipal transit services to campus.
SUPERVISOR: EOC Director

- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
  - Managing all radio, data and telephone needs of the EOC.
  - Coordinating transportation needs and issues.
  - Managing personnel issues and university volunteers.
  - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
  - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

RESPONSIBILITIES:
Support the response effort and oversee the acquisition, transportation and mobilization of resources.

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

Section Start-Up Actions
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Communications Unit
  - Supply Unit
  - Personnel Unit
  - Facilities Unit
  - Transportation Unit
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

☐ Inform the EOC Director and General Staff when your Section is fully operational.
☐ From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.
☐ Prepare work objectives for Section staff and make staff assignments.

**Duties**

☐ Carry out responsibilities of the Logistics Section Units that are not currently staffed.
☐ Meet with other Section Coordinators to determine what services will be needed on campus to care for people and respond to the disaster. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
☐ Coordinate with Care/Shelter and determine if the shelter is to be managed by the American Red Cross (ARC) and if so, determine what services will, if any, be provided by the University. If the shelter service is open to the public and is completely managed by the ARC, it may be necessary to work closely with the Care/Shelter Branch at the Ventura County EOC or the City of Thousand Oaks EOC to coordinate support operations.
☐ Support the Care/Shelter functions that are providing shelter and rest areas for staff and other emergency workers, including the EOC staff. If the activation will be prolonged, plan for extended support services. Also provide support and logistics to assist California Lutheran University staff that may be stranded at the University. Assist the Operations Section with services and management of care and relocation services, as requested.
☐ If staff resources will be needed to augment the emergency response operations, direct the Personnel Unit to establish a volunteer recruitment and assignment process. Establish a central location for the coordination and deployment of volunteers.
☐ For any operations involved in the evacuation and movement of large groups of people, work closely with the Operations Section to support all aspects of evacuating people, including:
  - Emergency transportation
  - Temporary shelter and care needs
  - Food, water and sanitation support
  - Reuniting and notification for families
  - Crisis counseling
  - Security and safety
☐ If mutual aid resources are requested and California Lutheran University will be providing mutual aid to another agency, ensure the following is documented by the Operations Section or by the Logistics Section:
  - Type of mutual aid requested, including specifications for drivers, operators, fuel, power and any requirements for operation
  - Location requested
  - Name of requesting agency
- Name & contact information for person-in-charge at the site receiving mutual aid
- Time and duration for the provision of mutual aid
- Personnel support available or to be provided

- Coordinate the tracking of California Lutheran University resources sent to support other agencies with the Resources Unit in the Planning Section.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.
- From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between Unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Develop backup plans for all plans/procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Determine level of purchasing authority to be delegated to Logistics Section. Activate the emergency purchasing process to procure resources. Work with the Finance Section Coordinator to ensure appropriate accounting processes. Confer as needed with the other EOC Section Coordinators to establish vendor selection criteria and processes. Existing listings of pre-qualified vendors may fulfill this requirement.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Identify service/support requirements for planned and expected operations. This includes fuel, food, personnel, equipment, vehicles, maintenance and services supplies, and any other services.
Ensure documentation for requests, costs and procurement processes are forwarded to the Finance Section.

Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.

Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

If critical research programs or other University business operations are to be relocated, provide resources and logistics support, as requested.

Deactivation

Authorize deactivation of organizational elements within your Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action/Corrective Action Report.

Account for all equipment, personnel, and supplies.

Deactivate your Section and close out logs when authorized by the EOC Director.

Leave forwarding phone number where you can be reached.
COMMUNICATIONS UNIT

SUPERVISOR: Logistics Section Coordinator

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

RESPONSIBILITIES:
Manage all radio, data, and telephone needs of the EOC staff.

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

Duties:
☐ Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
☐ Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
☐ Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
☐ Provide a report of the status of Campus communications and computing resources available for the disaster response operations. This includes:
  - Telephone service
  - California Lutheran University and myCalifornia Lutheran University web pages
  - California Lutheran University Hotline 1-866-258-1818 (recorded message)
  - California Lutheran University EOC laptops, printers, and other ancillary equipment
  - Satellite phones
  - California Lutheran University radios
  - Emergency Notification System
  - Outdoor loudspeakers
  - Emergency conference call bridges

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Evaluate the overall emergency response operations for damage, impacts to campus communications/computing services and identify communication needs between the EOC and incidents on campus.

Provide technical support to the PIO with the dissemination of emergency information. This includes:
- Updates on California Lutheran University home, myCalifornia Lutheran University web pages
- Updates on the California Lutheran University Information Hotline
- Notifications and updates for the PIO team
- Updates for the Emergency Notification System

Coordinate frequency and network activities with the City of Thousand Oaks and Ventura County Operational Area.

Provide communications briefings as requested at action planning meetings.

Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.

Coordinate with all operational units and the EOC to establish a communications plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, amateur radio and volunteers.

Coordinate with volunteer and private sector organizations to supplement communications needs, i.e. Auxiliary Communication Services (ACS).

If the ACS is available; manage the use of ACS services. This service can be used to communicate with other emergency response agencies and personnel.

Establish a plan to ensure staffing and repair of communications and computer equipment.

Protect equipment from weather, aftershocks, electromagnetic pulse, etc.
SUPPLY UNIT

SUPervisor: Logistics Section Coordinator

- Coordinate and oversee the procurement, allocation and distribution of resources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Identify appropriate supply houses, vendors or contractors who can supply the item, product or commodity if California Lutheran University stocks do not exist.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the University supply system.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by EOC Director.
- Coordinate with the EOC Director on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

RESPONSIBILITIES:
Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources. Responsible for the administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. Ensure that all records identify scope of work and site-specific work location.

PROCUREMENT POLICY:
The procurement of resources will follow the priority outlined below:
1. Resources within the California Lutheran University inventory (University-owned).
2. Other sources that may be obtained without direct cost to the California Lutheran University.
3. Resources that may be leased/purchased within spending authorizations.

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

Duties:
☐ Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
Meet and coordinate activities with EOC Director and determine purchasing authority to be delegated to Supply Unit. Review emergency purchasing and contracting procedures.

Review, verify and process requests from other sections for resources.

Maintain information regarding;
- Resources readily available
- Resources requests
- Status of shipments
- Priority resource requirements
- Shortfalls

Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.

Determine if needed resources are available from California Lutheran University’s stocks, mutual aid sources or other sources. Arrange for delivery if available.

Determine availability and cost of resources from private vendors.

Issue purchase orders for needed items within dollar limits of delegated authority.

Notify EOC Director of supply needs that exceed delegated authority. Obtain needed authorizations and paperwork.

Prepare, sign and finalize contracts that are needed for procuring resources. Send documents for payment.

Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.

Identify to the Logistics Section Coordinator any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.

Establish contact with the appropriate Operations Section Branches and American Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.

Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication. (See Emergency Response Feeding in the Appendices).

Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.

Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.

Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.

Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.

Provide updated reports on resource status to Resources Unit.

Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
Arrange for storage, maintenance and replenishment or replacement of equipment and materials.

Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters and medical treatment areas.

Procure/arrange for basic sanitation and health needs at mass care facilities and medical treatment areas (toilets, showers, etc.) as requested by Operations Section.

Support activities for restoration of utilities to critical facilities.

Procure and coordinate water resources for consumption, sanitation and firefighting.

Coordinate resources with relief agencies (American Red Cross, etc.)

Obtain and coordinate necessary medical supplies and equipment for special needs persons with the medical treatment areas.

Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments.

Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.

Coordinate with Medical/Health Branch to maintain essential medical supplies in designated Field Treatment Sites.

Ensure that all records identify scope of work and site-specific locations.

Ensure that a system is in place which meets California Lutheran University’s property management requirements.

Ensure proper accounting for all new property.

Interpret contracts/agreements and resolve claims or disputes within delegated authority.

Coordinate with Compensation/Claims Unit on procedures for handling claims.
SUPERVISOR: Logistics Section Coordinator

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from California Lutheran University response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.

RESPONSIBILITIES:
Responsible for managing emergency human resource operations, including temporary or emergency hires, critical processes for benefits and employee services, and other personnel related activities in support of the emergency response and recovery.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Identify all California Lutheran University employees (who are on campus and working during the disaster), and to keep track of individuals, assignments, hours worked, and status. Coordinate with Operations Section to identify individuals responding to the disaster on campus.
- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort.
- Maintain information regarding:
  - Personnel/volunteers processed.
  - Personnel/volunteers allocated and assigned by location.
  - Personnel/volunteers on standby.
  - Special personnel requests by category not filled.
- Ensure training of assigned response staff and volunteers to perform emergency functions. Ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Obtain crisis counseling for emergency workers. (See Critical Incident Stress Debriefing in the Appendices).
- Coordinate feeding, shelter and care of personnel, employee's families and volunteers with the Supply Unit, Facilities Unit and the Care and Shelter Branch.

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q Establish a plan for child care for California Lutheran University employees as needed. Coordinate with Facilities Unit for suitable facilities.

q Assist and support employees and their families who are also disaster victims, as needed.

q Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.

q Coordinate with the Evangelical Lutheran Church in America (ELCA), City of Thousand Oaks, and Ventura County Operational Area EOC for additional personnel needs.

q Ensure the recruitment, registration, mobilization and assignment of volunteers.

q Establish Volunteer registration and interview locations. Assign staff to accomplish these functions.

q Issue ID cards to volunteers.

q Coordinate transportation of personnel and volunteers with the Transportation Unit.

q If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.

q Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

q Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

q Coordinate the contracting of skilled labor or emergency hires for temporary services, as needed.

q Obtain health/medical personnel, e.g., nurse’s aides, paramedics, American Red Cross personnel and other trained volunteers to meet health/medical needs.
SUPERVISOR: Logistics Section Coordinator

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities’ operations.
- Close out each facility when no longer needed.

RESPONSIBILITIES:
Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Maintain information in the Unit regarding:
  - Facilities opened and operating.
  - Facility managers.
  - Supplies and equipment at the various locations.
  - Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- Identify communications requirements to the Communications Unit.
- Identify equipment, material and supply needs to the Supply Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Safety/Security Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that basic sanitation and health needs at mass care facilities, medical treatment areas (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for special needs persons are provided in facilities.
- Provide facilities for sheltering essential workers, employee’s families and volunteers.
- Coordinate water resources for consumption, sanitation and firefighting at all facilities.
SUPERVISOR: Logistics Section Coordinator

- Track and inventory all University vehicles, fuel and maintenance, equipment and services.
- Coordinate the transportation of emergency personnel and resources within the campus by all available means.
- Coordinate public transportation services

RESPONSIBILITIES:
The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and manages the campus pool vehicles and parking operations. The Transportation Unit will also coordinate the provision of municipal transit services to campus.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Conduct a general inventory of all available vehicles, drivers, fuel and tires at the University. Work with departments and to inventory available vehicles and drivers not already allocated to the emergency response operations.
- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- Develop a transportation plan in support of the emergency response and recovery operations. If it is anticipated that California Lutheran University will be evacuating or relocating large groups of people, be prepared to provide transportation support either with University assets or via public resources. Determine the priorities of transportation, as follows:
  - Emergency medical – life support – people and supplies
  - Immediate evacuation of people
  - Resource delivery to emergency response operations at extremely hazardous incidents
  - Transportation of critical staff
  - Relocation of people
  - Delivery of resources and supplies
  - Public transportation
- Coordinate with the Operations Section on the movement of disabled and elderly persons.
- Ensure California Lutheran University staff operators of vehicles are trained in the safe use and operation of the vehicles. If vehicles are damaged or involved in accidents, document as much as possible and forward the information to the Compensation/Claims Unit in Finance.
Coordinate with local transportation agencies and to establish availability of resources for use in evacuations and other operations as needed.

As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).

Prepare schedules as required to maximize use of available transportation.

Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.

Arrange for fueling of all transportation resources.

Establish mobilization areas for vehicles as directed.

Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.

Ensure that vehicle usage is documented by activity and date and hours in use.
The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- Time Unit
- Cost Recovery Documentation Unit
- Compensation/Claims Unit

**Finance/Administration Section Coordinator**
The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

**Cost Recovery Documentation Unit**
The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the insurance companies and disaster assistance agencies. **Accurate and timely documentation is essential to financial recovery.**

**Time Unit**
The Time Unit is responsible for tracking hours worked by paid staff, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliant to California Lutheran University’s time keeping policy. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

**Compensation/Claims Unit**
Assist EOC staff (either on-site or via phone consultation) with insurance and liability claims information and information-sharing. Provide subject matter expertise on both issues as the event evolves toward the recovery stage.
SUPERVISOR: EOC Director

- Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
  - Implementing a Disaster Accounting System (See Disaster Accounting System in the Appendices).
  - Maintaining financial records of the emergency.
  - Tracking and recording of all California Lutheran University staff time.
  - Processing worker’s compensation claims received at the EOC.
  - Handling travel and expense claims.
  - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

RESPONSIBILITIES:
Supervise the financial support, response and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

Section Start-Up Actions
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Time Unit
  - Cost Recovery Documentation Unit
  - Compensation/Claims Unit
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.

- Inform the EOC Director and General Staff when your Section is fully operational.
- Meet with other Section Coordinators.
- From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Prepare work objectives for Section staff and make assignments.

**Duties:**
- Carry out responsibilities of the Finance Section Units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director’s action planning meetings.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
  - Authorize use of the Disaster Accounting System. (See Disaster Accounting System in the Appendices).
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Collect your Section personnel and equipment time records and record of expendable materials used and provide copies to the Time Unit at the end of each operational period.
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time Unit at the end of each operational period.
Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.

Make recommendations for cost savings to the General Staff.

Meet with assisting and cooperating agency representatives as required.

Provide input in all planning sessions on finance and cost analysis matters.

Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.

Keep the General Staff apprised of overall financial situation.

If normal University operations will be interrupted for more than three days, provide estimates to the EOC Director of impacts to grants, program budgets, estimated loss of revenue and other budget considerations.

Deactivation

Authorize deactivation of organizational elements within your Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action/Corrective Action Report.

Account for all equipment, personnel, and supplies.

Deactivate your Section and close out logs when authorized by the EOC Director.

Leave forwarding phone number where you can be reached.
SUPERVISOR:  Finance/Administration Section Coordinator

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific California Lutheran University’s time recording policies.
- Track, record and report equipment use and time.

RESPONSIBILITIES:
Track hours worked by paid staff, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliant to California Lutheran University’s time keeping policy. Ensure that time and equipment use records identify scope of work and site-specific work location.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

DUTIES – PERSONNEL TIME RECORDER
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period. (See Sample Disaster Labor Record in the Appendices).
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Track all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with California Lutheran University policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that all volunteers maintain detailed and accurate time cards.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
Establish and maintain a file for staff time records within the first operational period for each person.

- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift (*Twelve-hour shifts recommended*).
- Coordinate with the Personnel Unit of the Logistics Section.

**Duties – EQUIPMENT TIME RECORDER**

- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- Ensure that all records identify scope of work and site-specific work location. *(See Sample Disaster Equipment Records in the Appendices).*
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track university-owned equipment separate from rented equipment.
- Maintain records security.
COST RECOVERY UNIT

SUPERVISOR: Finance/Administration Section Coordinator

- Receive and allocate payments.
- Document information for reimbursement from insurance companies, the state and federal governments (if applicable).
- Activate and maintain Disaster Accounting System. (See Disaster Accounting Procedures in the Appendices).
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

RESPONSIBILITIES:
Develop and activate the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and insurance companies, and coordinate the recovery of costs as allowed by law and ensure records are maintained in such a manner that will pass audit. The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.

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

Duties:
- Follow directions on Common Responsibilities Checklist on page – 8 of Part Two.
- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Inform all sections/departments that the Disaster Accounting System is to be used.
- Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.
- Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.
- Receive and allocate payments.
- Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.
- Act as liaison with insurance companies, disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Prepare all required documentation to recover all allowable disaster costs.
- Review the following list of items for documenting damage and repairs. These items will be needed for both insured losses and anticipated State and FEMA disaster recovery program eligible losses.
  - Photographs and sketches of damage
- Urgency of the project and reasons – for public health, safety, etc.
- Identification of all staff and equipment used in the response – time and expenses
- Identification of all vended services used in the response – time, materials and expenses
- Identification of all mutual aid services used in the response – time, materials and expenses
- Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
- Documentation and photographs of work done
- Other data including: hazard mitigation (upgrades so that damage will not occur in future events),
- Co-pay by cooperating agencies, public/private partnerships, etc.

☐ Coordinate with the Documentation Unit of the Planning/Intelligence Section.

☐ Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator and the EOC Director, as required.

☐ Work with EOC sections and appropriate departments to collect all required documentation.

☐ At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.

☐ Organize and prepare records for final audit.

☐ Prepare recommendations as necessary.
SUPERVISOR: Finance/Administration Section Coordinator

- Accept as agent for the University claims resulting from an emergency/disaster.
- Collects information for all forms required for claim’s filings.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written statements on injuries.
- Manage and direct all Worker’s Compensation and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the University.

RESPONSIBILITIES:
Manage the investigation, administration and compensation of physical injuries and property damage claims involving the University arising out of an emergency/disaster, including completing all forms required by worker’s compensation’s programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims and issuing checks upon settlement of claims.

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

Duties:
- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.
- Coordinate cost recovery with disaster assistance agencies and insurance companies.
- Prepare claims relative to damage to California Lutheran University property and notify and file the claims with insurers.
- Periodically review all logs and forms produced by Unit to ensure:
  - Work is complete
  - Entries are accurate and timely
  - Work is in compliance with California Lutheran University requirements and policies.
- Determine if there is a need for Compensation–for-injury and Claims Specialists and order personnel as needed.
- Ensure that all Compensation–for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Provide report of injuries and coordinate with the University’s Risk Manager for mitigation of hazards.
- Obtain all witness statements pertaining to claim and review for completeness.