

EMERGENCY OPERATIONS PLAN



**SB
CC**

**SANTA BARBARA
CITY COLLEGE**

2020

Page intended to be blank.

TABLE OF CONTENTS

SANTA BARBARA CITY COLLEGE DISTRICT EMERGENCY OPERATIONS PLAN APPROVAL..... vi

DEPARTMENT CONCURRENCE vii

REVISION TABLEviii

BASIC PLAN 9

DISCLAIMER..... 9

ASSUMPTIONS..... 9

AUTHORITY - EXTENSION OF STATE EMERGENCY PLAN..... 10

INTRODUCTION AND PURPOSE..... 10

ORGANIZATION AND ADMINISTRATIVE AUTHORITY 12

 Emergency Organizational Structure..... 12

EMERGENCY RESPONSE CONCEPT OF OPERATIONS 13

 Reporting to the City of Santa Barbara 14

 Santa Barbara County Operational Area 14

PREPAREDNESS FACTORS..... 14

 Mutual Aid and Agreements 14

 Training 15

 Types of Emergencies 15

 Priorities..... 16

ACTIVATION OF EOP, ICS & IMT NOTIFICATION 17

 Notification of Employees and Students..... 18

 Incident Command Structure 18

 Policy Group (Executive Group)..... 19

 Command/Management..... 19

 Operations 20

 Planning/Intelligence..... 20

 Logistics..... 20

 Finance/Administration..... 20

ICS FACILITIES AND LOCATIONS 22

Incident Command Post (ICP) 22

Emergency Operations Center (EOC) 22

Medical Aid Stations 23

BASIC ICS EQUIPMENT AND MATERIALS AT PRIMARY AND ALTERNATE SITES 23

 Telephones 23

 Satellite Phones 23

 Radio Equipment 24

 Other Equipment 24

FACULTY AND STAFF RESPONSIBILITIES 24

 Superintendent/President 24

 Administrators, Deans, and Division Chairs 25

 Faculty and Supervisors 26

LINES OF SUCCESSION TO ENSURE CONTINUITY OF OPERATIONS 27

INDIVIDUAL RESPONSIBILITIES & INSTRUCTIONS FOR EVERY DISTRICT EMPLOYEE 29

 Disaster Service Workers 29

 Post Disaster Shelters 30

DURING A MAJOR INCIDENT OR DISASTER 30

 Warning Phase 30

 Impact Phase 32

 General Criteria to Activate an EOC 33

AFTER AN EMERGENCY 34

 Recovery Phase 34

AMERICANS WITH DISABILITIES ACT COMPLIANCE AND POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS 35

PRESERVATION OF VITAL RECORDS 36

APPENDICES 39

APPENDIX A – JOB DESCRIPTIONS AND ICS POSITION CHECKLISTS 40

 CHART - DISTRICT ICS ORGANIZATION 41

 COMMON RESPONSIBILITIES TO ALL EOC/ICP POSITIONS 42

 POLICY GROUP 44

EOC DIRECTOR/INCIDENT COMMANDER..... 45

 PUBLIC INFORMATION OFFICER 48

 LIAISON OFFICER 52

 SAFETY OFFICER 54

 STUDENT/PARENT LIAISON OFFICER 55

OPERATIONS SECTION COORDINATOR/CHIEF 58

 SAFETY/SECURITY BRANCH DIRECTOR 60

 MEDICAL BRANCH DIRECTOR 62

 SEARCH & SWEEP BRANCH DIRECTOR..... 64

 BUILDING & SAFETY BRANCH 65

 MAINTENANCE & UTILITIES BRANCH 68

 CARE AND SHELTER BRANCH..... 69

PLANNING/INTELLIGENCE SECTION COORDINATOR/CHIEF..... 72

 RESOURCES UNIT 75

 SITUATION STATUS UNIT 76

 DOCUMENTATION UNIT 78

 DEMOBILIZATION UNIT..... 79

LOGISTICS SECTIONS COORDINATOR/CHIEF 82

 SUPPLIES/PROCUREMENT UNIT 84

 COMMUNICATIONS UNIT 86

 FACILITIES UNIT..... 87

 PERSONNEL UNIT 89

 TRANSPORTATION UNIT 90

 FOOD UNIT..... 91

FINANCE/ADMINISTRATION SECTION COORDINATOR/CHIEF 94

 PURCHASING UNIT..... 96

 TIME KEEPING UNIT 97

 COMPENSATION/CLAIMS UNIT 98

 COST RECOVERY UNIT..... 99

APPENDIX B – ICS FORMS..... 101

INCIDENT OBJECTIVES (ICS 202) 103

ORGANIZATION ASSIGNMENT LIST (ICS 203) 106

ASSIGNMENT LIST (ICS 204)..... 109

RADIO COMMUNICATIONS PLAN (ICS 205)..... 112

COMMUNICATIONS LIST (ICS 205a) 115

MEDICAL PLAN (ICS 206) 117

INCIDENT ORGANIZATION CHART (ICS 207)..... 120

SAFETY MESSAGE/PLAN (ICS 208) 122

INDIVIDUAL LOG (ICS 214)..... 124

SUMMARY SITUATION STATUS REPORT..... 125

SAMPLE LABOR RECORD..... 127

SAMPLE DISASTER MATERIALS RECORD..... 127

SAMPLE DISASTER FORCE ACCOUNT EQUIPMENT RECORD 129

SAMPLE DISASTER RENTED EQUIPMENT RECORD 129

SAMPLE CONTRACT WORK SUMMARY RECORD..... 131

APPENDIX C – HAZARD MAPS 133

 EARTHQUAKE HAZARD MAP 134

 FIRE HAZARD ZONES MAP 137

 LANDSLIDES MAP..... 138

 TSUNAMI INUNDATION MAP 139

APPENDIX D – DISTRICT SITE MAP 140

APPENDIX E –PIO – SUPPORT DOCS..... 142

 MEDIA QUESTIONS TO PREPARE FOR 142

 SAMPLE NEWS RELEASE TEMPLATE 144

APPENDIX F – INCIDENT SPECIFIC RESPONSE PROCEDURES 146

 AIRCRAFT CRASH 147

 BARRICADED SUSPECT(S)..... 148

 BOMB THREATS AND BOMB DETONATION..... 150

 EARTHQUAKE..... 156

 EVACUATION 159

FIRE AND EXPLOSION..... 164

FLOODING..... 167

SHOOTING, ARMED INTRUDER or SNIPER..... 171

UTILITY FAILURE..... 174

ATTACHMENT 1 – SCHOOL CLOSURE PLAN..... 177

ATTACHMENT 2 – INFLUENZA PANDEMIC PLAN 185

ANNEX 1 – ESSENTIAL CONTACTS, NOTIFICATIONS LISTS AND PHONE MESSAGE

INSTRUCTIONS 199

 SBCC EOC ASSIGNMENTS..... **Error! Bookmark not defined.**

 CITY ALERT CALL OUT CONTACTS (Management and Operations Functions)**Error!**
 Bookmark not defined.

 CITY EOC CONTACTS **Error! Bookmark not defined.**

 OTHER ESSENTIAL CONTACTS..... **Error! Bookmark not defined.**

 MEDIA CONTACTS (2017) **Error! Bookmark not defined.**

 SBCC SATELLITE PHONES AND ASSIGNMENTS **Error! Bookmark not defined.**

 STEPS FOR RECORDING PHONE MESSAGE **Error! Bookmark not defined.**

SANTA BARBARA CITY COLLEGE DISTRICT EMERGENCY OPERATIONS PLAN APPROVAL

This Emergency Operations Plan will constitute an integral part of the Santa Barbara City College District’s (SBCCD) response to significant incidents or disasters as required by law and policy.

This Emergency Operations Plan and the attachments: Campus Closure Plan and the Influenza Plan as written and amended are hereby approved as the official and approved plan for SBCC. It shall be used when a major incident or disaster occurs, as described in this document. The President, Vice Presidents, deans, directors, managers, division and department heads shall ensure that it is implemented to the best of their abilities.

As promulgated and dated below:

Signature

Date

Dr. Utpal Goswami

Superintendent/President, Santa Barbara City College District

DEPARTMENT CONCURRENCE

DEPARTMENT	TITLE	CONTACT NAME
Human Resources	Risk Manager	Adrienne Betty
Educational Programs	Executive Vice President	Pamela Ralston
Business Services	Vice President	Lyndsay Maas
Information and Technology	Vice President	Paul Bishop
Human Resources	Vice President	Michael Shanahan
School of Extended Learning	Vice President	Melissa Moreno
Educational Programs	Dean	Arturo Rodriguez
Educational Programs	Dean	Jens-Uwe Kuhn
Educational Programs	Dean	Priscilla Mora
Educational Programs	Dean	Alan Price
Educational Programs	Dean	Carola Smith
Educational Programs	Assistant Dean	Christopher Johnson
SEL	Interim Dean	Andy Harper
Security	Director	Erik Fricke
Food Services	Director, Auxilary Services	Paul Miller
Facilities and Operations	Director	Rob Morales
Disabled Student Programs / Services	Director	Jana Garnett
Health Services	Director, Health Services	Laura Fariss
Children's Center Early Childhood Education	Director	Elizabeth Rizo
Library	Director	Elizabeth Bowman

REVISION TABLE

Electronic Revisions

Electronic revisions will be transmitted to all EOP users as they are updated. The website copy will be the most up to date version at all times. Offline digital copies (thumb drives, etc.) will not update automatically and will require a manual download of the update.

Paper Copy Revision Table

It is the responsibility of all holders of paper copies to print, exchange within the EOP and document revision updates in the table below. This table will reside in the front of the printed EOP immediately following the plan approval page.

Revision Description	Section/Page Number	Date Exchanged
Addition of Appendix F		January 2020
EOC assignment updated		January 2020
Annex 1 updated		January 2020

BASIC PLAN

DISCLAIMER

The material presented in this emergency operations plan, including all supplemental materials have been written in accordance with federal and state guidelines and makes every effort to be in compliance with local, state and federal mandates, guidelines, regulations, laws, and current standards. It is not the intent of this Plan to replace or void other mandated plans or operational directives. This Plan cannot anticipate all possible emergency events or situations and emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals and where relevant, legal counsel. To remain current, this Plan should be reviewed annually and changed or updated as necessary. The members of the Incident Management Team and other elements identified by the district's Emergency Operations Plan should test this Plan and its various elements through training and exercises. Conditions may develop during operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

ASSUMPTIONS

The district Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered on a campus during a significant incident or disaster. The following are general guidelines:

- **A major incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning.**
- Since events in an emergency are not predictable, published emergency operations plans *will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.*
- Disasters may affect widespread areas, therefore city, county and federal emergency services may be delayed or unavailable. The district can expect a delay of 72 hours or considerably longer before off-campus emergency services resources become available.
- SBCCD will participate in the Santa Barbara County Operational Area.

AUTHORITY - EXTENSION OF STATE EMERGENCY PLAN

The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” This district Emergency Operations Plan is, therefore, considered to be an extension of the State Emergency Plan.

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

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Policy Directive-5 – Management of Domestic Incidents
- Presidential Policy Directive / PPD-8: National Preparedness
- Authority granted from the State Chancellor of the California Community College System

INTRODUCTION AND PURPOSE

This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for the SBCCD. This Plan will be used in conjunction with additional site-specific maps and operational information for all covered entities within the district.

For brevity and clarity the district Emergency Operations Plan is henceforth referred to in this document as ‘this Plan’ or ‘the Plan’ and will be interpreted to include all entities administered by the district and apply to all employees. The term “employees” is meant to include all faculty, staff, and board of trustee members directly associated with the district.

This district is a single college district. The Superintendent/President has responsibility for day-to-day operations and emergency management preparedness mission areas: including prevention, protection, mitigation, response and the recovery.

This Plan addresses how the district will respond to extraordinary events, major incidents, or disasters, and complies with state and federal guidelines and policies including but not limited to SEMS and NIMS.

The response to significant incidents or disaster situations shall be conducted within the guidelines provided in this Plan. All employees of the district have access to this Plan and are expected to understand the policies, procedures, and methods contained in this Plan before a significant incident or disaster occurs. Training is to be provided to personnel as required, and periodic exercises are to be used to validate and test the Plan, procedures, and readiness of district employees.

This Plan describes the Incident Management Team, complete with titles, job descriptions, and duty checklists. The organization is based on the SEMS and the Incident Command System (ICS), which provide clear line of authority, direction, and communication during emergencies. The organizational structure is capable of adapting to any significant incident or disaster to which employees, the district and/or emergency response agencies would be expected to respond. It provides for common terminology, simplifies multi-jurisdictional response and also provides flexibility to expand or contract in a rapid and logical manner as organizational needs of the situation increase or decrease.

The entire district during an incident or disaster will use the ICS system. In the event of a localized emergency, such as one limited to a single building or area, the ICS can be implemented by appropriate personnel present at or responding to the scene.

The Emergency Operations Plan is for significant incidents or disasters and is designed to protect lives and property through effective use of pre-planning and training, exercises and drills, and available personnel and resources during emergency operations. The Plan is placed into operation whenever a natural or human-caused significant incident or disaster affects the district that exceeds normal or routine operations. The Plan's purpose is to:

- Protect the health and safety of students, employees, and visitors;
- Protect personal and district property;
- Protect the environment;
- Preserve the orderly continuity of district functions;
- Establish lines of authority, responsibility, functions and operations of the district during emergencies;
- Provide contingency plans for disasters and major emergencies, which may affect the district;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies;

- Identify the district's role in the provision or acquisition of mutual aid resources with the city and county of Santa Barbara during a major incident; and
- Coordinate emergency operations with other emergency response agencies.

ORGANIZATION AND ADMINISTRATIVE AUTHORITY

All employees are vital to the success of the Emergency Operations Plan and are designated "Disaster Service Workers," subject to such disaster service activities as may be assigned to them by supervisors, incident management or by law (Government Code, Section 3100-3101).

Emergency Organizational Structure

The structure of the emergency organization is based on the following:

- Clear lines of authority and effective channels of communication;
- Simplified functional structure;
- Incorporation of all available personnel and resources into the emergency organization; and
- Continuous effective leadership at the administrative level.

In most situations, the first qualified person on the scene will assume control as the Incident Commander (IC) until relieved by a designated and trained IC. Responding emergency service personnel, such as fire or law enforcement, will assume the responsibility of containment and/or control in certain situations. The Incident Command System shall be used for any incident requiring an organized and systematic emergency response. As individuals report to the Incident Command Post (ICP) and/or Emergency Operations Center (EOC), the ICS structure will grow to meet the needs of the incident.

Changes in the organizational structure may be required to satisfy specific situations. The Incident Commander or Emergency Operations Center Director will confirm such changes. As qualified employees become available they will fill necessary vacant positions of authority. Also, as necessary, the IC or EOC Director can delegate tasks to trained alternates. This delegation will reduce response time during a significant incident or disaster. While smaller incidents may necessitate the establishment of only an ICP, the district will designate a location for an Emergency Operations Center (EOC), equip the EOC, and maintain it as part of planning and

preparation prior to a major incident or disaster. This does not preclude the IC from changing the location at the time of the incident due to safety and/or logistical needs or requirements.

The district's primary responsibility is to aid the campus in time of a major incident or disaster. Their role is to obtain, deliver, and coordinate needed resources to the affected campus site.

EMERGENCY RESPONSE CONCEPT OF OPERATIONS

The District's emergency response and recovery operations will be managed in one of four modes depending on the magnitude of the emergency or disaster:

Stand By The situation does not require immediate ICP or EOC activation; however, it could escalate to a higher emergency level, and/or it may require immediate "rumor control" response. IC contacts Incident Management Team (IMT) members, briefs on current situation and provides direction if necessary.

Level One The situation has caused massive casualties and/or facility damage, which requires full involvement of the IMT and all available Safety Marshals/CERT members and staff, in addition to student and community volunteers to successfully manage containment and recovery. IC activates a full EOC/ICP, notifies all IMT and Safety Marshals/CERT members and directs necessary actions based on the EOP until emergency or threat no longer exists and "all clear" signal has been given. This level always requires outside emergency service action and mutual aid support.

Level Two The situation has caused numerous personal injuries or fatalities and/or significant facility damage, which require full involvement of the IMT members to successfully manage containment and recovery. IC activates an EOC or ICP, notifies all primary IMT members, and directs necessary actions based on the EOP until the emergency or threat no longer exists. The IC will activate as many Safety Marshals/CERT members as needed. This level always requires outside emergency service action and could require mutual aid support.

Level Three The situation is determined to be a real or perceived threat to the health, safety and welfare of the campus community and/or the campus buildings and grounds, which requires a coordinated, but limited emergency response beyond the scope of routine operations. IC activates a limited ICP or EOC, notifies appropriate IMT members, and directs necessary actions based on the Emergency Operations Plan (EOP) until emergency or threat no longer exists. The IC may activate Safety Marshals/Campus Emergency Response Team (CERT) members to respond. This level often requires outside emergency service evaluation and/or action.

Reporting to the City of Santa Barbara

SBCCD reports and notifications are to be made to the Santa Barbara County Operational Area via the City of Santa Barbara. When reporting to the City, request that the information be forwarded to the Santa Barbara County Operational Area. These reports and notifications include:

- Activation of District Incident Command Post / Emergency Operations Center (ICP/EOC)
- Status Reports
- Initial Damage Estimates
- Incident Reports
- Resource Requests

Santa Barbara County Operational Area

If the Santa Barbara County Operational Area is activated, the County Executive Office of Santa Barbara 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 and districts within the County.

PREPAREDNESS FACTORS

Mutual Aid and Agreements

California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)*, which is entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration,

the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available.

Mutual aid, including personnel, supplies and equipment, will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement and other written agreements.

Santa Barbara County Office of Emergency Services serves as the Operational Area Coordinator for all cities and special districts within the County of Santa Barbara and is the focal point for information sharing and mutual aid requests by cities and special districts within the County. When demands of the incident or disaster exceed the capacity of District resources and additional personnel and/or materials are required to respond, the EOC Director/IC may request mutual aid resources through the statewide mutual aid system. SBCC will make mutual aid resource requests to the City of Santa Barbara. The City of Santa Barbara will forward any unfilled mutual aid requests to the Santa Barbara County Operational Area. Santa Barbara Operational Area will submit all mutual aid requests for support that cannot be obtained within the County, and other relevant information, to California Office of Emergency Services (Cal OES), Southern Region, Mutual Aid Region I.

Designated campus Incident Command (IC) Section Chiefs and Emergency Operation Center (EOC) Section Chiefs are responsible for written agreements, protocols and/or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, NGO's, non-profit organizations and commercial establishments (public and private), which may provide support to and/or recovery from an major incident or disaster. Copies of all such agreements will be filed at the district Superintendent/President's office.

Training

All employees are to attend required training that complies with legal disaster preparedness and response requirements. Employees will also be given information on procedures for emergency evacuations, and reporting/handling emergencies (e.g., fire, earthquake, campus violence, hazardous materials spills, etc.), and their role as a Disaster Service Worker. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to an ICP, EOC or have a specific response function will be given additional training to aid them in their duties and responsibilities.

Types of Emergencies

Potential significant incidents or disaster situations addressed in this Plan, together with supporting information and contingency plans, include:

- Aircraft Crash
- Barricaded Suspects(s), Shooting, Gunman and Sniper
- Bomb Threat or Detonation
- Civil Disturbance or Demonstration
- Earthquake
- Evacuation
- Fire and Explosion
- Flooding
- Hazardous Materials Incident
- Severe Winds/Storms
- Utility Failure
- Tsunami
- Public Health Emergencies

Additional significant incidents or disaster situations will be added to this Emergency Operations Plan as necessary or required.

Priorities

In the event of a major incident or disaster, the district has established the following priorities for response actions. The following are in priority order:

- **Protection of life:** Evacuation and/or rescue operations from hazardous areas, shelter-in-place, and containment of life-threatening hazards.
- **Care and treatment of casualties:** Providing first aid care to the sick and injured. This may include short-distance transport to Triage or Medical Aid Stations.
- **Preservation of property and resources:** Containing and eliminating risks to facilities and systems that could cause serious property loss or environmental damage beyond that already sustained.

- **Providing information:** Dissemination of warnings and emergency information to stakeholders and public.
- **Restoration of essential services:** Restoring essential functions, services, and facilities to allow continuity of basic operations.
- **Assisting community recovery:** Assisting employees, students, and the surrounding community in recovering from the significant incident or disaster.

ACTIVATION OF EOP, ICS & IMT NOTIFICATION

Upon receiving notification from Campus Security, law enforcement or fire agencies, or any other verifiable and credible source that an emergency does or may exist, or in response to a local, regional, state, or federal declaration of emergency that affects or involves the district, the Superintendent/President or designee, will quickly assess the magnitude of the emergency. If necessary, a response will be initiated, relevant elements of this Plan activated, and the appropriate Incident Management Team (IMT) members will be ordered to establish an Incident Command Post (ICP) or report to the Emergency Operations Center (EOC). The IC can activate other district-based emergency response personnel.

The authority to activate the Plan rests with the district Superintendent/President, but to avoid any unnecessary delay, in their absence the authority may be designated using the succession list below.

1. Superintendent/President
2. Executive Vice President, Educational Programs
3. Vice President, Business Services
4. Vice President, School of Extended Learning
5. Vice President, Information Technology
6. Vice President, Human Resources
7. Dean, Educational Programs

In the Superintendent/President's absence, the first administrator from the above list who can be reached will be the acting EOC Director/Incident Commander until the Incident Management Team is assembled to assume control. For a complete listing of the Lines of Succession for All Department Heads, please refer to the table of the following page.

During any major campus emergency, Campus Security in collaboration with district employees present shall immediately begin appropriate procedures to meet the emergency and safeguard persons and property. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or which involve district property, Campus Security will attempt to determine the extent of any damage to district property. Campus Security shall also consult with the Superintendent/President, designated administrator or Incident Management Team regarding the emergency and the possible need for activation of the EOP and the Incident Management Team.

The Superintendent/President or his/her designee is authorized to order evacuation of all or part of the campus and direct students, faculty, staff, and affiliates to evacuation zones or to leave campus.

Notification of Employees and Students

The IC, with consultation from IMT Section Chiefs, will determine appropriate campus safety response and notify all stakeholders or field personnel through Zone Safety Marshals and Campus Security using the most direct, efficient, and available communications method (emergency notification system, classroom emergency phones, email, website, social media, phone tree, public address system, radios, bullhorns, runners, etc.). This information can include response instructions and/or situation reports.

Incident Command Structure

The ICS organization is broken down into five major sections: Command, Operations, Planning, Logistics and Finance. The ICS structure is vertical with all responsibility and duties initially placed with the EOC Director/Incident Commander. As the needs of the major incident or disaster are identified, the EOC Director/Incident Commander will activate any of the four sections. Next, each section chief will activate units within their section as needed. If one individual can simultaneously manage all positions within his or her responsibility, no other positions will be activated.

The personnel within the sections report to a Section Coordinator/Chief who facilitates efficient response and establishes a single point of contact for each task.

The table below provides a brief summary of the titles and definitions of activities associated with these functions.

Command/Management	Field: Directing, ordering, and/or controlling of resources EOC: Responsible for overall emergency policy and coordination
---------------------------	---

Operations	Field: Coordinated tactical response of all operations in accordance with Incident Action Plan EOC: Coordinating District/college operations in support of response
Planning/Intelligence	Field: Collection, evaluation, documentation, and use of information related to incident EOC: Collecting, evaluating, disseminating information, and maintaining documentation
Logistics	Providing facilities, services, personnel, equipment, and materials
Finance/Administration	Financial activities, cost analysis, and administrative aspects not assigned to other functions

Policy Group (Executive Group)

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the district college Superintendent/President and vice presidents (and others at the discretion of the Superintendent/President). The incident commander or EOC Director will recommend to the Policy Group the need for establishment of policy level goals and objectives to operate the campus and district during an extended incident and through the recovery phase. Examples include monetary policy, when to reopen the campus for classes, how to proceed with rebuilding, dealing with the death of students or employees, etc. The Policy Group will keep the Board of Trustees apprised.

Command/Management

Command/Management Section has overall responsibility for the management of the response operation. The person in charge of Command in the field is the Incident Commander (IC). The person in charge of Management in the EOC is the EOC Director. He/she works with Section Coordinator/Chief for Operations, Logistics, Planning/Intelligence, and Finance/Administration and respective branch personnel. When an ICP is established without support and activation from an EOC, the lead person in charge is referred to as the Incident Commander. He/she will manage the field incident and all other incident supporting activities.

Regardless of which management position is needed, the EOC Director/Incident Commander will follow ICS and request personnel to fill any required function. If a section position is not filled, the responsibilities of those duties lie with the Section Coordinator/Chief. If a Section Coordinator/Chief is not present, the responsibilities may be filled by a branch or unit coordinator within his/her section, but the ultimate responsibility falls to the EOC Director/Incident Commander.

The EOC Director/Incident Commander authorizes all requests, media releases, and approval of the EOC Action Plan. The Action Plan reflects the incident objectives, overall priorities, and

supporting activities for the incident. The EOC Director/Incident Commander is responsible for all activities and must provide final approval of the Action Plan. It is the Action Plan that reflects the objectives, planning and resource priorities, and all activities to support the Action Plan.

Operations

The Operations Section supports and coordinates all activities of Safety/Security, Medical, Search and Rescue, Building and Safety, Maintenance and Utilities and Care and Shelter branches. Specific activities can include traffic control, campus utilities, conducting debris clearance, and performing triage/first aid. The Operations Section is responsible for coordination and response to an incident and works closely with the Planning/Intel Section to develop the Action Plan that outlines all response activities. This section also coordinates the response in accordance with the approved Action Plan. The need for mutual aid resources is coordinated through the Operations Section.

In the field, the Operations Section is responsible for the tactical decisions and depending upon the circumstances can often involve a joint unified command structure.

Planning/Intelligence

Planning/Intelligence Section includes Resource Status, Situation Status, Documentation and Demobilization. This section is responsible for collecting, evaluating, processing, and disseminating information related to the field incident or EOC support needs. The Planning Section coordinates with Operations in the development of Action Plans.

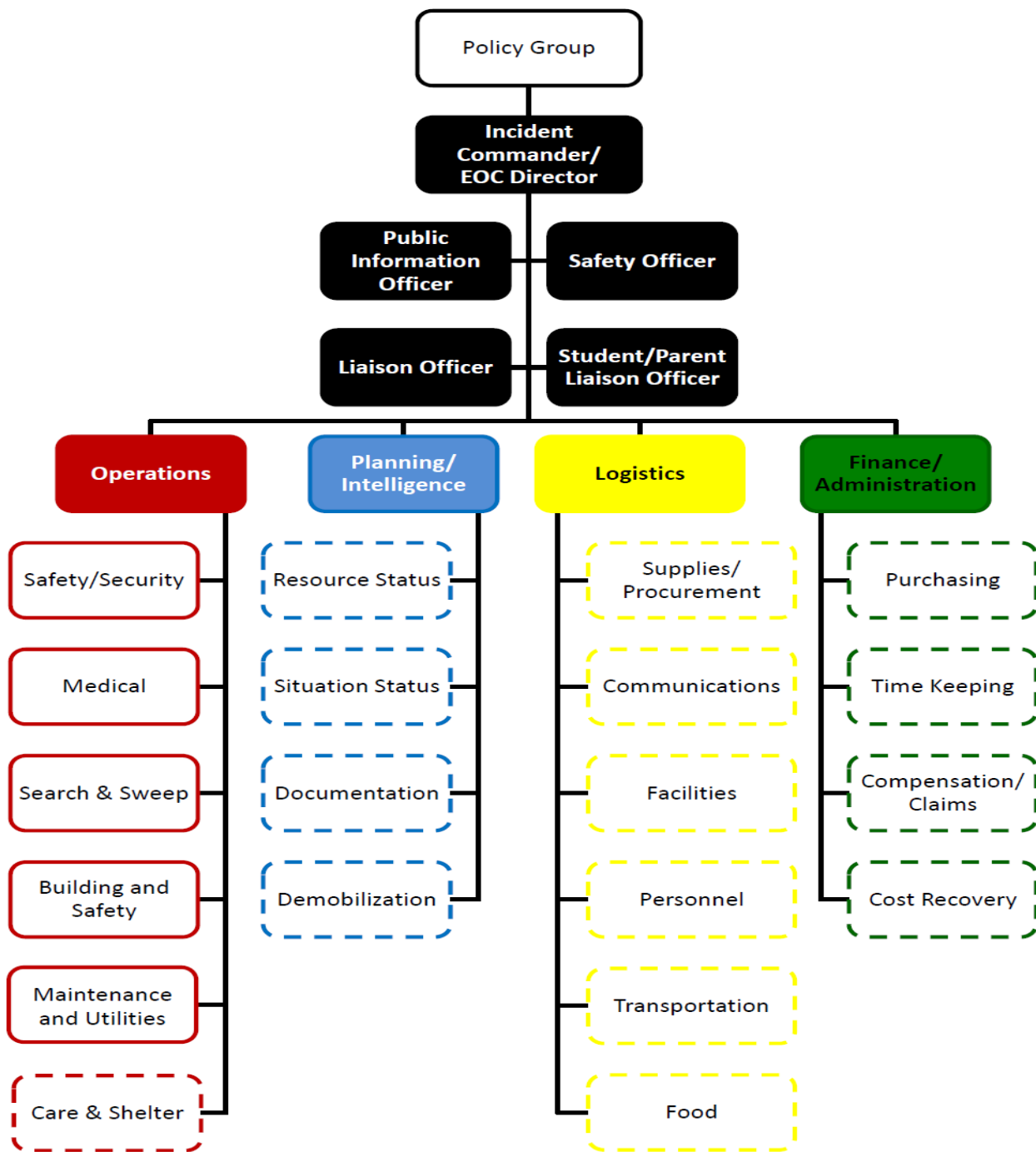
Logistics

The Logistics Section is supported by Supplies/Procurement, Communications, Facilities, Personnel, Food and Transportation Units and controls the acquisition of all equipment, supplies, and personnel that support response efforts. The set-up of the EOC/ICP with technical support and equipment is the Logistics Section responsibility. All requests for assets, whether within the district or mutual aid from supporting agencies, are coordinated through the Section branches.

Finance/Administration

Finance/Administration Section is responsible for all financial aspects of the response and recovery phase of an emergency or disaster. Activities include recording personnel time and equipment cost and cost recovery through State and FEMA Public Assistance Programs, when available.

Chart 1 – ICS Organization Chart



Boxes with dashed lines indicate positions that may or may not be activated according to the scope of the emergency.

Any activated Incident Command Post(s) will be coordinating and communicating with the District EOC via the Operations Section. The Incident Command System will be used in the field.

ICS FACILITIES AND LOCATIONS

Incident Command Post (ICP)

If the emergency involves only one building or a small part of the campus or in the initial phase of a major incident or disaster, an alternate to full EOC activation is to stage an Incident Command Post (ICP). This can be achieved by strategically placing a command vehicle (e.g. Campus Security patrol car) with communications capability as near to the emergency scene as is safe and appropriate. This ICP will be staffed and have the minimal necessary equipment and supplies to be functional and operational. This equipment can be obtained from the EOC and/or Disaster Cache and may include:

- Barricades, barrier tape, and signs for the scene.
- Portable campus radios, mutual aid capable radio and FRS radios.
- Cell and satellite phone.
- Portable public address system.
- Small Incident Command kit.
- Campus telephone directory, Emergency Operations Plan
- Pop-up shade shelters

Emergency Operations Center (EOC)

The Incident Commander (IC) can request activation of the EOC based on a "standby level" emergency. If the IC declares a Level 1-3 incident, the campus EOC will be activated. The EOC is a facility for centralized direction and control of the emergency organization and the campus community.

- **Primary EOC:** A-110 (Presidents Office) or if Admin Building is inaccessible, Evacuation Site G (North side of Admin Building)
- **Secondary EOC:** A-121 (Vice President Business Services, Conference room)
- **Alternate EOC:** Learning Resource Center LAB

If none of the above is available, the IC and/or the Operations Chief will select an alternate location. At least one member of the Incident Management Team or their cadre is to staff the EOC at all times until the emergency situation ends. To the extent possible, the EOC will be equipped with emergency power generators, lighting, mobile radios, satellite, cellular and conventional telephones, Internet, and the Incident Command kit.

Medical Aid Stations

Triage sites are generally located near the site of a major incident or disaster. After triage and limited treatment, patients are generally transported to medical facilities nearby. In cases of a major incident or disaster where this transport is not possible or will be delayed, patients will be transported to the on-campus medical aid stations. The location of the medical aid stations are:

- **PRIMARY:** East Campus, Student Services Quad and/or West Campus, Snack Shop
- **SECONDARY:** East Campus, Parking lot 1B by Press Boxes and/or West Campus, Great Meadow

If none of the above is available, the IC and/or the Operations Chief will select an alternate location.

BASIC ICS EQUIPMENT AND MATERIALS AT PRIMARY AND ALTERNATE SITES

Telephones

Conventional telephone lines will be designated as “essential service lines”, which may provide for usage in the event of a system overload. Phones will only be of value as long as phone service is not disrupted. Cellular telephone service will also be employed. This too, assumes that the infrastructure still exists and that the systems are not overloaded.

Satellite Phones

SBCC has five satellite phones distributed among the President/Superintendent, Vice President of Business Services, Emergency Preparedness, Director of Security and the two remote campuses: Wake and Schott. These phones are part of the County/City satellite phone network to ensure communications exist even if traditional hardline and cell phones go down.

Radio Equipment

If available, the communications cache will be staged at the ICP or EOC and will be equipped with a minimum of one (1) base station communications cache. This cache will be capable of broadcasting on all campus and district frequencies along with county communications, city and county partners, selected other mutual aid frequencies, The ICP and/or EOC will each be equipped with six additional radios with chargers.

Other Equipment

Each ICS Section will have a box designated for that function. The box will contain the necessary position vests identifying the function, hard hats and other relevant safety equipment, a copy of the Emergency Operations Plan, a checklist of responsibilities for the position, required clerical and incident documentation materials, and any other necessary supplies and equipment needed or unique to that function.

Equipment and materials that will be made available to the ICP or EOC during the time of a major incident or disaster (an itemized list for the two emergency container inventory as well as one for departmental supplies are located on Google Docs/Red Master Binder):

- Any unassigned district/campus radios.
- Equipment and materials stored in the Campus Disaster Cache.
- Facilities and Maintenance equipment and supplies not already in use for emergency response.
- Equipment and supplies located in the campus bookstore and cafeteria, Student Health Center, or in any work area, division office, and storage.

All equipment or supplies taken must be documented for later replacement or reimbursement.

FACULTY AND STAFF RESPONSIBILITIES

Superintendent/President

The Superintendent/President (also known as Chief Executive Officer) or designee is responsible for the safety of district property and its stakeholders and for policy direction during and after a

significant incident or disaster. He/she ensures that the IMT is appropriately trained, exercised, and prepared to assume control of the incident.

Administrators, Deans, and Division Chairs

Every administrator, director and dean may appoint a specific person(s) as Floor/Building/Zone Safety Marshal for every area under their control, and has the following general responsibilities prior to and during any emergency:

Before the Emergency:

- Ensure the automated notification system used to notify all employees in case of an emergency is maintained and current. The automated notification system (AlertU) includes subscribed home and cellular phone numbers and the campus's emergency notification system includes personal email addresses.
- Encourage all of their employees to sign up for AlertU. Instructors should encourage all of their students to sign up for AlertU
- Maintain emergency contact name and numbers for all departmental or area employees.
- Develop and maintain a list of employees who would be on duty at any particular time.
- Have instructors maintain current class attendance rosters.
- Working through the district Safety Marshal Program, develop and integrate site or building specific emergency response plans into the district's Emergency Operations Plan and make available to all employees with follow-up discussions, on-the-job training or explanation as required. Plans should include basic procedures for alerting stakeholders, evacuation, establishing headcount, locating emergency supplies, and other procedures specific or appropriate to each building.
- Ensure that all employees know of the presence and location of any emergency equipment (e.g., bullhorns, first aid kits, emergency lighting, etc.) staged in the emergency storage containers on East, West, Wake and Schott campuses. This equipment must be stored in a location that is both available for immediate emergency use and secure from tampering or unauthorized removal or use. Security and Emergency Response are responsible for periodic inspection to ensure this equipment remains in working order at all times.

Emergency Situations:

- Inform all employees under your direction of the emergency condition.
- Evaluate the impact the emergency has on your activity/operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to:
 - Injuries: first aid needs, employees or students trapped or missing;
 - Facility damage: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems or hazards; and
 - Hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency communications (telephone, radio, runner, etc.) with the ICP or EOC.
- Have all employees under your supervision keep a log (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of activities and hours worked.

Faculty and Supervisors

Each faculty member and staff supervisor has the responsibility to:

Before the Emergency:

- Attend required basic major incident/disaster training and become familiar with the district's Emergency Operations Plan and the emergency response procedures that apply to their work area.
- Educate their students or coworkers concerning emergency response procedures as well as evacuation procedures for their building and/or area.
- Inspect and evaluate their assigned building facility or area in advance to determine the impact a fire, earthquake, active shooter, or other major event could have. Report all safety hazards to Facilities and Maintenance Department. Submit service requests to correct hazards to Facilities and Maintenance Department.

Emergency Situations:

- Inform students and/or staff of the emergency and initiate emergency procedures as outlined in the EOP. Follow directions given by campus managers or administrators, Campus Security, or other authorized emergency personnel (law enforcement, fire fighters, etc.).

- Keep a log ICS 214 (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of hours worked.

LINES OF SUCCESSION TO ENSURE CONTINUITY OF OPERATIONS

The first step in assuring continuity of operations is to have personnel who are authorized and prepared to carry out essential operations for SBCC in the event of a natural, technological, or national security disaster.

SERVICE/DEPARTMENT	TITLE/POSITION	
Superintendent/President	1.	Executive Vice President, Educational Programs
	2.	Vice President, Business Services
	3.	Vice President, School of Extended Learning
	4.	Vice President, Information Technologies
Business Services	1.	Vice President, Business Services
	2.	Director, Facilities & Operations
	3.	Director, Security
Security	1.	Director of Security
	2.	Security Supervisor
	3.	Senior Security Officer
Facilities and Operations	1.	Director, Facilities and Operations
	2.	Facilities Operations Manager
	3.	Facilities Operations Manager
Controller	1.	Controller, Fiscal Services
	2.	Assistant Controller
	3.	Payroll Manager
Food Services	1.	Director, Auxiliary Services
	2.	Food Services Supervisor
	3.	Campus Store Supervisor
Admin. Services and Emergency Response	1.	Director of Admin. Services and Emergency
	2.	Purchasing Coordinator
	3.	Administrative Services Coordinator
	1.	Executive Director of Public Affairs and Communications

SERVICE/DEPARTMENT	TITLE/POSITION	
Communications and Marketing	2.	Marketing and Communications Specialist
	3.	Director of Marketing
Human Resources	1.	Vice President, Human Resources
	2.	Risk Manager
	3.	
Information Technology	1.	Vice President, Information Technology
	2.	Director, Infrastructure and Systems
	3.	Director, User Services & Security
	4.	Director, Std. Technology Support

INDIVIDUAL RESPONSIBILITIES & INSTRUCTIONS FOR EVERY DISTRICT EMPLOYEE

Disaster Service Workers

California Government Code (Sections 3100 & 3101) declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or the law. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. This law applies to public school employees in the following cases: 1) when a local emergency has been proclaimed, 2) when a State emergency has been proclaimed, or 3) when a federal disaster declaration has been made.

These laws have two ramifications: 1) public school employees may be pressed into service as Disaster Service Workers (DSW) by their superiors, and may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours; and 2) in those cases, their Worker's Compensation Coverage becomes the responsibility of the state government (Cal OES). The district, however, pays their overtime pay. These circumstances apply only when a local or State emergency has been proclaimed or declared.

Before the Emergency:

- Arrange to have an out-of-area telephone contact number for family members to call in case local phone system shuts down lines within the immediate area.
- Considering the potential of infrastructure failure subsequent to a major region-wide incident or disaster, the employee (DSW) should make necessary contingency plans and preparations for themselves and their family members should the employee (DSW) be unable to return home for three days (or considerably longer) after a disaster. This should include but not be limited to: child and elder care, pet care, personal needs, etc.
- The employee (DSW) must attend all mandated emergency preparedness and response training. Each employee is strongly urged to participate in additional training that includes but is not limited to: first aid and CPR, search and rescue, ICS, CERT, etc.
- The employee (DSW) is strongly urged to have a personal cache of emergency supplies and equipment stored in their vehicle or other disaster resistant location that includes but is not limited to: 5-7 days of food, water and medications, extra eye glasses, a sleeping pad and blanket or sleeping bag, a change of clothes including work clothes and gloves, comfortable walking shoes, small personal first aid kit and sundries, battery operated light, and radio.

Emergency Situations:

- All employees that are members of the district IMT, Safety Marshal or is Community Emergency Response Team (CERT) certified, will assist in immediate emergency response in their area or where they are located at time of the major emergency or disaster (e.g., help with evacuation, rescue, medical assistance if properly trained) but will respond to their pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in your area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).
- Stay on campus or return to campus if necessary to assist in emergency/disaster response. Much work may need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist American Red Cross with community shelters if requested, and ultimately reopen the campus. The special skills possessed by campus and district employees will be required to accomplish these goals.
- If emergency extends past 24 hours, keep a log (ICS 214) of hours worked in disaster response and activities involved in or accomplished. (Note: The log will assist the district in cost recovery for emergency response expenses. The log will be added to the permanent record of the disaster response effort, which is necessary for future emergency planning and legal challenges, which may result from the district's method of handling the disaster.)
- Realize that in a significant incident or major disaster, it may be safer to remain on campus than to attempt a dangerous trip home on impassable or damaged roads.

Post Disaster Shelters

Schools are required by both federal statute and state regulation to be available as shelter sites following a disaster. The American Red Cross has access to schools in damaged areas to set up its mass care facilities, and local governments have a right to use schools for the same purposes.

DURING A MAJOR INCIDENT OR DISASTER

Warning Phase

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the district will initiate actions to increase its readiness. During this phase, action is taken to warn and/or evacuate endangered occupants and, if reasonable, to protect property. The Superintendent/President or designee is notified immediately. Events that may trigger increased readiness activities include, but are not limited to:

- Issuance of a credible long-term earthquake prediction;

- Receipt of a flood or potential dam failure advisory;
- Receipt of special severe weather statement;
- Issuance of utility failure or shutdown advisory;
- Conditions conducive to local severe wildland fires, such as the combination of high heat, strong winds, and low humidity;
- Incident in adjacent area or municipality (with activated mutual aid) that has potential to affect the campus;
- A significant hazardous materials incident; and
- Information or circumstances indicating the potential for acts of violence, civil disobedience or terrorism.

The Emergency Operations Plan will be activated as needed, at the direction of the EOC Director/Incident Commander (IC). Increased readiness activities may include, but are not limited to, the following activities:

- Briefing of Superintendent/President and the Incident Management Team on the situation;
- Reviewing and updating elements of the EOP;
- Increasing public information efforts to employees, students, other stakeholders or community; methods may include updating and/or activating (loading) web pages to campus or district web site, use of mass notification system (AlertU), classroom emergency phone (Blazecast), etc.;
- Confirming points of coordination and communication with city and county emergency response stakeholders, i.e., law enforcement, fire department and city and county EOCs;
- Accelerating training efforts;
- Inspecting critical facilities and equipment, including testing warning and communications systems;
- Hardening critical facilities and equipment to reduce loss or damage;
- Warning threatened members of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);

- Mobilizing special teams and/or recruiting additional staff and Disaster Service Workers and pre-positioning resources and equipment; and
- Establishing or activating EOC or ICP and/or staging areas.

Impact Phase

If there is no prior warning, the first response is usually by those persons at the scene and/or by fire and/or law enforcement units with the emphasis placed on minimizing the effects of the major incident or disaster. Generally, emergency responders will be best equipped to establish a field-based ICP with an IC in charge. The IC may decide to increase the level of response. The SEMS and NIMS will be used.

The District does not have the resources to effectively handle all potential emergencies. College sites will request resources through the District EOC. If the District is unable to fill those requests, the request will be elevated to the City of Santa Barbara. The City of Santa Barbara will provide information and unfulfilled resource requests to the County of Santa Barbara Operational Area. The Operational Area submits all requests for support that cannot be obtained within the County, and other relevant information, to California Office of Emergency Services (Cal OES), Southern Region, Mutual Aid Region I.

Examples (not necessarily in specific order) of initial response activities include, but are not limited to:

- Making all necessary notifications;
- Disseminating warnings, emergency public information, and instructions to the district stakeholders;
- Conducting evacuations and/or search and rescue operations;
- Treating the injured and caring for displaced persons;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of vehicles or people and unnecessary access to affected areas;
- Establishing a unified command;
- Coordinating with local, state, and federal agencies working in the field;
- Developing and implementing incident action plan(s); and

- Transmitting status updates to Operational Area as needed.

General Criteria to Activate an EOC

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use ICS to manage field operations. EOC staff will support field response personnel in mitigating the effects of the major incident or disaster.

Examples of when an EOC may be activated include but are not limited to:

- Required resources are beyond local capabilities;
- The significant incident or disaster is of a long duration (more than a few hours);
- Major policy decisions may be needed;
- A local, regional, state or federal emergency affecting the district is declared;

EOC staff (Incident Management Team) will be organized around the five Standard Emergency Management System (SEMS) functions: EOC Director/Incident Commander, Operations, Planning/Intelligence, Logistics and Finance/Administration.

Examples of extended response activities may include but are not limited to:

- Preparing detailed damage assessments;
- Supporting mass care or vaccination facility located on District property;
- Assisting with coroner operations;
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring essential utility services;
- Tracking resource allocation;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing incident action plans for extended operations;

- Dissemination of emergency public information;
- Prioritizing resource allocation; and
- Coordinating between agencies.

AFTER AN EMERGENCY

Recovery Phase

As the immediate threat to life, property, and the environment subsides, the rebuilding of the district will begin through various recovery activities. This plan does not specifically identify the district's recovery operations.

Recovery activities involve the restoration of services and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the district. The district will be involved in recovery activities.

The Santa Barbara County Office of Emergency Services will facilitate with local, state, and federal officials to coordinate local, state, and federal assistance programs and establish support priorities.

If major damage has occurred to district infrastructure or property, a recovery committee will be formed at the direction of the Superintendent/President to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate representation from the affected district.

The Recovery Phase includes but is not limited to the following objectives:

- Reinstatement of district and program objectives and goals;
- Restoration of normal and essential services and facilities;
- Restoring all utilities;
- Permanent restoration of damaged or destroyed property;
- Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs; and

- Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.

AMERICANS WITH DISABILITIES ACT COMPLIANCE AND POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with disability, access and functional needs include those members of the community that may have additional needs before, during, and after a major incident or disaster in functional areas, including but not limited to maintaining, independence, communication, transportation, supervision, and medical care. In this district individuals in need of additional response assistance may include but not limited to those who:

- Have disabilities;
- Are elderly;
- Are children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking; or
- Do not have transportation.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the community, the district adheres to the policy summarized below. In addition, considerations for special needs populations are addressed district-wide in all emergency planning efforts. A disability will not prevent accessibility to services or facilities provided by the district.

- The district will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- The district will not exclude or deny benefits of any sort to those with disabilities, access or functional needs.
- During emergency situations, the district will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Attempt to shelter populations with disabilities, access or functional needs or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.

- Populations with disabilities, access or functional needs will never be forced by the district to occupy a specific shelter or take a particular action designed for their benefit. Effort will be made to address access and functional needs for people with disabilities and older adults to allow for sheltering in general population shelters.
- During preparedness and mitigation activities, the district will provide preparedness instruction to our campus community with disability, access or functional needs to better prepare them in times of crisis.
- Emergency notification systems will be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- Attempt to make evacuation plans accommodate individuals with mobility impairment, the elderly and those with transportation disadvantages.

PRESERVATION OF VITAL RECORDS

A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day district-wide operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

Vital Records are defined as those records that are essential to:

- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.
- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operations Plan, utility system maps, and locations of emergency supplies and equipment.
- Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.
- Educational Records. Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished. Vital record storage methods that might be used include but are not necessarily limited to:
 - Duplication (either hard copy or removable computer disk)
 - Dispersal

- Fireproof containers
- Vault storage (both on and off campuses)

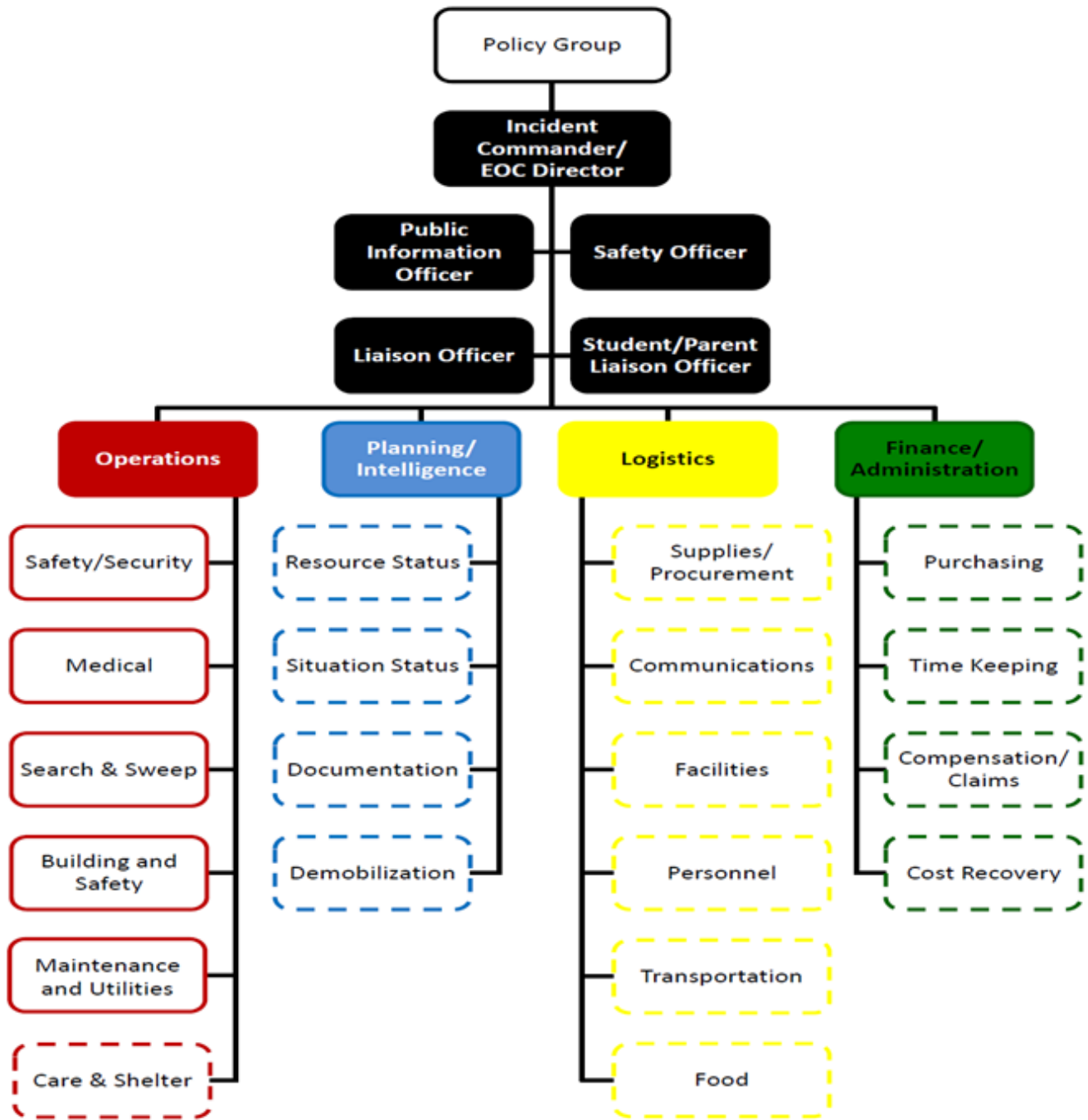
SBCC uses both Storage Area Network (SAN) and Flash storage that is frequently backed up in the data center and replicated in the data center in the Learning Resource Center. Many records are scanned and stored in a perceptice document management system which is hosted in Kansas City, MO.

Page intended to be blank.

APPENDICES

APPENDIX A – JOB DESCRIPTIONS AND ICS POSITION CHECKLISTS

CHART - DISTRICT ICS ORGANIZATION



Boxes with dashed lines indicate positions that may or may not be activated according to the scope of the emergency.

Any activated Incident Command Post(s) will be coordinating and communicating with the District EOC via the Operations Section. The Incident Command System will be used in the field.

COMMON RESPONSIBILITIES TO ALL EOC/ICP POSITIONS

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

ACTIVATION:

- Report to your EOC/ICP organizational supervisor and obtain a situation briefing from available sources (Section Coordinator/EOC Director/Incident Commander, etc.)
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Based on the situation as known or forecast determine likely future Section needs.

GENERAL OPERATIONAL DUTIES:

- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems.
- 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 EOC/ICP organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC/ICP whenever possible and document decisions.

DOCUMENTATION AND REPORTS:

- Open and maintain a position Individual Log (ICS 214). (**Individual Log can be found in the ICS Forms Section in the Appendices**). Make sure you note your check-in time. 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/ICP personnel, time on duty and assignments

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

- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC/ICP organizational supervisor at the end of each operational period.

- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC/ICP organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

RESOURCES:

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

SHIFT CHANGE:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next Action Plan.
- Submit completed logs, time cards, etc. to your EOC/ICP organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

DEACTIVATION:

- Ensure that all required forms or reports are completed and submitted to your EOC/ICP organizational supervisor 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 EOC/ICP organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Supervisor and on EOC/ICP organization/sign-in sheet.

POLICY GROUP

This group includes the District's Superintendent/President, the Vice Presidents and Executive Vice President (and others at the discretion of the Superintendent/President. The EOC Director/Incident Commander will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus for the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding.

Responsibilities:

The Policy Group provides policy direction for recovery planning and advises and assists the EOC Director/Incident Commander in making major emergency related policy decisions.

ACTIVATION:

- Obtain briefing from EOC Director/Incident Commander.
- Review your position responsibilities.

MEETINGS/BRIEFINGS:

- Keep informed through regular briefings with the EOC Director/Incident Commander.

POLICIES:

- Make any policy issue decisions that are necessary and communicate these to the EOC Director/Incident Commander.

ONGOING ACTIVITIES:

- Activate and support District recovery activities.
- Make any necessary public statements through the Public Information Officer.

EOC DIRECTOR/INCIDENT COMMANDER

Responsibilities:

- Activate the EOC/ICP and EOP.
- Direct and coordinate the EOC/ICP.
- Establish the appropriate EOC/ICP staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations, including site incident management as required.
- Ensure the Action Plan is developed and implemented.
- Coordinate and communicate as necessary with the Policy Group.
- 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

- Follow directions on Common Responsibilities to all EOC Positions checklist on pages 33 and 34.

ACTIVATION:

- Determine the operational status and appropriate level of activation based on situation.
- As appropriate, respond to SBCC's EOC.
- Direct the implementation of the Emergency Operations Plan.
- Mobilize appropriate personnel for initial activation. (Use emergency notification system).
- 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, i.e. Campus Security, field units, etc.

START-UP:

- Review your position responsibilities.
- Ensure the EOC is set up and equipped to provide services for an extended activation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING:

- Assign Management/Command Section positions as needed.
 - Public Information Officer
 - Liaison Officer
 - Student/Parent Liaison Officer
 - Safety Officer
- Assign Section Coordinators/Chiefs (General Staff) as needed for:
 - Operations
 - Planning/Intelligence
 - Logistics

- Finance/Administration
- Confer with General Staff to determine what representation is needed at the EOC from other agencies.
- Carry out responsibilities of your section not currently staffed.

NOTIFICATIONS:

- Ensure that telephone, radio and data communications are established and tested. (Assign task to the Communications Unit).
- Upon EOC Activation, assure the following agencies/entities are notified:
 - City of Santa Barbara
 - Santa Barbara County Office of Emergency Management
 - Partner agencies (See Essential Contact List in the Support Documentation)
 - Board of Trustees
- Ensure that the Liaison Officer establishes and maintains contact with agencies and with SBCC's remote sites: Wake and Schott and other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.

MEETINGS/BRIEFINGS:

- Brief incoming EOC Section personnel prior to assuming their duties. Briefings should include:
 - Current situation assessment
 - 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 work shifts
- Establish the frequency of briefings to the EOC Director/Incident Commander.
- Convene planning meetings with the Policy Group and Section Coordinators/Chiefs, as necessary. Ensure that these meetings are documented by a scribe.

ACTION PLANNING:

- Establish overall EOC priorities. (Section Coordinators/Chiefs will use these priorities to develop their Section objectives.)
- Schedule and coordinate the first planning meeting with the Planning/Intelligence Section Coordinator/Chief.
- Provide Management/Command function objectives to the Planning/Intelligence Section for the EOC Action Plan.
- Participate in all Action Planning meetings.
- Once the EOC Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.
- Ensure EOC Action Plan is distributed to appropriate EOC staff.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Be sure that all Management/Command function meetings, General Staff meetings and policy decisions are documented.
- Be sure that all sections account for personnel and work assignments.
- Be sure that all your Section logs and files are maintained.
- Provide Section personnel and equipment time records to the Time Unit at the end of each work shift.

POLICIES:

- Determine appropriate delegation of purchasing authority to the Finance/Administration and Logistics Sections.
- Coordinate with the Policy Group as necessary.

ONGOING ACTIVITIES:

- 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.
- Monitor performance of SBCC personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with Personnel Unit of the Logistics Section.
- Monitor section level activities to assure that all appropriate actions are being taken.
- Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Coordinate with the Logistics Coordinator to assess the need to request or provide resources via Mutual Aid. Ensure all Mutual Aid requests are placed via the City of Santa Barbara.
- Work with the EOC Section Coordinators/Chiefs to ensure all EOC Sections have appropriate equipment, staffing, and information to work effectively.

DEACTIVATION:

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify City of Santa Barbara, Santa Barbara County Office of Emergency Management and partner agencies, as necessary, of planned time for deactivation.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Deactivate the EOC and close out logs.
- Provide input to the After-Action Report/Corrective Action Report (AAC/CAR).

PUBLIC INFORMATION OFFICER

Responsibilities:

- Coordinate PIO activities.
- Obtain policy guidelines from the EOC Director/Incident Commander with regard to media releases.
- Handle all media inquiries and requests for interviews.
- Coordinate with college site Incident Commanders or PIOs and responding agencies to determine appropriate release of information.
- Develop key messages.
- Provide timely and accurate official statements, news releases, fact sheets, website notices to students and staff as events unfold.
- Coordinate activity in a Joint Information Center (JIC), if one is activated.
- Control and correct misinformation and rumors.

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

- Review Common EOC Responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.
- Determine need for additional PIO personnel and request approval from the EOC Director/Incident Commander. Forward the request to Logistics Section. (Note: In a large-scale event, providing public information will exceed the capabilities of a single individual. The public information function may grow to a team effort).
- Organize staffing and equipment to handle media calls.
- Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.

NOTIFICATIONS:

- Inform switchboard to direct all media calls to the PIO.
- Notify EOC sections and PIO's in the field that the PIO function as been established in the EOC. Distribute PIO phone numbers and contact information.
- Notify local media of PIO contact numbers.
- If a City or County JIC is activated, notify the JIC that the PIO function has been established and provide PIO contact numbers.

MEETINGS/BRIEFINGS:

- Attend all Section meetings and briefings.
- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.

- Arrange for meetings between media and SBCC officials or incident level PIOs for information on specific incidents.
- Periodically prepare briefings for the President/Superintendent or Board of Trustees, as needed and directed by the EOC Director/Incident Commander.

ACTION PLANNING:

- Assist in developing Management/Command function objectives for the EOC Action Plan.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Maintain file copies of all information releases.
- Ensure file copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the EOC Director/Incident Commander.
- Provide personnel and equipment time records to the EOC Director/Incident Commander at the end of each work shift.

POLICIES:

- Implement PIO/media procedures.
- Obtain approval from the EOC Director/Incident Commander for the release of all information.

ONGOING ACTIVITIES:**Get the Facts**

- Gather known facts. Coordinate with EOC Section Coordinators/Chiefs to gather essential information on the incident and to determine the message that will be prerecorded. Secure guidance from the EOC Director/Incident Commander regarding the release of available information.
- Verify nature and scope of incident with EOC team and first responders.
- Determine if there are injuries and/or fatalities (do not release names).
- Assess public health risk (if any).
- Determine which authorities must/should be consulted.
- Consult immediately with responding agencies to coordinate release of information.
- Initial media steps:
 - Begin to draft statement or release. Tailor the copy to the events that are unfolding and prepare background information if appropriate. Stick to the facts and do not speculate
 - Develop a few, clear simple messages. They should be delivered repeatedly and clearly by one voice. The messages should demonstrate concern about what is happening and for the people involved and should explain what the campus is doing to resolve the incident.

- Anticipate the tough questions from media and appropriate responses. (Remember, you do not have to respond immediately to any question. You can say, “I don’t have that answer at the current time but can check and get back to you.”).
 - Designate a media spokesperson. For the college, this would usually be the EOC Director or Incident Commander or PIO.
- Begin to plan to inform internal stakeholder audiences and in what order”
- Students, faculty, staff, and minors attending the campus
 - Board of Trustees
 - Media
 - Families of students, faculty, and staff
 - Community at large
 - Other local community partner agencies

Verify and Keep the Information Moving

- Time code all information as it arrives.
- Verify all facts before releasing.
- Keep appropriate senior officials up-to-date.
- Keep in frequent contact with appropriate government and legal authorities.
- Begin plan to inform internal, stakeholder audiences.
- Provide switchboard of time and location of any press briefings.

Prepare for Media (Calls and Visits)

- Start media contact record.
- Brief and rehearse designated media spokesperson. Go through “what information media will want” list and rehearse what verified information will be made available.
- Activate pre-arranged media room/area (on or off site).
- In hosting a press conference or briefing, stand behind a podium to create a workable barrier between you and media reporters.
- All press releases must be cleared with the EOC Director/Incident Commander before releasing information to the media.
- Designate officials who will read statements or speak during press briefing. For press conferences, consider having spokespersons from other agencies available to comment if appropriate (for instance, fire chief, police chief, or sheriff)

General Media Rules

- Be sensitive to media deadlines and provide the same information to all reporters. Do not give exclusive stories.
- Because of FERPA rules, do not release any information about specific injuries or deaths. Refer all such inquiries to Coroners’ Office.
- If the crisis involves a health risk, work with other community agency personnel (i.e. Public Health) to offer general health guidance or if evacuation is necessary. Using the media, refer the public where to go for more information – radio, TV, Web sites, etc.

- Do not provide damage estimates, discuss responsibility for the incident, or discuss legal liability in any way.
- Do not discuss illegal activity at any time. Say “Police are investigating. We are cooperating.” Refer all questions to the appropriate law enforcement agency.

When Reporters Arrive

- Ask media for official media credentials and to sign in.
- Inform reporters and their video crews of restrictions on movement/photography/filming.
- Proceed with briefing.
- Advise media of time and place of next and future updates.
- Follow-up on additional media inquiries.

Media Follow-up

- Monitor media coverage.
- Assess and correct factual errors. Dispel rumors.
- Advise media of any significant new developments.
- Log all media contacts.
- Evaluate effectiveness of plan and revise as necessary.

Other ongoing tasks

- Keep the EOC Director/Incident Commander advised of all unusual requests for information and of all major, critical or unfavorable media comments.
- Coordinate with any activated City or Op Area JIC to:
 - Ensure coordination of local, state and federal and the private sector public information activities
 - Get technical information (health risks, weather, etc.).
 - Consider sending a SBCC PIO representative to the Op Area JIC if activated.
- Consider establishing a media information center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. If there are multiple local, state and federal agencies involved, consider establishing a JIC, or if a JIC is established, designate staff to participate at the JIC.
- Prepare and provide approved information to the media. Post news releases in the EOC, media information center and other appropriate areas.
- Determine which radio and TV stations are operational.
- Broadcast emergency information/updates through:
 - Website and Pipeline
 - College telephone switchboard – depending on severity of incident, record and post authorized automated messages and updates. **See Appendix E, PIO – Support Documents - Steps for Recording Phone Message for specific instructions.**
 - Alert U
 - Social Media (Twitter and Facebook)

- Carry a recording device to record all interviews that you give.
- 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 special interest topics needed for PIO tasks. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Provide escort service, as appropriate, to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer.
- 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.).
- Issue timely and consistent advisories and instructions for life safety, health and assistance through media and printed material.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

LIAISON OFFICER

Responsibilities:

- Coordinate and communicate between EOC/ICP and other agencies.
- Initiate and maintain contact with partner agencies (City of Santa Barbara and Santa Barbara County Office of Emergency Management and partner agencies).
- Coordinate VIP and visitor orientations and briefings.
- Serve as the point of contact for all outside Agency Representatives.

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

- Review Common EOC Responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC
 - Contact information has been provided
 - 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
- Respond to requests for liaison personnel from other agencies.
- Know the working location of any Agency Representative assigned directly to a branch/group/unit.
- Compile list of Agency Representatives (agency, name, contact information) and make available to all Section and Branch/Group/Unit Coordinators.

NOTIFICATIONS:

- Notify pre-identified outside agency representatives that the EOC has been activated. Request an Agency Representative, as appropriate.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.

MEETINGS/BRIEFINGS:

- Attend and participate in Management/Command Section meetings and briefings.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Provide periodic update briefings to Agency Representatives as necessary.

ACTION PLANNING:

- Assist in developing Management/Command function objectives for the EOC Action Plan.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Provide personnel and equipment time records to the EOC Director/Incident Commander at the end of each work shift.

POLICIES: (None applicable to this checklist)**ONGOING ACTIVITIES:**

- Provide EOC organization chart, floor plan and contact information to all Agency Representatives.
- Obtain any situation information from outside agencies that may be useful to the EOC.
- Act as liaison with city, county, state or federal emergency response officials and other agency personnel.
- Direct any requests for agency information to that agency representative.
- Respond to requests from sections and branches/groups/units for agency information. Direct requesters to appropriate Agency Representatives.

RESOURCES:

- Review Resources in Common EOC responsibilities on page 34.

- Determine status and resource needs and availability of other agencies.

SAFETY OFFICER

Responsibilities:

- Ensure that all facilities used in support of EOC/ICP operations have safe operating conditions.
- Monitor all EOC/ICP and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

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

- Review Common EOC Responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Assist in shift change issues.

NOTIFICATIONS:

- Ensure that the State Warning Center has been notified, if any reportable hazardous materials have been spilled. (See number in essential contact list in Annex 1)

MEETINGS/BRIEFINGS:

- Attend and participate in Management/Command Section meetings and briefings.

ACTION PLANNING:

- Assist the EOC Director/Incident Commander in developing Management/Command objectives for the EOC Action Plan.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Provide personnel and equipment time records to the EOC Director/Incident Commander at the end of each work shift.
- Coordinate with Compensation/Claims Unit in the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

POLICIES: (None applicable to this checklist)**RESOURCES:**

- Review Resources in Common EOC Responsibilities on page 34.

ONGOING ACTIVITIES:

- Tour the entire facility area and determine the scope of on-going operations.
- Support Safety Officers at SBCC remote sites and in the field to ensure safety of field operations for staff and students.
- Evaluate conditions and advise the EOC Director/Incident Commander of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water potability, etc.).
- If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks. (Duck, cover and hold-on.)
- Keep the EOC Director/Incident Commander advised of safety conditions.

STUDENT/PARENT LIAISON OFFICER

Responsibilities:

- Ensure students and parents are apprised of the situation.
- Serve as a central location for students and parents regarding the emergency situation.

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

- Review Common EOC Responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Assist in shift change issues.

NOTIFICATIONS: (None applicable to this checklist)**MEETINGS/BRIEFINGS:**

- Attend and participate in Management/Command Section meetings and briefings.

ACTION PLANNING:

- Assist the EOC Director/Incident Commander in developing Management/Command objectives for the EOC Action Plan.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Provide personnel and equipment time records to the EOC Director/Incident Commander at the end of each work shift.

POLICIES: (None applicable to this checklist)

- Obtain approval from the EOC Director/Incident Commander for the release of all information to students and parents.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

ONGOING ACTIVITIES:

- Field questions from students and parents and provide current information on the situation.
- Bring any critical issues to the EOC Director/Incident Commander to consider an appropriate response, if any. (Response may be delegated to another function within the EOC).

Page intended to be blank.

OPERATIONS SECTION COORDINATOR/CHIEF

Responsibilities:

- Provides the overall coordination and leadership for the emergency response operations.
- Leads the Operations Section in the development and implementation of the Action Plan.
- Approves resource requests before they are forwarded to Logistics.

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

- Review Common EOC responsibilities on pages 33 and 34.

ACTIVATION:

- As appropriate, respond to the EOC.
- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC

START-UP:

- Direct the implementation of the SBCC's Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
 - Safety/Security Branch
 - Medical Branch
 - Search and Sweep Branch
 - Building and Safety Branch
 - Maintenance and Utilities Branch
 - Care and Shelter Branch
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- Notify EOC Director/Incident Commander when your Section is fully operational.
- Ensure all Branches have established communications with their field operations.

MEETINGS/BRIEFINGS:

- Brief new or relief personnel in your Branch. 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.
- Meet with other activated Section Coordinators/Chiefs.
- Attend periodic briefing sessions conducted by the EOC Director/Incident Commander.
- Brief the EOC Director/Incident Commander on major problem areas that need or will require solutions.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.

ACTION PLANNING:

- Participate in the EOC Director/Incident Commander's action planning meetings.
- Work closely with the Planning/Intelligence Section Coordinator/Chief in the development of the EOC Action Plan. Ensure the development of Operations Section objectives. **(See ICS Form 202 in Appendix B - ICS Forms).**
- Work closely with Logistics Section-Communications Unit in the development of a Communications Plan. **(See ICS Form 205 in Appendix B - ICS Forms).**
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

ONGOING ACTIVITIES:

- Receive, evaluate, and disseminate information relative to the Operations of the disaster/emergency.
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- 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.

- Direct Operations Branch Coordinators to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch-related items of interest should be recorded on an Incident Report.
- Coordinate the activities of all departments involved in the operations.
- Provide all relevant emergency information to the Public Information Officer.
- Ensure that intelligence information from Branch leaders 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 expenditure.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Determine resources committed and resource needs.
- Identify, establish, and maintain staging areas for Operations-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to incident commanders in the field.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

SAFETY/SECURITY BRANCH DIRECTOR

Responsibilities:

- Provide a rapid warning to the campus community of hazards or dangers.
- Oversee the evacuation of people from potential or existing danger.
- Mobilize available officers and staff for field operations.
- Protect life and property.
- Provide security and traffic control.
- Support search and rescue operations in the field.
- Inform and advise the Operations Section Coordinator/Chief.
- Coordinate and support the activities of the Safety/Security Branch.

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

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.
- Identify and ascertain status of available Safety/Security personnel.

NOTIFICATIONS:

- Establish and maintain communications with Safety/Security personnel in the field to support field operations.

Alerting/Warning Activities

- If warning the campus is necessary:
 - Determine who needs to be warned.
 - Clarify the warning message. Be specific, i.e. identify where you want people to go.
 - Determine how the warning will be issued: in person, automated notification, loud speakers, social media, etc.

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator/Chief.
- Prepare objectives for the Safety/Security Branch. Forward these to the Planning/Intelligence Section.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Review and approve situational reports originating within the Branch.
- Provide the Operations Sections coordinator and the Planning/Intelligence Section with an overall summary of Safety/Security Branch operational status periodically during the operational period or as requested.

ONGOING ACTIVITIES:

- Coordinate and support all Safety/Security Branch activities in the field.
- Support Safety/Security field personnel with evacuations, crowd control, traffic control, and sealing off any danger areas. Ensure persons with disabilities, and access and functional needs are considered with each of these tasks.
- Assist search and sweep operations, as appropriate.

Evacuation Activities

- Coordinate and support evacuation and traffic control activities.
- Identify persons/facilities that have special evacuation requirements; i.e. people with disabilities and other access and functional needs.
- 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, and visitors from unsafe areas. Coordinate with the Transportation Unit if transportation resources are needed.

Security Activities

- Coordinate security in the affected areas to protect public property by establishing access controls and screening traffic entering the campus, as required.
- Coordinate security for critical facilities and resources.
- Assist emergency response agencies (fire and police units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Estimate need for mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator/Chief.

MEDICAL BRANCH DIRECTOR

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Overall responsibility for First Aid, psychological Crisis Intervention, Triage and Morgue.
- Assess medical casualties and needs (number of injuries and/or deaths).
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

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

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- Establish and maintain communications with field units to support them as necessary and assess the extent of casualties.
- Establish communications with appropriate City/County EOCs to assess the county's medical/health status of local hospitals and resources.

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.

- Attend planning meetings at the request of the Operations Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Complete a Medical Status Report Summary and provide the Operations Section Coordinator/Chief with an overall summary of Medical operations periodically, or as requested.

ONGOING ACTIVITIES:

- Coordinate and support the medical care stations and Triage Teams in the field.
- Assist field personnel and remote college sites: Wake and Schott with arranging emergency medical and hospital care for victims, and supplemental medical supplies, if necessary.
- Compile information regarding number and location of casualties that require hospitalization.
- In conjunction with the Care and Shelter Branch, support any college shelter established for staff or students and staff medical care stations, as appropriate.
- Identify students and staff and notify first responders if contaminated or exposed patient is involved.
- Coordinate with the Santa Barbara County Public Health with appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas, if necessary.
- When staff or students are transported to healthcare facilities, compile a master listing of patients and the receiving healthcare facility.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Determine the need for crisis intervention for staff and students to deal with emotional and psychological aftermath. Coordinate any mental health needs with the Logistics Section.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional health/medical personnel, supplies or equipment
- Determine ongoing emergency medical support needs and submit requests through the Logistics Section to include:
 - Medical supplies
 - Portable generators
 - Emergency radios
 - Transportation for medical personnel to aid locations
 - Food and water supplies for patients and staff

SEARCH & SWEEP BRANCH DIRECTOR

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Coordinates and supports the activities of the Search & Sweep Branch.
- Evaluate and process requests for search and sweep resources.
- Coordinate search and sweep operations with appropriate fire agency and maintain communications with them.

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

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- Establish and maintain communications with search and sweep units to support them as necessary.
- Initiate and maintain communications with Santa Barbara City Fire Department.

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.
- Thoroughly brief and update field personnel on a continuing basis.
- Regularly, or as requested, brief and update the Operations Section Coordinator/Chief on search and rescue operations.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Ensure receipt of and evaluate reports from field search and sweep teams for possible locations of trapped individuals. Ensure that all field reports that identify locations of trapped, injured, or deceased individuals are received and documented and provided to Operations Section Coordinator/Chief.
- Complete a Search and Sweep Report Summary and provide the Operations Section Coordinator/Chief with an overall summary of search and sweep operations periodically, or as requested.

ONGOING ACTIVITIES:

- Establish a Search and Sweep staging area.
- Coordinate all search and sweep efforts with the Safety Officer. Ensure that:
 - A safety briefing is held at the beginning of each work period.
 - Search and Sweep personnel are not assigned to tasks that are beyond their physical or trained capabilities.
 - Personnel should not be placed in situations where they can become victims themselves.
- Establish and enforce the procedures for marking structures that have been searched and cleared.
- Coordinate search and sweep operations with the Medical Branch to ensure injured and rescued individuals receive appropriate medical care.
- Advise the Maintenance and Utilities Branch of any structural, electrical, or mechanical hazards encountered by Search and Sweep teams.
- Immediately forward information to the Operations Section Coordinator/Chief regarding any fatalities.
- Advise search and sweep teams, when feasible, to cover but not to remove the deceased until advised by the Santa Barbara County Sheriff's Office, Coroner. Mark the location of the deceased on the campus map in the EOC.
- Update rescue status boards and maps.
- Coordinate with the Logistics Section to establish a reception/reunification area for rescued individuals and families.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Coordinate with Logistics Section to ensure:
 - Appropriate safety equipment and PPE is provided, such as helmets, goggles, gloves, etc.
 - Required rescue equipment to perform expected tasks, such as rope, shoring timber, cribbing, and pry bars, is provided.
 - Rescue operations have portable lighting for evening or interior operations.

BUILDING & SAFETY BRANCH

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Ensure that all facilities used in support of EOC/ICP operations have safe operating conditions.
- Coordinate investigation and safety assessment of damage to buildings, structures and property for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.

- Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
- Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Planning/Intelligence Section (Situation Unit).

The Building and Safety Branch is responsible for ensuring all district structures are evaluated that may have been damaged in an incident. Structural and nonstructural safety of the buildings must be resolved before a decision is made to occupy the buildings. After a disaster, Division of the State Architect (DSA) engineers are dispatched to school districts in need of inspection as soon as the district reports damages to the DSA. However, it may take hours or even days to get DSA personnel to every school in an area of extensive damage. Therefore, since DSA cannot guarantee speedy inspection from its limited staff; it encourages school districts to make prior arrangements with local, California-licensed, structural engineers that have registered as part of Cal OES' Safety Assessment Program (SAP) to perform evaluation of district facilities. The engineer should follow the procedures outlined in *Procedures for Post-Earthquake Safety Evaluation of Buildings*¹.

In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this branch.

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

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- Establish and maintain communications with Building and Safety teams to support them as necessary.
- Ensure that the State Warning Center has been notified, if any reportable hazardous materials have been spilled. (See number in essential contact list in Annex 1)

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.
- Thoroughly brief and update field personnel on a continuing basis.

¹ California Office of Emergency Services, California Office of Statewide Health Planning and Development, the Federal Emergency Management Agency, and the Applied Technology Council, *Procedures for Post-Earthquake Safety Evaluation of Buildings*, 2005.

- Regularly, or as requested, brief and update the Operations Section Coordinator/Chief on Building and Safety operations.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Compile a summary document of all safety inspection reports and assessments and forward to the Operations Section Coordinator/Chief to review and the Planning/Intelligence Section (Situation Unit).
- Receive regular reports on damage status from field units. Ensure teams report any chemical and electrical hazards as soon as possible.

ONGOING ACTIVITIES:

- Coordinate damage assessment inspection of all SBCC facilities and remote sites: Wake and Schott.
- Assign a Facilities, Maintenance and Utilities person to each Building Inspector mutual aid resource to assist them.
- Post field assessment information to display map/chart in EOC/ICP to depict progress of assessments.
- Provide the EOC Director/Incident Commander, Operations Section Coordinator/Chief, Planning Coordinator/Chief and Finance Coordinator/Chief updated information on estimated damage and loss cost.
- Assess the need to require potentially unsafe facilities to be vacated.
- Evaluate conditions and advise the EOC Director/Incident Commander of any conditions and actions which might result in liability – e.g. oversights, improper response actions, etc.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Arrange for necessary communications equipment from Logistics Section (Communications Unit) and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- When structural assessments are required, request DSA engineer to perform inspection of District facilities. If DSA engineers or contract structural engineers are not available, request Building Inspectors through mutual aid via the City of Santa Barbara EOC (Fire Department, Office of Emergency Services). If the City is unable to fill the resource request, SBCC's resource request will be forwarded to the Santa Barbara County EOC (Santa Barbara County Office of Emergency Management). Ensure that any mutual aid Building Inspector is trained in the Safety Assessment Program (SAP) requirements.
- In coordination with the Planning/Intelligence Section, the Logistics Section, and the Finance Section, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities, and replacement of expended resources.

MAINTENANCE & UTILITIES BRANCH

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.
- Inspect utility systems and turn off utilities, when necessary.
- Assist with closing off areas and debris clearance.

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

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- Establish and maintain communications with Maintenance and Utility teams and support them as necessary.
- Establish contact with various utility companies, as necessary (see Essential Contacts List in the Appendices).
- Ensure that the State Warning Center has been notified, if any reportable hazardous materials have been spilled. (See number in essential contact list in Annex 1)

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.
- Thoroughly brief and update field personnel on a continuing basis.
- Regularly, or as requested, brief and update the Operations Section Coordinator/Chief on Maintenance and Utilities operations.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.

ONGOING ACTIVITIES:

- Coordinate inspection of all utility systems.
 - Gas
 - Electricity

- Water
 - Phone lines
 - Data lines
- Ensure field crews report immediately any chemical or electrical hazard.
 - Report to Operations Section Coordinator/Chief any dangerous areas or hazards:
 - Transformer leaks
 - Broken high voltage electric lines
 - Electric substation damage
 - Ruptured gas lines
 - Ruptured sewage lines
 - Ensure field crews post danger signs and barricades, as necessary.
 - Coordinate telephone utility requirements with telephone services and the Communications Branch in Logistics.
 - Act as a point of contact for information flow between the EOC and utility companies on problems and report progress.
 - Schedule all utility repairs as directed by the EOC.
 - Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Arrange for additional necessary communications equipment from Logistics Section (Communications Unit) and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- After completion of the survey of utility damages, develop a preliminary estimate of the need for additional resource needs, if appropriate.

CARE AND SHELTER BRANCH

Responsibilities:

- Identify any Care and Shelter needs of the campus or remote sites: Wake and Schott.
- If a SBCC shelter is established for students or staff, coordinate and support shelter operations.
- If a community shelter is going to be established at a SBCC facility, coordinate with the American Red Cross to identify facilities for disaster victims and periodically receive shelter status reports.

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

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- If a SBCC facility is being used as a community shelter, contact the American Red Cross and request an ARC liaison for SBCC's EOC.
- If SBCC is opening a shelter for its students and staff, inform the American Red Cross and the appropriate city EOC and the Santa Barbara County Operational Area EOC that you are the Care and Shelter Unit Leader for the SBCC.

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Ensure any shelter operations make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any SBCC expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.

ONGOING ACTIVITIES:

- Identify the care and shelter needs in coordination with the other Operations Branches.
- Coordinate inspection of identified shelter site to ensure that all areas used for shelter operations are safe. Block off unsafe areas. Coordinate with Maintenance and Utilities Branch.
- If a SBCC shelter is needed for students and staff, coordinate and support care and shelter activities (staffing, registration, shelter, feeding, etc.).
- Ensure that all Care and Shelter supplies used and ordered at SBCC established shelter are documented. Keep receipts of food delivered.
- If any community shelters have been established at SBCC facilities, coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with the appropriate City EOC and the Santa Barbara County Operational Area EOC.

RESOURCES

- Review Resources in Common EOC Responsibilities on page 34.
- Coordinate with the Personnel Unit of the Logistics Section to recall SBCC staff to assist with

shelter functions including basic first aid, shelter and feeding of students and sanitation needs, as appropriate.

- Coordinate with the Communications Unit of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of SBCC shelterees, if relocation is necessary.
- Assist SBCC established shelter to ensure adequate food supplies, equipment and other supplies for sheltering students/staff. Ensure there are some foods and beverages available for people with dietary restrictions. Coordinate procurement and distribution through the Food Unit of the Logistics Section.

PLANNING/INTELLIGENCE SECTION COORDINATOR/CHIEF

Responsibilities:

- Ensure that the following Planning/Intelligence functions are performed:
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports
 - Initiating and documenting 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/Incident Commander on all matters pertaining to Section activities.

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

- Review Common EOC responsibilities on pages 33 and 34.

ACTIVATION:

- As appropriate, respond to the EOC.
- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC.

START-UP:

- Oversee the development of SBCC's Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
 - Resource Status Unit
 - Situation Analysis Unit
 - Documentation Unit
 - Demobilization Unit
- Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.

- Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- Notify EOC Director/Incident Commander when your Section is fully operational.

MEETINGS/BRIEFINGS:

- Brief new or relief personnel in your Section. 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
- Meet with other activated Section Coordinators/Chiefs.
- Attend periodic briefing sessions conducted by the EOC Director/Incident Commander.
- Brief the EOC Director/Incident Commander on major problem areas that need or will require solutions.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director/Incident Commander and General Staff, including analysis and forecast of incident potential.

ACTION PLANNING:

- Coordinate with the EOC Director/Incident Commander to facilitate the action planning meetings.
- Work closely with the Section Coordinators/Chiefs in the development of the EOC Action Plan (ICS Forms 202, 203 and 205). Ensure the development of Planning Section objectives. **(See ICS Form 202 in Appendix B - ICS Forms).**
- Work closely with Logistics Section- Communications Unit in the development of a Communications Plan. **(See ICS Form 205 in Appendix B - ICS Forms).**
- Work closely with each Unit leader to ensure Planning Section objectives as defined in the current EOC Action Plan are being addressed.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Working with the EOC Management Team and the Documentation Unit (if activated), prepare an EOC Action Plan to identify priorities and objectives. **(See ICS Form in Appendix B - ICS Forms 202, 203 and 205).**
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.

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

ONGOING ACTIVITIES:

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

ONGOING ACTIVITIES:

- Keep the EOC Director/Incident Commander apprised of overall situation and status of resource requests.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Ensure internal coordination between branch/group/unit leaders.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Evaluate the need for counseling services for affected personnel, students and parents. Arrange counseling services through the Operations Section, Medical Branch.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 36.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Receive, coordinate and process requests for resources. All resource requests need to be documented.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.
- Ensure that the Situation Analysis Unit is compiling situation analysis information on the impact of the emergency from the following sources:
 - Remote college sites: Wake and Schott
 - Safety/Security Branch
 - Medical Branch
 - Search and Sweep Branch
 - Building and Safety Branch
 - Maintenance and Utilities Branch
 - Care and Shelter Branch
 - City of Santa Barbara
 - Santa Barbara County Office of Emergency Management
 - Utility companies (for information not gathered from the Maintenance and Utilities Branch)
 - American Red Cross
 - Media (Radio and Television) – Information acquired via the media needs to be verified before being used.

- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Assess the impact of the disaster on the campus and remote sites: Wake and Schott. (See Summary Situation Status Report in Appendices).
- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, SBCC EOC staff, Board of Trustees, City of Santa Barbara, Santa Barbara County Office of Emergency Management, other partner agencies and students, as appropriate.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Begin planning for recovery.

RESOURCES UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Resource Unit Leader, these tasks will be performed by that person. If a Resource Unit Leader is not assigned, the Planning/Intelligence Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.

ONGOING ACTIVITIES:

- Direct the collection, organization and display status of critical resources to include allocation, deployment and staging areas.
- Provide for an authentication system in case of conflicting resources status reports.

- Provide a resources overview and summary information to the Situation Status (if activated) as requested and written status reports on resource allocations as requested by the Section Coordinators/Chiefs.
- Assist in strategy planning based on the evaluation of resource allocations, resources en-route and projected resources shortfalls.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 36.
- Establish a reporting procedure for resources at specified locations.
- Develop a system to track resources deployed for disaster response.
- Maintain a master list of all resources deployed.
- 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/Chief of resources that are not deployed or should be deactivated.

SITUATION STATUS UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Situation Unit Leader, these tasks will be performed by that person. If a Situation Unit Leader is not assigned, the Planning/Intelligence Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.
- As appropriate, assign “field observers” or utilize staff within the Operations Section in the EOC to facilitate the gathering of information.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning Section Coordinator/Chief.
- Meet with the Planning/Intelligence Section Coordinator/Chief and EOC Director/Incident Commander to determine needs for planning meetings and briefings. Determine if there are any special information needs.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Establish and maintain an open file of situation reports and major incident reports for review

by other sections/units.

- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator/Chief.
- Transmit any situation status reports to appropriate City of Santa Barbara and the Santa Barbara County Office of Emergency Management. (Obtain approval from the Planning/Intelligence Section Coordinator/Chief before transmitting reports.)

ONGOING ACTIVITIES:

- Direct the collection, organization and display of status of disaster events, including:
 - Location and nature of the disaster/emergency
 - Special hazards
 - Number of injured staff and students
 - Number of deceased staff and students
 - Road closures and disaster routes (this information may come from cities and the County)
 - Structural property damage (estimated dollar value)
 - SBCC resources committed to the disaster/emergency
 - SBCC resources available
 - Assistance provided by outside agencies and resources committed
 - Shelter information, type, location and number of staff and students or if it is a community shelter, gather information regarding the number of residents being served.
- Possible Information Sources include:
 - Disaster briefings
 - EOC Action Plan
 - Section reports
 - Intelligence reports
 - Field personnel observations (Summary Situation Status Reports). The Liaison Officer in Management is receiving Situation Status Reports from remote campus sites: Wake and Schott.
 - Resource status reports
- Direct the collection of photographs, videos, and/or sound recordings to assist with the documentation of the incident. This may help during the reimbursement process to visualize and document the damages.
- Prepare and maintain EOC displays.
- Post to the significant events log casualty information, health concerns, property damage, size of risk area, scope of the hazard, number of students and staff being sheltered, etc. **Note: Casualty information cannot be released to the press without authorization from EOC Director/Incident Commander and the Public Information Officer.**
- Coordinate casualty tracking system with the Medical Branch in Operations.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator/Chief 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 PIO to determine best methods for exchanging information and providing information for use in developing media and other briefings.
- Determine weather conditions, current and upcoming. Post weather information.

RESOURCES

- Review Resources in Common EOC Responsibilities on page 36.

DOCUMENTATION UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Documentation Unit Leader, these tasks will be performed by that person. If a Documentation Unit Leader is not assigned, the Planning/ Intelligence Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning Section Coordinator/Chief.
- Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Meet with the Planning/Intelligence Section Coordinator/Chief to determine what EOC documents should be maintained for official records.
- Coordinate documentation with the Situation Status Unit.
- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- Ensure the development of a filing system to collect, and log forms according to procedures approved by the Planning/Intelligence Section Coordinator/Chief. Filing system should include:
 - Individual Logs (ICS- 214)
 - Action Plans
 - Summary Situation Status Forms
 - News Releases
 - Briefing Notes
 - Automated Phone System Alerts
 - Safety Assessments

ONGOING ACTIVITIES:

- 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.
- Ensure the development of a filing system to collect, and log forms according to procedures approved by the Planning/Intelligence Section Coordinator/Chief.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each shift.
- Periodically collect, maintain and records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator/Chief.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

DEMOBILIZATION UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Demobilization Unit Leader, these tasks will be performed by that person. If a Demobilization Unit Leader is not assigned, the Planning/ Intelligence Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

- Notify City of Santa Barbara and Santa Barbara Office of Emergency Management of demobilization plan.

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.
- Brief Planning/Intelligence Section Coordinator/Chief on demobilization progress.

ACTION PLANNING:

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 34.
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information.
 - Priorities for release (according to agency and kind and type of resource).
 - Phase over or transfer of authorities.
 - Completion and submittal of all required documentation.
- Obtain approval of the Demobilization Plan from EOC Director/Incident Commander. Ensure that the plan, once approved, is distributed.

ONGOING ACTIVITIES:

- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the EOC Director/Incident Commander and Section Coordinators/Chiefs to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives and partner agencies, as appropriate.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Supervise execution of the Demobilization Plan.
- Ensure all sections, branches and units understand specific demobilization responsibilities.
- Brief Planning/Intelligence Section Coordinator/Chief on demobilization progress.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- In coordination with Logistics, establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.
- Obtain identification and description of surplus resources.

Page intended to be blank.

LOGISTICS SECTIONS COORDINATOR/CHIEF

Responsibilities:

- 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/ICP.
- Report to the EOC Director/Incident Commander on all matters pertaining to Section activities.

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

- Review Common EOC responsibilities on pages 33 and 34.

ACTIVATION:

- As appropriate, respond to the EOC.
- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC.

START-UP:

- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Meet with other Section Coordinators/Chiefs to determine what services and supplies will be needed at SBCC facilities and remote sites to care for staff and students and respond to the disaster. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
- Meet with Finance/Administration Section Coordinator/Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Supplies/Procurement Unit
 - Communications Unit
 - Facilities Unit
 - Personnel Unit
 - Transportation Unit
 - Food Unit

- Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- Notify EOC Director/Incident Commander when your Section is fully operational.

MEETINGS/BRIEFINGS:

- Brief new or relief personnel in your Section. 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.
- Meet with other activated Section Coordinators/Chief.
- Attend periodic briefing sessions conducted by the EOC Director/Incident Commander.
- Brief the EOC Director/Incident Commander on major problem areas that need or will require solutions.

ACTION PLANNING:

- Participate in the EOC Director/Incident Commander's action planning meetings.
- Work closely with the Planning/Intelligence Section Coordinator/Chief in the development of the EOC Action Plan. Ensure the development of Logistics Section objectives. **(See ICS Form 202 in Appendix B - ICS Forms).**
- Coordinate with the Communications and Information Systems Unit to ensure the development of a Communications Plan for the EOC Action Plan **(See ICS Form 205 in Appendix B - ICS Forms).**
- Work closely with each Unit leader to ensure Logistics Section objectives as defined in the current EOC Action Plan are being addressed.
- 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.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

ONGOING ACTIVITIES:

- Keep the EOC Director/Incident Commander apprised of overall situation and status of resource requests.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Ensure internal coordination between branch/group/unit leaders.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Evaluate the need for counseling services for affected personnel, students and parents. Arrange counseling services through the Operations Section, Medical Unit.
- Identify service/support requirements for planned and expected operations.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Receive, coordinate and process requests for resources. All resource requests need to be documented.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

SUPPLIES/PROCUREMENT UNIT

If the Logistics Coordinator/Chief assigns a Supplies/Procurement Unit Leader, these tasks will be performed by that person. If a Supplies/Procurement Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS:

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

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Logistics Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- 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.
- Ensure that all resource records identify scope of work and site-specific locations.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.

ONGOING ACTIVITIES:

- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- Meet and coordinate activities with EOC Director/Incident Commander and determine purchasing authority to be delegated to Supplies/Procurement Unit.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Coordinate with ARC if community sheltering is occurring at SBCC facilities on problems or issues with the facility or utilities supporting the sheltering operation. As appropriate, support ARC shelter operations with food and potable water assistance.
- Support activities for restoration of utilities to facilities.
- Ensure the organization, management, coordination and channeling of donations of goods from the community and volunteer groups during and following the disaster/emergency, as necessary.
- Ensure proper accounting for all new property.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- 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/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- Establish a plan for college site and EOC/ICP feeding operations, as necessary. Coordinate with Operations Section to avoid duplication.
- Provide and coordinate with Operations Section for the allocation and distribution of utilities, fuel, other consumables and essential supplies to all SBCC sites.

- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Obtain and coordinate necessary medical supplies and equipment for persons with access and functional needs with the Medical Branch in the Operations Section.
- Procure/arrange for basic sanitation and health needs at SBCC sheltering sites (toilets, showers, etc.) as requested by Operations Section.
- Determine if needed resources are available from SBCC stocks, vendors, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Coordinate any mutual aid resource requests with the City of Santa Barbara EOC. (If the City of Santa Barbara cannot fulfill the request, the request will be forwarded to the Santa Barbara County Operational Area EOC).
- Identify to the Logistics Section Coordinator/Chief any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding;
 - Resources readily available
 - Resource requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls

COMMUNICATIONS UNIT

If the Logistics Coordinator/Chief assigns a Communications Unit Leader, these tasks will be performed by that person. If a Communications Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):

MEETINGS/BRIEFINGS:

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.
- 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 communications briefings as requested at action planning meetings.

ACTION PLANNING:

- Attend planning meetings at the request of the Logistics Section Coordinator/Chief.
- 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.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.

ONGOING ACTIVITIES:

- Coordinate with all sections and branches/units on operating procedures for use of telephone, data and radio systems (includes amateur radio). Receive any priorities or special requests.
- Provide a report of the status of SBCC communications and computing resources available for the disaster response operations. This includes:
 - Telephone (hard wire and cellular) service
 - SBCC web pages
 - Internet
 - Radios
 - Telephonic notification system
 - Emergency conference call bridges
- Evaluate impacts to SBCC communications/computing services and identify communication needs between the EOC, remote sites (Wake and Schott), and to the City of Santa Barbara and County of Santa Barbara.
- Coordinate frequency and network activities with the City of Santa Barbara and County of Santa Barbara.
- Establish a primary and alternate system for communications.
- Establish a plan to ensure staffing and repair of communications and computer equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Coordinate with volunteer and private sector organizations to supplement communications needs, i.e. Auxiliary Communication Services (ACS). (ACS operators can be accessed via the Santa Barbara County Operational Area EOC. Make request first to the City of Santa Barbara Fire, Office of Emergency Services.
- If ACS is available, oversee the use of ACS services. This service can be used to communicate with other emergency response agencies and personnel.

FACILITIES UNIT

If the Logistics Coordinator/Chief assigns a Facilities Unit Leader, these tasks will be performed by that person. If a Facilities Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Logistics Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.

ONGOING ACTIVITIES:

- 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 Supplies/Procurement Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit.
- 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 are met at SBCC facilities and community shelters operating at a SBCC facility (toilets, showers, etc.).
- Ensure that access and other related assistance for individuals with access and functional needs are provided in facilities.
- Work with Logistics Section Coordinator/Chief to evaluate whether special facilities for sheltering essential workers, employee's families and volunteers are needed.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

PERSONNEL UNIT

If the Logistics Coordinator/Chief assigns a Personnel Unit Leader, these tasks will be performed by that person. If a Personnel Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Logistics Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.

ONGOING ACTIVITIES:

- 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.
- Obtain counseling services for staff and students through the Operations Section, Medical Branch.
- Coordinate feeding, shelter and care of personnel, and volunteers with the Care and Shelter Branch.
- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.

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

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- 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.
- Coordinate with the Santa Barbara County Operational Area EOC via the City of Santa Barbara Fire Department, Office of Emergency Services for additional personnel needs.
- Coordinate the contracting of skilled labor or emergency hires for temporary services, as needed.

TRANSPORTATION UNIT

If the Logistics Coordinator/Chief assigns a Transportation Unit Leader, these tasks will be performed by that person. If a Transportation Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Logistics Section Coordinator/Chief.
- Establish a transportation plan for movement of:
 - Students, personnel, supplies and equipment to the EOC, SBCC remote sites (Wake and Schott), and staging areas.
 - Individuals to medical facilities or shelters as requested by Operations Section.
 - Emergency workers/volunteers to and from risk area.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.

ONGOING ACTIVITIES:

- Coordinate with Planning/Intelligence Section to determine status of transportation system in the Santa Barbara area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.

- Coordinate use of disaster routes with the Operations Section.
- Coordinate with the Operations Section on the movement of students and staff that may need special transportation assistance.
- As reports are received analyze the situation and anticipate transportation requirements.
- Maintain inventory of support and transportation vehicles (buses, vans, 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 changes.
- 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.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Arrange for fueling of all transportation resources.
- Coordinate with local transportation agencies to establish availability of resources for use in evacuations and other operations as needed.

FOOD UNIT

If the Logistics Coordinator assigns a Food Services Unit Leader, these tasks will be performed by that person. If a Food Services Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Logistics Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.

ONGOING ACTIVITIES:

- Maintain communications with Food Staff Supervisors.
- Ensure that Food Services complete an inventory of available food.
- Maintain an inventory of food and water.
- Determine SBCC food and water needs.
- Coordinate with Food Services staff for the provision of food and water, as needed.
- Ensure that any meals provided are well-balanced and meet the needs of individuals that may have special dietary requirements.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.
- Order any food and potable water from the Supplies/Procurement Unit.

Page intended to be blank.

FINANCE/ADMINISTRATION SECTION COORDINATOR/CHIEF

Responsibilities:

- Provide financial support and coordination to SBCC and site operations.
- Maintain financial records of the emergency.
- Track and record all staff time.
- Process worker's compensation claims received.
- Handle travel and expense claims.
- Provide administrative support to the EOC/ICP.
- Coordinate the financial recovery from the disaster.
- 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/ICP sections consistent with priorities established in the Action Plan.
- Keep the EOC Director/Incident Commander updated on all significant financial developments.

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

- Review Common EOC responsibilities on pages 33 and 34.

ACTIVATION:

- As appropriate, respond to the EOC.
- Determine the operational status and appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for initial activation of the EOC.

START-UP:

- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Review financial and administration support needs and procedures. Determine (with input from EOC Director/Incident Commander) the level of purchasing authority to be delegated to Logistics Section.
- Authorize the use of the Disaster Accounting System to track all expenses associated with the response and recovery to the disaster. Coordinate with the Finance Section Cost Recovery Unit, if activated.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:

- Purchasing Unit
 - Time Keeping Unit
 - Compensation & Claims Unit
 - Cost Recovery Unit
- Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS:

- Notify EOC Director/Incident Commander when your Section is fully operational.

MEETINGS/BRIEFINGS:

- Brief new or relief personnel in your Section. 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.
- Meet with other activated Section Coordinators/Chiefs.
- Attend periodic briefing sessions conducted by the EOC Director/Incident Commander.
- Meet with assisting and partner agency representatives as required. (Agencies that provide essential goods and services that the District may depend on during a disaster).

ACTION PLANNING:

- Participate in the EOC Director/Incident Commander's action planning meetings.
- Work closely with the Planning/Intelligence Section Coordinator/Chief in the development of the EOC Action Plan. Ensure the development of Finance Section objectives. **(See ICS Form 202 in Appendix B - ICS Forms).**
- Provide input in all planning sessions on finance and cost analysis matters.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprised of overall financial situation.

ONGOING ACTIVITIES:

- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Ensure internal coordination between branch/group/unit leaders.
- Organize, manage, coordinate, and channel any donations of money received during and following the emergency.
- Make recommendations for cost savings to the EOC Director/Incident Commander and Section Coordinators/Chiefs.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Ensure the Time Keeping Unit collects personnel equipment time records and records of expendable materials used.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

PURCHASING UNIT

If the Finance Section Coordinator/Chief assigns a Purchasing Unit Leader, these tasks will be performed by that person. If a Purchasing Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Finance Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.

ONGOING ACTIVITIES:

- Contact appropriate branch/unit leaders on needs and any special procedures.
- Review/prepare purchasing procedures.
- Ensure that a system is in place which meets District's property management requirements. Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Verify cost data in any pre-established vendor contracts.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

TIME KEEPING UNIT

If the Finance Section Coordinator/Chief assigns a Time Keeping Unit Leader, these tasks will be performed by that person. If a Time Keeping Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Finance Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each shift (include time reports). **(See Appendix B – Forms - Sample Disaster Accounting Forms, Labor Record).**
 - Ensure that time reports are accurate and prepared in compliance with SBCC policy.
 - Ensure that time reports identify scope of work and site-specific work location.
 - Ensure that time reports are signed.
 - Close out time reports prior to personnel leaving emergency assignment.
 - Maintain separate logs for overtime hours.
- 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 SBCC-owned equipment separate from rented equipment.

ONGOING ACTIVITIES:

- 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 all employee identification information is verified to be correct on the time report.
- Ensure that all volunteers maintain detailed and accurate time cards.
- Establish and maintain a file for staff time records within the first shift for each person.
- Maintain records security.
- Keep records on each shift (*Twelve-hour shifts recommended*).
- Coordinate with the Personnel Unit of the Logistics Section.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

COMPENSATION/CLAIMS UNIT

If the Finance Section Coordinator/Chief assigns a Compensation/Claims Unit Leader, these tasks will be performed by that person. If a Compensation/Claims Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Finance Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.
- Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely

- Work is in compliance with SBCC requirements and policies.
- Prepare claims associated with the disaster, notify and file the claims worker's compensation administrator.
- Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Prepare claims relative to damage to district property and notify and file the claims with insurance company or Joint Powers Authority.

ONGOING ACTIVITIES:

- Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- 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 SBCC's Risk Manager for mitigation of hazards.
- Obtain all witness statements pertaining to claim and review for completeness.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

COST RECOVERY UNIT

If the Finance Section Coordinator/Chief assigns a Cost Recovery Unit Leader, these tasks will be performed by that person. If a Cost Recovery Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Review Common EOC responsibilities on pages 33 and 34.

ASSIGNMENTS/STAFFING:

- Clarify any issues regarding your authority and assignment.

NOTIFICATIONS (None applicable to this checklist):**MEETINGS/BRIEFINGS:**

- Attend periodic briefing sessions conducted by the Section Coordinator/Chief.

ACTION PLANNING:

- Attend planning meetings at the request of the Finance Section Coordinator/Chief.

DOCUMENTATION:

- Review Documentation and Reports in Common EOC Responsibilities on page 33.
- Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.
- 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 and of completed work
 - Urgency of the project and reasons
 - 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.)
 - Other data including: hazard mitigation (upgrades so that damage will not occur in future events),
 - Co-pay by cooperating agencies, public/private partnerships, etc.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator/Chief or the Cost Recovery Unit, if activated, and the EOC Director/Incident Commander, as required.
- Work with EOC sections and appropriate departments to collect all required documentation.
- Organize and prepare records for final audit.

ONGOING ACTIVITIES:

- In coordination with the Finance Section Coordinator/Chief, activate/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 with the remote sites: Wake and Schott.
- Act as liaison disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Receive and allocate payments.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- 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.
- Prepare recommendations as necessary.

RESOURCES:

- Review Resources in Common EOC Responsibilities on page 34.

APPENDIX B – ICS FORMS

Page intended to be blank.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____															
3. Objective(s): 																
4. Operational Period Command Emphasis: 																
General Situational Awareness 																
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:																
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><input type="checkbox"/> ICS 202</td> <td style="width:33%;"><input type="checkbox"/> ICS 206</td> <td style="width:34%;"><u>Other Attachments:</u></td> </tr> <tr> <td><input type="checkbox"/> ICS 203</td> <td><input type="checkbox"/> ICS 207</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> <td><input type="checkbox"/> _____</td> </tr> </table>		<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u>	<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u>														
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> _____														
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____														
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____														
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____														
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____																
8. Approved by Incident Commander: Name: _____ Signature: _____																
ICS 202	IAP Page _____ Date/Time: _____															

ICS 202 - Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: S pecific – Is the wording precise and unambiguous? M easurable – How will achievements be measured? A ction-oriented – Is an action verb used to describe expected accomplishments? R ealistic – Is the outcome achievable with given available resources? T ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.

	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
Block Number	Block Title	Instructions
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 202 <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 202 – Incident Objectives <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by • Name • Position/Title • Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander • Name • Signature • Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From:	Date To:
				Date From:	Date To:
3. Command/Command Staff:			7. Operations Section:		
EOC Director			Operations Section		
Public Information Officer:			Safety/Security Branch:		
Liaison Officer			Division/Group		
Safety Officer			Division/Group		
4. Agency/Organization Representatives:			Division/Group		
Agency/Organization	Name		Medical Branch:		
			Division/Group		
			Division/Group		
			Division/Group		
			Building and Safety Branch:		
			Division/Group		
5. Planning Section:			Division/Group		
Planning Section Coord.			Division/Group		
Resources Unit			Maintenance & Utilities Branch		
Situation Status Unit:			Division/Group		
Documentation Unit:			Division/Group		
Demobilization Unit:			Division/Group		
6. Logistics Section:			8. Finance Section:		
Logistics Section Coord.			Finance Section		
Supplies/Procurement Unit			Purchasing Unit:		
Communications Unit:			Time Keeping Unit:		
Facilities Unit:			Compensation/Claims Unit		
Personnel Unit:			Cost Recovery Unit:		
Transportation Unit:					
9. Prepared By: Name:			Position/Title:		Signature:
ICS 203	IAP Page _____	Date/Time: _____			

**ICS 203
Organization Assignment List**

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a “T” in parentheses behind the name (e.g., “A. Smith (T)”).

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none"> • EOC Director • Safety Officer • Public Information Officer • Liaison Officer 	Enter the names of the EOC Director and Command Staff. Label Assistants to Command Staff as such (for example, “Assistant Safety Officer”). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none"> • Agency/Organization • Name 	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none"> • Coordinator • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists 	Enter the name of the Planning Section Coordinator/Chief, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	<p>Logistics Section</p> <ul style="list-style-type: none"> • Coordinator • Supplies/Procurement Unit • Communications Unit • Facilities Unit • Transportation Unit 	<p>Enter the name of the Logistics Section Coordinator/Chief, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	<p>Operations Section</p> <ul style="list-style-type: none"> • Coordinator <p>Branch</p> <ul style="list-style-type: none"> • Branch Director • Division/Group 	<p>Enter the name of the Operations Section Coordinator/Chief, Branch Director(s), and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	<p>Finance/Administration Section</p> <ul style="list-style-type: none"> • Coordinator • Purchasing Unit • Time Keeping Unit • Procurement Unit • Compensation/Claims Unit • Cost Recovery Unit 	<p>Enter the name of the Finance/Administration Section Coordinator/Chief, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

**ICS 204
Assignment List**

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Coordinator/Chief/Chief and Operations Section Coordinator/Chief/Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Coord/Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Coordinator/Chief/Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.

	<ul style="list-style-type: none"> Contact (e.g., phone, pager, radio frequency, etc.) 	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
Block Number	Block Title	Instructions
5 (continued)	<ul style="list-style-type: none"> Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information 	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	<p>Communications (radio and/or phone contact numbers needed for this assignment)</p> <ul style="list-style-type: none"> Name/Function Primary Contact: indicate cell, pager, or radio (frequency system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p>
9	<p>Prepared by</p> <ul style="list-style-type: none"> Name Position/Title Signature Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:			2. Date/Time Prepared: Date: _____ Time: _____				3. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____			
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
5. Special Instructions:										
6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____										
ICS 205			IAP Page _____			Date/Time: _____				

**ICS 205
Incident Radio Communications Plan**

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader’s discretion. Channel Number (Ch#) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talk group will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talk group will be assigned.

Block Number	Block Title	Instructions
<p>4 (continued)</p>	<p>RX (Receive) Frequency (N or W)</p>	<p>Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.</p> <p>The name of the specific trunked radio system with which the talk group is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.</p>
	<p>RX Tone/NAC</p>	<p>Enter the Receive Continuous Tone Coded Squelch System (CTCSS) sub audible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.</p>
	<p>TX (Transmit) Frequency (N or W)</p>	<p>Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.</p>
	<p>TX Tone/NAC</p>	<p>Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) sub audible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.</p>
	<p>Mode (A, D, or M)</p>	<p>Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.</p>
	<p>Remarks</p>	<p>Enter miscellaneous information concerning repeater locations, information concerning patched channels or talk groups using links or gateways, etc.</p>
<p>5</p>	<p>Special Instructions</p>	<p>Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.</p>
<p>6</p>	<p>Prepared by (Communications Unit Leader)</p> <ul style="list-style-type: none"> • Name • Signature • Date/Time 	<p>Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ICS 205A Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	<ul style="list-style-type: none"> • Incident Assigned Position 	Enter the ICS organizational assignment.
	<ul style="list-style-type: none"> • Name 	Enter the name of the assigned person.
	<ul style="list-style-type: none"> • Method(s) of Contact (phone, pager, cell, etc.) 	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____		Time From: _____ Time To: _____			
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206	IAP Page _____	Date/Time: _____					

**ICS 206
Medical Plan**

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	• Travel Time • Air • Ground	Enter the travel time by air and ground from the incident to the hospital.
	• Trauma Center <input type="checkbox"/> Yes Level:_____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)				
1. Incident Name:	2. Operational Period:	Date From:	Date To:	
		Date From:	Date To:	
<div style="text-align: center;"> <div style="border: 1px solid black; width: 150px; margin: 0 auto; padding: 5px;">Incident Commander/ EOC Director</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 22%; border: 1px solid black; padding: 5px; text-align: center;">Operations</div> <div style="width: 22%; border: 1px solid black; padding: 5px; text-align: center;">Planning</div> <div style="width: 22%; border: 1px solid black; padding: 5px; text-align: center;">Logistics</div> <div style="width: 22%; border: 1px solid black; padding: 5px; text-align: center;">Finance</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 22%; border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Safety/Security</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Medical</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Building & Safety</div> <div style="border: 1px solid black; width: 100%; height: 30px;">Maintenance & Utilities</div> </div> <div style="width: 22%; border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Resources Status</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Situation Status</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Documentation</div> <div style="border: 1px solid black; width: 100%; height: 30px;">Demobilization</div> </div> <div style="width: 22%; border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Supplies/ Procurement</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Communications</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Facilities</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Personnel</div> <div style="border: 1px solid black; width: 100%; height: 30px;">Transportation</div> </div> <div style="width: 22%; border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Purchasing</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Time Keeping</div> <div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;">Compensation/ Claims</div> <div style="border: 1px solid black; width: 100%; height: 30px;">Cost Recovery</div> </div> </div>				
ICS 207	IAP Page ____	4. Prepared by: Name: _____		Position/Title: _____
			Signature: _____	Date/Time: _____

**ICS 207
Incident Organization Chart**

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be wall mounted (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none"> • Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		
4. Site Safety Plan Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Approved Site Safety Plan(s) Located At:		
5. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 208	IAP Page _____	Date/Time: _____

**ICS 208
Safety Message/Plan**

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAMPLE DISASTER FORCE ACCOUNT EQUIPMENT RECORD

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD										PAGE _____ OF _____	O.M.B. No. 1660-0017 Expires April 30, 2013			
APPLICANT			PA ID NO.			PROJECT NO.			DISASTER					
LOCATION/SITE						CATEGORY			PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED														
TYPE OF EQUIPMENT				OPERATOR'S NAME		DATES AND HOURS USED EACH DAY						COSTS		
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE		EQUIPMENT CODE NUMBER				DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
						HOURS								
						HOURS								
						HOURS								
						HOURS								
						HOURS								
						HOURS								
						HOURS								
GRAND TOTAL														
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												TITLE	DATE	
CERTIFIED														

FEMA Form 90-127, AUG 10

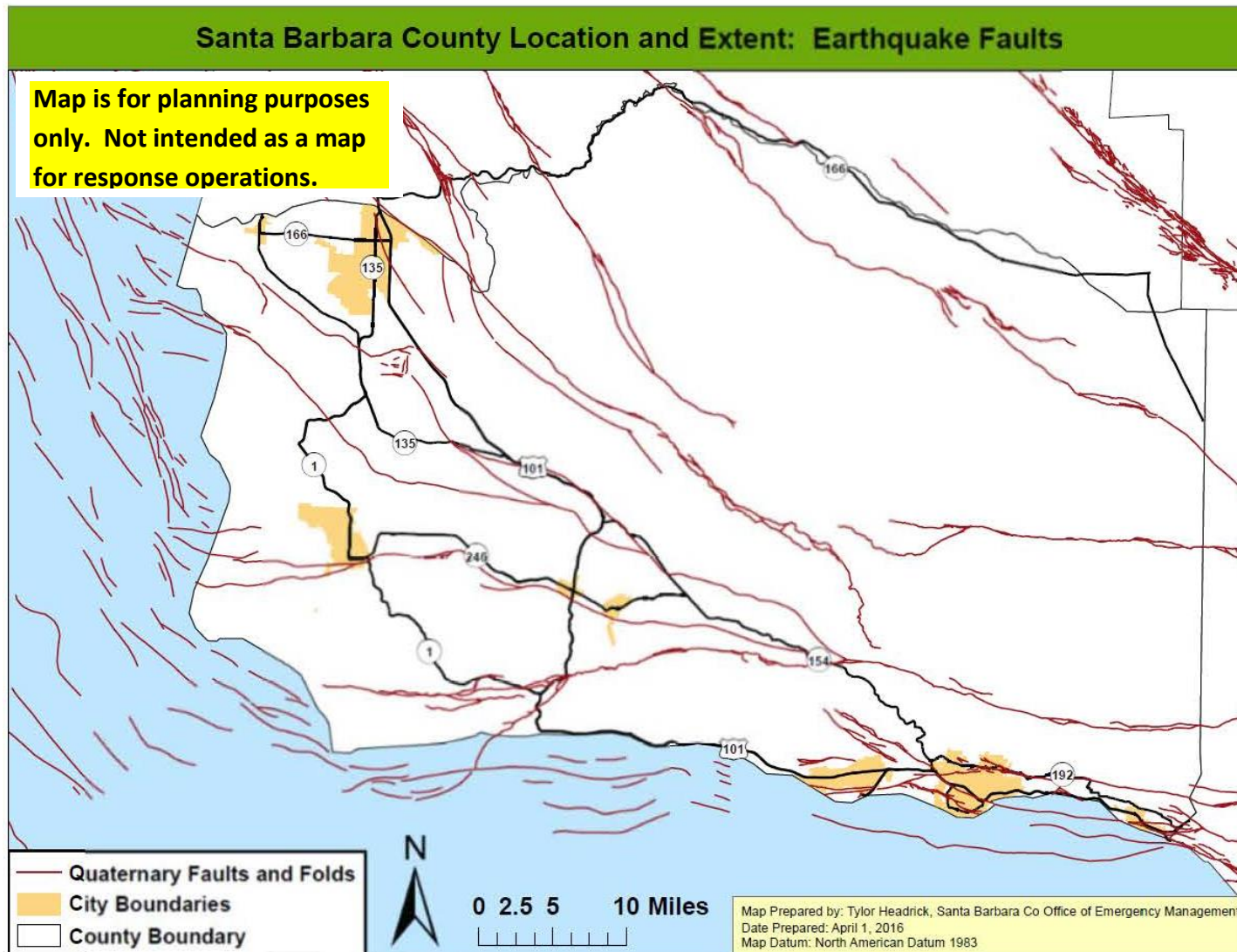
SAMPLE DISASTER RENTED EQUIPMENT RECORD

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD										PAGE _____ OF _____	O.M.B. No. 1660-0017 Expires December 31, 2011
APPLICANT			PAID NO.			PROJECT NO.			DISASTER		
LOCATION/SITE						CATEGORY			PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED											
TYPE OF EQUIPMENT <small>Indicate size, Capacity, Horsepower Make and Model as Appropriate</small>	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.			
		W/OPR	W/OUT OPR								
GRAND TOTAL											
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.											
CERTIFIED						TITLE			DATE		

FEMA Form 90-125, FEB 09

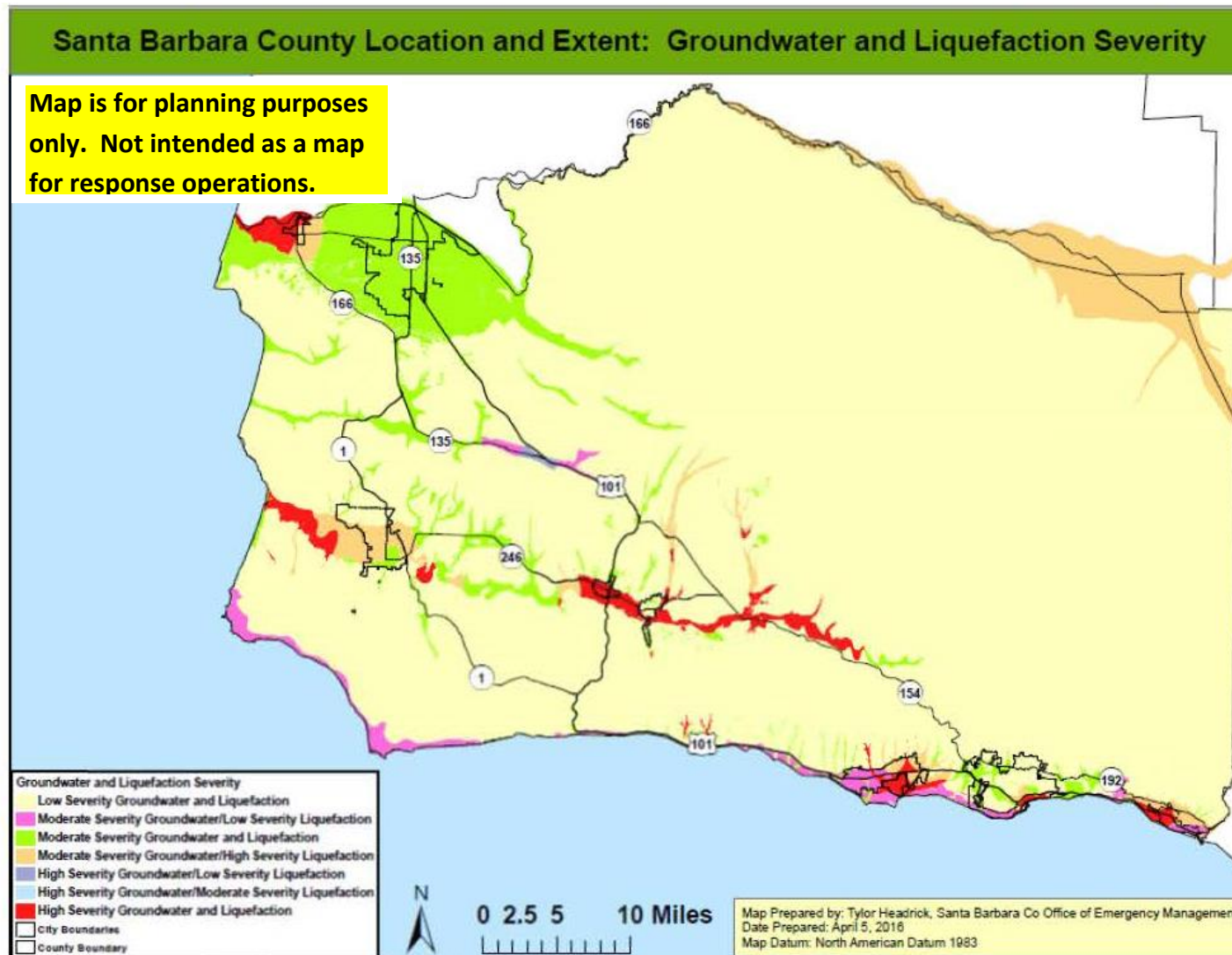
APPENDIX C – HAZARD MAPS

EARTHQUAKE HAZARD MAP²



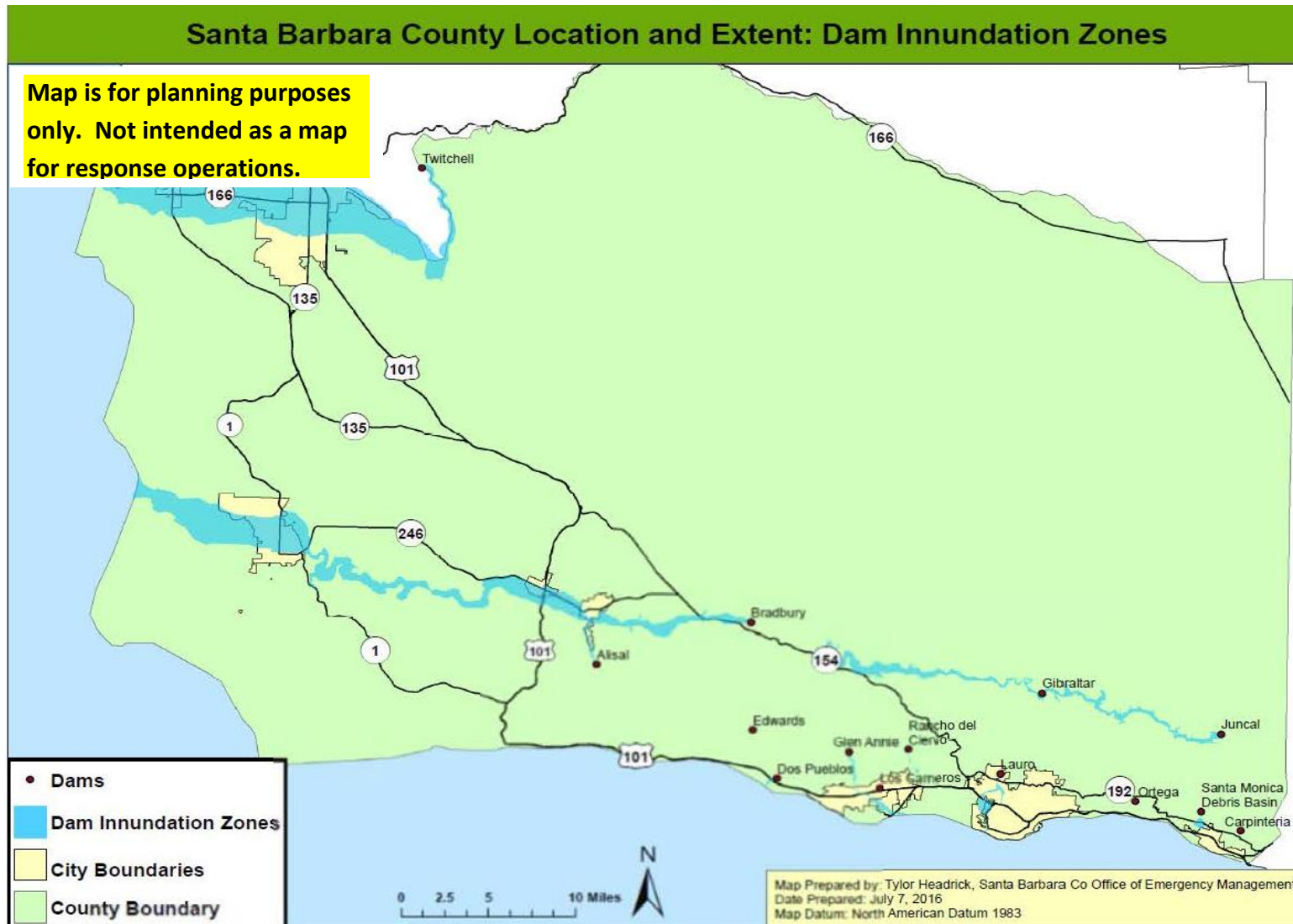
² Santa Barbara County, 2016 Multi-Jurisdictional Hazard Mitigation Plan - Draft, page 5-6.

GROUNDWATER AND LIQUEFACTION SEVERITY MAP³



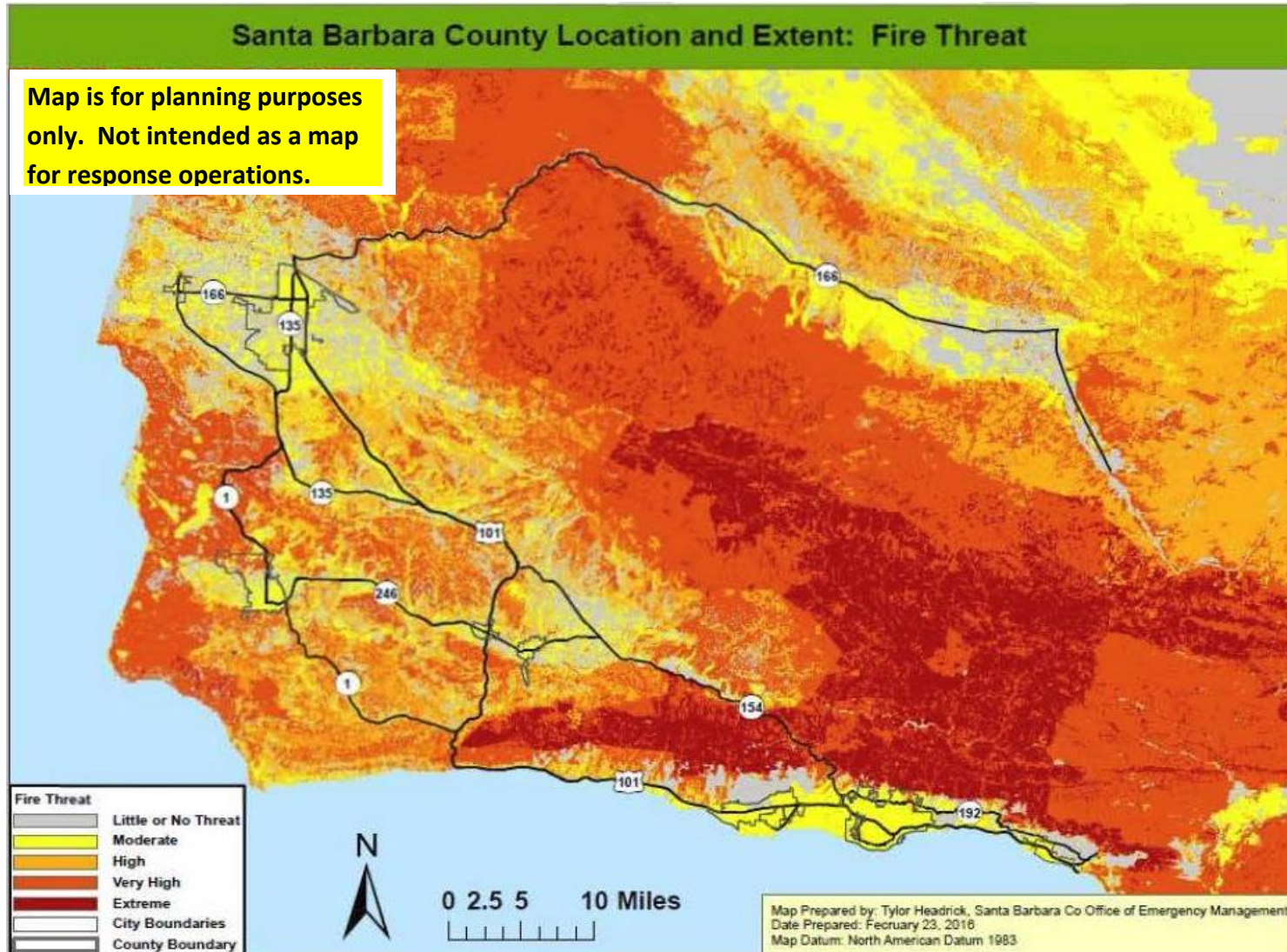
³ Ibid., page 5-7.

DAM INUNDATION MAP⁴



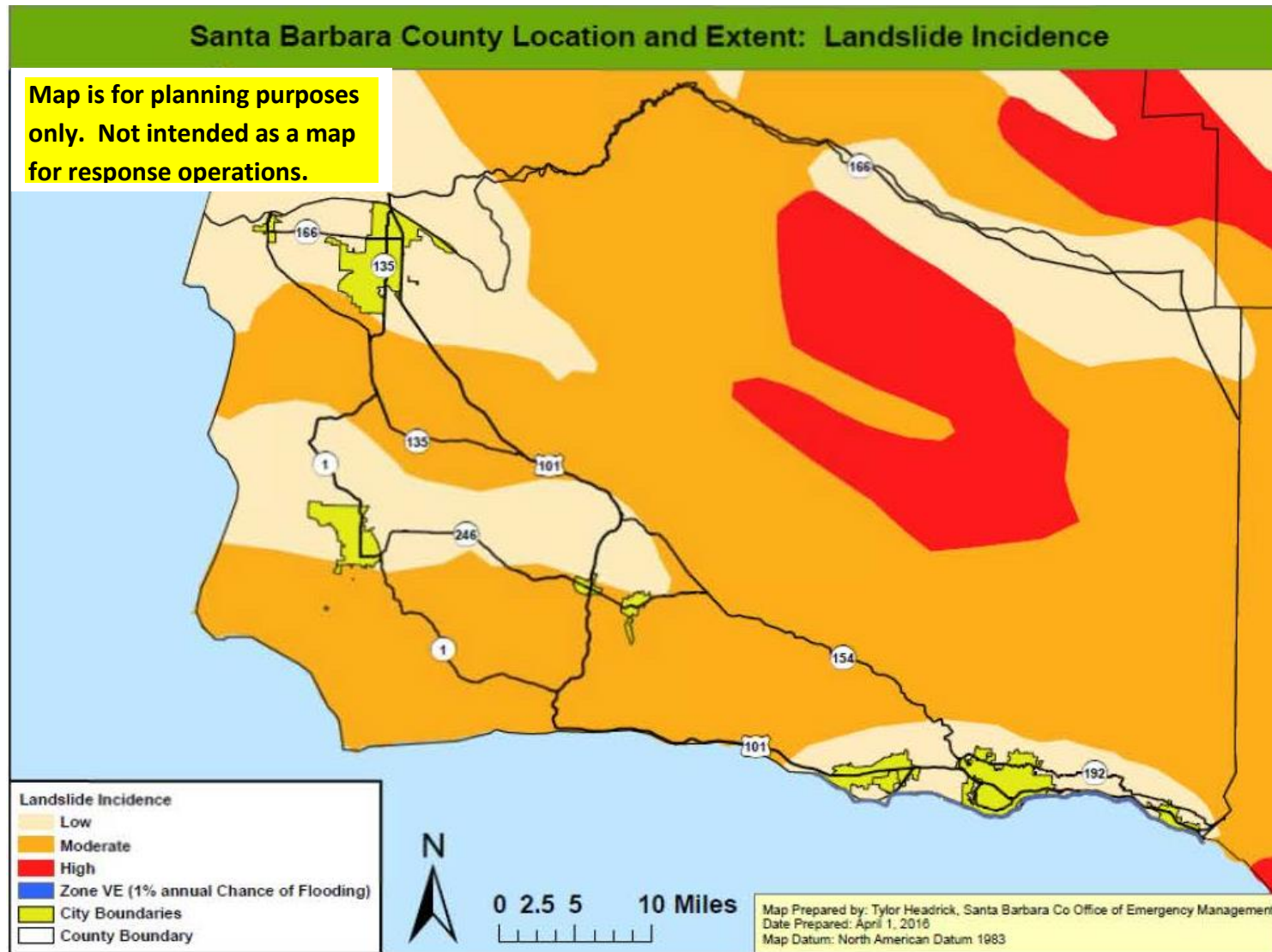
⁴ Ibid., page 5-48.

FIRE HAZARD ZONES MAP⁵



⁵ Ibid., page 5-19.

LANDSLIDES MAP⁶



⁶ Ibid., page 5-24.

TSUNAMI INUNDATION MAP⁷

California Emergency Management Agency
California Geological Survey
University of Southern California

Tsunami Inundation Map for Emergency Planning
Santa Barbara Quadrangle

State of California
County of Santa Barbara

Map is for planning purposes only. Not intended as a map for response operations.



Santa Barbara City College



TSUNAMI INUNDATION MAP FOR EMERGENCY PLANNING
State of California ~ County of Santa Barbara
SANTA BARBARA QUADRANGLE

January 31, 2009

MAP EXPLANATION

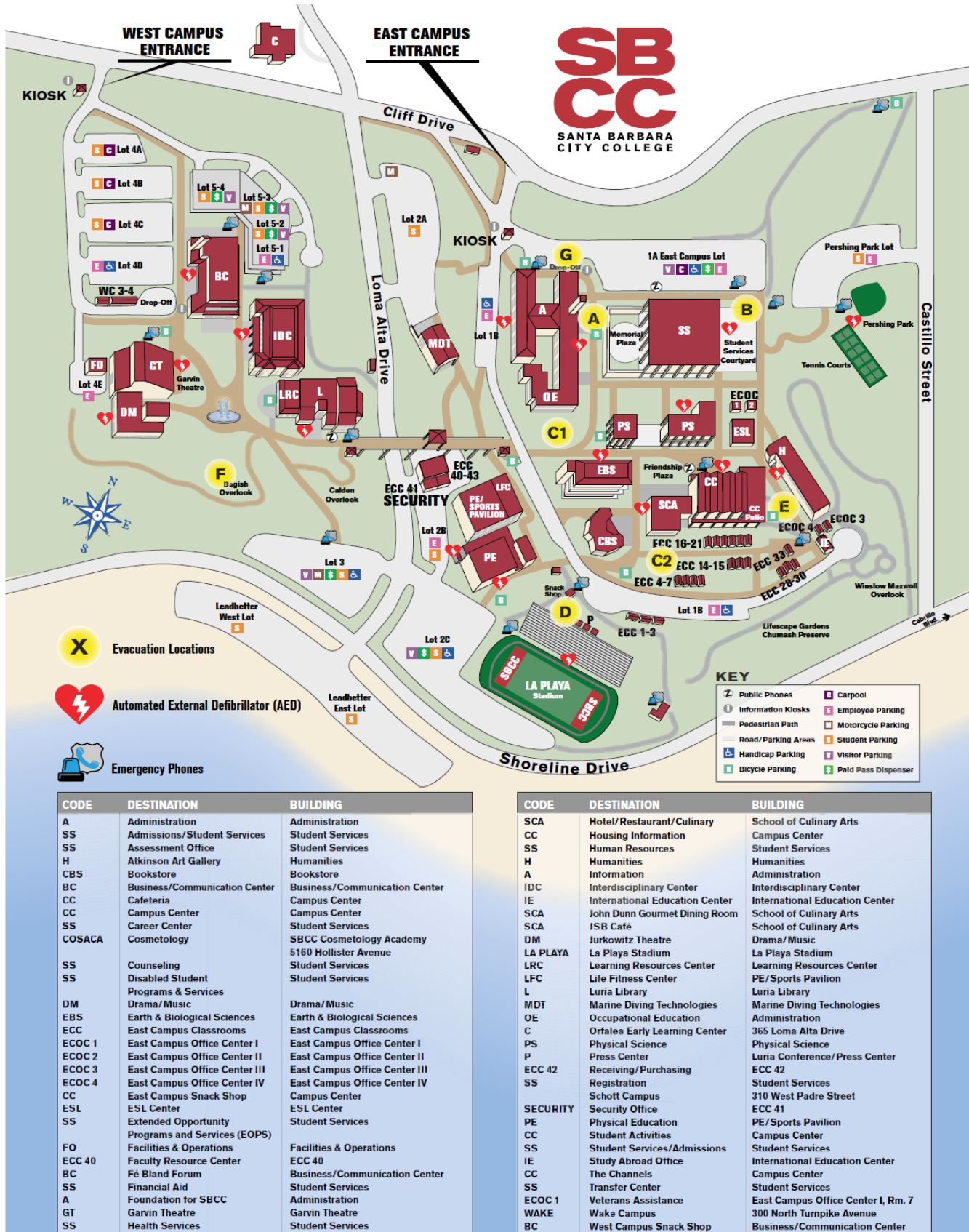
-  Tsunami Inundation Line
-  Tsunami Inundation Area

PURPOSE OF THIS MAP

This tsunami inundation map was prepared to assist cities and counties in identifying their tsunami hazard. It is intended for local jurisdictional, coastal evacuation planning uses only. This map, and the information presented herein, is not a legal

⁷California, State Of. *Tsunami Inundation Map Santa Barbara Quadrangle*. Department of Conservation, n.d. Web. 22 May 2017.

APPENDIX D – DISTRICT SITE MAP



APPENDIX E –PIO – SUPPORT DOCS**MEDIA QUESTIONS TO PREPARE FOR**

Media will ask anything – you don't have to respond immediately to every question. A simple “We will get back to you on that” or “We are not in a position to address that question at the current time” often can suffice and give you time for additional research or to find the appropriate spokesperson (who may be from another agency).

Casualties

1. Number killed or injured or who escaped.
2. Nature of injuries received.
3. Care given to the injured.
4. Disposition of the dead.
5. Prominence of anyone who was killed, injured, or escaped.
6. How escape was handicapped or cut off?

Property Damage

1. Estimated value of loss.
2. Description of property.
3. Importance of the property.
4. Other property threatened.
5. Insurance protection.
6. Previous emergencies in the area.

Causes

1. Testimony of participants.
2. Testimony of witnesses.
3. Testimony of key responders—the crisis management team, police, fire, etc.
4. How emergency was discovered.
5. Who sounded the alarm?
6. Who summoned aid?
7. Previous indications of danger

Rescue and relief

1. The number of people engaged in rescue and relief operations.
2. Any prominent person in relief crew.
3. Equipment used.
4. Physically disabled persons rescued.
5. How the emergency was prevented from spreading.
6. How property was saved.
7. Acts of heroism.

Description of the crisis or disaster

1. Extent of emergency and predicted duration.
2. Blasts and explosions.
3. Crimes of violence.
4. Attempts at escape or rescue.
5. Collapse of structures.
6. Color and size of flames.
7. Extent of spill.
8. Spreading hazards or risk outside boundaries of campus.

Accompanying incidents

1. Number of spectators, spectator attitudes, and crowd control.
2. Unusual happenings.
3. Anxiety, stress of families, survivors, etc.

Legal actions

1. Inquests, coroner's reports.
2. Police follow-up.
3. Insurance company actions.
4. Professional negligence or inaction.
5. Law suits (legal action) stemming from the incident.

SAMPLE NEWS RELEASE TEMPLATE

Suggested Language for News Releases

SAMPLE NEWS RELEASE TEMPLATE –

EXAMPLE: FIRE SPECIFIC TO CAMPUS

Contact: (PIO or designated PIO)

Phone number

E-mail

(Initial release)

(Date/Day/Time p.m.) At approximately (time) a fire broke out in Santa Barbara City College's Earth and Biological Sciences Building on East Campus. The Santa Barbara Fire Department is on-site, and all students, faculty and staff in the building have been evacuated. SBCC's East Campus has been closed for safety reasons.

No other details are available at the current time. We will provide more information as it becomes available through additional news releases, Alert U text messaging and on the SBCC Web site at www.sbcc.edu

(Update #1)- This release should be coordinated with Santa Barbara Fire Department PIO.

(Date/Day/Time) Santa Barbara City fire personnel are still fighting a fire that broke out at Santa Barbara City College's Earth and Biological Sciences Building at (time). XX firefighters and XX fire trucks are on the scene.

There have been XX confirmed injuries. XX victims were treated on the scene and released. XX victims were transported to Santa Barbara Cottage Hospital.

All other students, faculty, and staff on East Campus have been evacuated to West Campus. East Campus remains closed except to emergency responders.

The cause of the fire remains unknown, and there are currently no estimates for property damage.

(Additional details if necessary)

We will provide more information as it becomes available through additional news releases, Alert U text messaging and on the SBCC Web site at www.sbcc.edu

(Update #2) – *This release should be coordinated with Santa Barbara Fire Department PIO*
(Date/Day/Time) The fire on Santa Barbara City College’s East Campus has been fully contained as of (time). The fire first broke out at SBCC’s Earth and Biological Sciences Building at approximately (time). Approximately XX firefighters with XX fire trucks were able to surround the perimeter and fully contain the fire.

(Number) of people were injured and transported to Santa Barbara Cottage Hospital. All other students, faculty and staff were evacuated to West Campus and then released.

East Campus remains closed as investigators continue to search for the cause and there are no estimates at the current time for property damage.

A news conference will be held at (date/time/location)

Spokespersons

SBCC representative

Santa Barbara Fire Department representative

SBCC spokesperson

Thanks to (name agencies) for their assistance.

Thanks to our students, faculty and staff for staying calm during the incident and assisting the injured.

APPENDIX F – INCIDENT SPECIFIC RESPONSE PROCEDURES

AIRCRAFT CRASH

SBCC campus and offsite locations are near the flight paths of several major international and smaller regional airports.

Immediate Actions:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. If directed to do so, or in case of fire, activate the building alarm.
3. In case of building evacuation, assist persons with disabilities to exit the building (help carry if necessary). Proceed directly to evacuation assembly areas, keep control of students, take roll, and await instructions.
4. If outdoors, keep students a safe distance from debris. Do not remain downwind from a burning plane. CAUTION: Always avoid power or utility lines.
5. Go to a clear area at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles. Keep calm.
6. Render first aid as necessary.
7. If required, respond to the Emergency Operations Center (EOC). A mobile Incident Command Post (ICP) may be used on an as-needed basis. Keep clear of the EOC unless you have information to report, or are part of the campus IMT.

Concept of Operations:

This type of emergency may cause fire and explosion, and injury to persons; therefore, the operational plan for fire and explosion will be reviewed for possible execution. Likewise, support plans for campus shutdown and medical procedures may be placed in effect simultaneously with this plan. This evaluation will be coordinated by the EOC Director/Incident Commander and begins with the following steps:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. Ascertain location of emergency.
3. Notify 9-1-1.

4. Operations Section should make an initial assessment of damages and report the results back to the EOC Director/Incident Commander.
5. Provide aid to injured and trapped individuals.

Response:

If required, the EOC Director/Incident Commander will activate an ICP or EOC. Based on the nature of the emergency, the following tasks will be completed:

District Security and CERT personnel:

1. Conduct fire suppression/rescue, if trained (if the fire department is not readily available).
2. Secure the immediate area.
3. Determine if evacuation is required, and the extent and duration of evacuation. Safety Marshals are responsible for the evacuation of all people from their assigned buildings and Security personnel are responsible for ensuring that only emergency response personnel enter an evacuated building.

BARRICADED SUSPECT(S)

One of the most difficult situations confronting the Police and Security personnel is a barricaded suspect(s). The prime ingredients for success in such a situation are to: (1) keep calm; (2) be patient; and (3) analyze each action prior to taking it.

Immediate Actions:

1. Lock and/or barricade doors.
2. Turn off lights.
3. Close blinds.
4. Block windows.
5. Turn off radios and dim computer screens.
6. Keep calm, quiet, and out of sight.
7. To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets.

8. Silence cell phones.
9. If injured, place signs in exterior windows.
10. Leaving a secured area:
 - Consider risks before leaving.
 - Remember, the shooter is looking for “targets of opportunity” and generally will need to be stopped by an outside force.
 - Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.
11. Call 9-1-1. Do not hang up on the dispatcher until told to do so. Provide the following information:
 - The exact location of the barricaded suspect.
 - Description of suspect(s), type of weapon/explosive device, number of hostages (if any), and number of known injured or killed.
 - Location and type of building, number of exits.
 - Possible location of suspect(s) (front or side window, roof, office, classroom.).
 - Whether any shots were fired by the suspect(s).
 - Any demands, information supplied by suspect(s).

Objectives:

1. Notify emergency response personnel and provide appropriate information.
2. Move non-essential persons away from the barricaded area.
3. Do not allow non-essential persons near the scene of the barricade situation.
4. Maintain calm.
5. Neutralize threat.

6. When safe, evacuate victims/potential victims away from the incident and to a safe area and provide emergency medical care for injured.
7. Assist in criminal investigation. Actions must not interfere with investigation.
8. Provide Critical Incident Crisis counseling.

Emergency Operations:

SBCC's Security should be alerted immediately (730-4200). Operational (tactical) Command will be turned over to the appropriate emergency response personnel. This does not preclude the Incident Commander from beginning appropriate evacuation procedures prior to arrival of emergency response personnel. Each incident is different, so mandatory evacuation is not advisable. Due to the dynamic nature of these types of incidents, it may be safer to keep campus population locked-down and have emergency response personnel evacuate the premises or building(s).

If required, the Incident Commander will set up a command post in the most appropriate location near the scene (an area where the location of the suspect(s) can be observed while providing safety).

Points to Remember:

1. Number one priority is the safety of the people in the area and the officers at the scene.
2. Take time to analyze the situation and assess number of people in the involved building(s) or location and surrounding areas.

BOMB THREATS AND BOMB DETONATION

The majority of bomb threats are "crank," where a bomb is not planted. The caller achieves satisfaction by observing a building evacuated or increased activity because of his/her telephone call. Experience also shows that at facilities where evacuation is ordered, threats are more frequent than at facilities where outside activity is kept to a minimum.

Bomb threats and actual detonations, especially against public buildings, are becoming more frequent. Some are associated with civil disobedience and attempts at sabotage, while others are overt acts of terrorism. Therefore, it is necessary to evaluate the threat based on current conditions that exist on campus at the time the call is received.

There is a disturbing trend where those individuals who place actual explosive devices are targeting not only the physical structures but also bystanders, building occupants, police, and rescue workers. Indeed, there is an alarming increase in devices whose sole purpose is to injure, maim, or kill police and rescue workers.

Immediate Actions:

1. Bomb threats usually occur by telephone. Remain calm and attempt to obtain as much information as possible from the caller by using the checklist on the following pages. If you see a suspicious object or potential bomb, DO NOT HANDLE THE OBJECT, OR TURN ROOM OR OFFICE LIGHTS ON OR OFF. Begin moving people away from the immediate area around the suspected device.
2. Call 9-1-1 and give your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the suspicious object or bomb, time it is set to explode, and the time when you received the call. Tell them if you completed the Bomb Threat Checklist. Do not hang up until told to do so.
3. Inform your supervisor and/or department head.
4. Officers will conduct a detailed bomb search. You may make a cursory inspection of your area for suspicious objects, but:
 - Do not open drawers or cabinets.
 - Do not turn lights or any electrical switch on or off.
 - Do not pull fire alarm.
 - Report any suspicious object, device, or package but DO NOT touch it, tamper with it, or move it in any way.
5. If you are instructed to evacuate (the police may elect not to use fire alarms):
 - Instruct students and staff to quickly collect their possessions and proceed to assigned evacuation assembly areas (at least 500 feet from buildings). Assist persons with disabilities.
 - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - Assist emergency crews as necessary, if requested.

- Do not re-enter evacuated building until those in charge of evacuation say it is safe.

Concept of Operations:

This type of emergency could precede or follow civil disobedience, be the action of disgruntled persons, an attempt at sabotage, or act of terrorism. Therefore, the police should be alerted for the possible execution of civil disobedience and sabotage plans. Efforts to locate the bomb will be carried out by trained law enforcement personnel. Should an actual detonation occur, the emergency plan for fire and explosion will simultaneously be executed.

In all cases, action on the bomb threat commences immediately after a suspicious device or object is discovered or a call is received.

Response:

1. 9-1-1 should be alerted immediately in the event a suspicious package or device is observed or a bomb threat is received. Field operational control will be turned over to arriving law enforcement personnel while overall incident command will be retained by the campus (as per this plan). Should an actual detonation occur, the emergency guidelines for fire and explosion will simultaneously be followed. Bomb threat procedures vary from other procedures in that there is no degree of positive action, the only exception being the decision to evacuate.
2. All communications will be made by telephone. **Radios and cellular phones should not be used as their transmissions may cause the device to detonate.**
3. To assist in the decision to evacuate, the following general guidelines have been established:
 - On-scene Incident Commander or ranking on-scene District Public Safety Officer, under specific circumstances, will make the decision to order an immediate evacuation.
 - Immediate evacuation will be ordered when a destructive device or a suspected device has been located.
 - Immediate evacuation will be ordered when the location of the bomb is given and the time for detonation is within 30 minutes.
 - Evacuation may be recommended even if the specific building or exact time is not identified.

- Entrance into the evacuated area will be limited to essential personnel only.
 - In all cases, action on the bomb threat commences immediately after the call is received or a suspected device is found or observed. After 9-1-1 has been notified, the President's Office will be notified immediately thereafter.
4. Consider calling Facilities and Operations for logistical support (e.g., utility shut-off).

What you should do if you receive the telephone bomb threat:

Remember that the bomb threat caller is the best source of information about the bomb.

When a bomb threat is called in:

1. Obtain a Bomb Threat Checklist. Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
3. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people. Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
4. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and impediments. Immediately after the caller hangs up, document your observations on the Bomb Threat Checklist and contact 9-1-1.
5. Remain available, as law enforcement personnel will want to interview you.

What you should do if you receive a written bomb threat:

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, avoid further unnecessary handling. Every possible effort must be made to retain evidence such as fingerprints, handwriting, typewriting or printing, paper, and postal marks. These will all prove essential in tracing the threat and identifying the writer. Call 9-1-1 immediately.

BOMB THREAT CHECKLIST

Date:	<input style="width: 90%;" type="text"/>	Time:	<input style="width: 90%;" type="text"/>
Time Caller Hung Up:	<input style="width: 90%;" type="text"/>	Phone Number Where Call Received:	<input style="width: 90%;" type="text"/>

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female**
- Laughter
- Lisp
- Loud
- Male**
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security

CIVIL DISTURBANCE OR DEMONSTRATION

A civil disobedience or disturbance may take one of several forms including trespassing, riots, sabotage, and malicious destruction of property or other illegal actions. There is always the potential of escalation to a major emergency incident. Maximum preparation is required to appropriately cope with incidents that may occur.

The primary considerations in civil disobedience are to protect the safety of employees, students, and visitors while on campus premises; to reduce or prevent damage to campus facilities; to preserve the orderly conduct of the district's mission; and to protect constitutionally protected rights. Since prior warning of this type of an emergency might occur, instructions to personnel can be given and adequate precautions taken. Specific actions to be taken at this time will depend upon the seriousness or urgency of the incident, number of persons involved, any intelligence gathered about the incident, and on the type of civil disobedience confronting the district.

Immediate Actions:

Note: Most campus demonstrations will be peaceful and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.

Dangerous or threatening disturbance:

1. A threatening disturbance should be reported immediately to police at 9-1-1.
2. Alert all employees and students in the area to the situation.
3. Lock all doors, and secure all files, documents, and equipment.
4. If necessary, cease operations and evacuate. Contact Security, Safety Marshal, campus officials for further instructions if you are evacuated.

Non-threatening or non-dangerous demonstration:

1. Campus staff should call Security, campus administrators or the staff person's immediate supervisor or Division Chair.
2. Security and campus administrators will assess the situation to determine if there is a violation of Time, Place and Manner or other district policies, law or if a danger or threat of danger exists. These officials will decide whether 9-1-1 is to be called.

3. If a class or lecture is being disrupted by an individual or small group, the offending person(s) should be asked to leave. If they refuse, call Security first, then time permitting, call your immediate supervisor.

EOC Director/Incident Commander Responsibilities:

1. Employees and students will be given instructions on evacuation and any restriction of movement into or out of campus buildings.
2. If there is actual or imminent threat to life and/or property, law enforcement personnel will take immediate, appropriate action.
3. Employees will be requested to avoid direct confrontation with the demonstrators.
4. As employees are briefed by the EOC Director/Incident Commander, steps will be taken to provide for the physical security of the area. The Operations Section will provide standby personnel and equipment for emergency shutdown of facilities and medical response, if needed.

The duration of the emergency condition may be abnormally long; therefore, the EOC Director/Incident Commander may direct the Logistics Section Chief to provide for the feeding of all involved staff, faculty, and outside first responders.

After Incident Activities:

Once the safety of all people is ensured and the danger to property and equipment is reduced, thorough documentation must be made. Priorities of work will be determined by the IMT and assigned by the Logistics Section Chief to the Facilities Unit Leader to restore facilities at the earliest practical time. Completion of this effort may involve restoration of public utilities, electrical and machinery areas, specialized areas, and other support facilities.

EARTHQUAKE

There may be considerable fear as a result of a significant seismic event. The campus' response needs to be calm, decisive, and deliberate. The magnitude and severity of injuries as well as damage to facilities will dictate the level of response.

Immediate Actions:If Indoors:

1. DUCK or drop to the floor. Take COVER under a sturdy desk, table, or other furniture. HOLD ON to furniture you are under and protect face.

INSTRUCT OTHERS TO DUCK, COVER, AND HOLD!

2. Stay away from glass windows, wall shelves, and heavy equipment, if possible.
3. DO NOT RUN OUTSIDE. DO NOT EVACUATE UNTIL SEISMIC ACTIVITY CEASES. Be aware that earthquake aftershocks may cause further damage.
4. Once the main tremor has ceased, calmly evacuate buildings to evacuation assembly area. Assist those with physical disabilities. Refer to section on evacuation.
5. The Emergency Operations Center (EOC) may be activated. A mobile ICP may be used on an as-needed basis. Stay away from the EOC unless you have an emergency. Instead, communicate with the Safety Marshal or other designated official. If you are a member of the campus IMT or CERT, turn responsibility of your class over to another faculty or staff member and respond to your assigned assembly area.
6. Safety Marshal or other designated officials, Division Chair, Office Coordinator, IMT or CERT member or other trained person(s) should utilize any equipment prepositioned in their building.
7. Injuries or damaged facilities should be reported to the Safety Marshal or other designated official, supervisor or CERT member. They will advise the EOC.
8. GAS LEAKS - If you smell gas, cease all operations. DO NOT SWITCH LIGHTS ON OR OFF. Vacate the building and then notify the Safety Marshal or other designated official, Supervisor, CERT member or EOC.
9. HAZARDOUS MATERIALS INCIDENT - Some gases are odorless and colorless. Do not enter any areas where hazardous materials are known or suspected to be stored until uniformed personnel or other trained authorized persons have inspected and cleared the areas.

If Outdoors:

1. Quickly move at least 300 feet away from buildings, utility poles, and other structures. CAUTION: ALWAYS avoid power or utility lines.

2. An Emergency Operations Center (EOC) may be activated. A mobile ICP may be used on an as-needed basis. Stay away from the EOC unless you have an emergency. Instead, communicate with the Safety Marshal or other designated official. If you are a member of the IMT or CERT, turn responsibility of your class over to another faculty or staff member and respond to your assigned assembly area.
3. Safety Marshal or other designated officials, Division Chair, Office Coordinator, IMT, CERT member or other trained person(s) should utilize any equipment prepositioned in their building.
4. Injuries or damaged facilities should be reported to the Safety Marshal, CERT member or other designated official, or supervisor. They will advise the EOC.
5. GAS LEAKS - If you smell gas, cease all operations. DO NOT SWITCH EQUIPMENT ON OR OFF. Stay clean of the building(s) and notify Safety Marshal, CERT member or other designated official, Supervisor or EOC.
6. HAZARDOUS MATERIALS INCIDENT - Some gases are odorless and colorless. Do not enter any areas where hazardous materials are known or suspected to be stored until uniformed personnel or other trained authorized persons have inspected and cleared the areas.

Objectives:

1. Notify designated campus personnel that a hazard(s) exists.
2. Implement procedures for a campus-wide response effort.
3. Interface successfully with city and county agencies.

Emergency Operations:

Activation of the EOC and level of implementation of the district's Emergency Operations Plan will depend upon the number of injuries or fatalities, damage to the campus and local infrastructure, and potential hazards. When the campus EOC is activated, the City of Santa Barbara's Emergency Services Manager will be notified. (See Essential Contacts and Notification Lists in the Appendices of this Plan).

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Students, faculty and staff will be notified by the EOC (through the Safety Marshals, CERT members or other designated officials or by the campus' automated notification system) of the necessity to evacuate, or relocate to shelters, etc.

In the event of evacuation to an off-campus site, the EOC will instruct, through its Safety Marshals, CERT members or other designated officials, students and staff to gather at the Assembly/Evacuation Areas. Refer to map in appendices. Students and staff will be directed to the location of the nearest off-campus shelter and if available, advised of the conditions of local public roads. If available, transportation to these off-campus shelters will be provided for those students who have no other means of transport.

If evacuation is not possible, on-campus shelter facilities will be announced and Safety Marshals, CERT members or other designated officials will be assigned to each designated shelter. These officials will register the people in the shelter and maintain communication with the EOC.

If on-campus sheltering is required, the EOC will arrange transportation to the campus-designated shelters for disabled persons.

At Time of a Major Earthquake the EOC Director/Incident Commander may initiate the following actions:

- Activate EOC, Incident Management Team, CERT and Safety Marshals or other designated officials and implement Emergency Operations Plan.
- Make necessary contacts with outside resources. Instruct the Operations Section to survey campus buildings in order to identify structural damage. The Building and Safety teams will make building assessments in order to identify seismic-induced structural hazards and Maintenance and Utility teams will turn off gas, electricity, and water as required.
- As appropriate, IC will order building monitors or other designated officials to coordinate evacuation to designated assembly/evacuation areas.

Responsibilities:

Refer to Appendix A for "Job Descriptions and Position Checklists" for IMT positions.

EVACUATION

For a variety of causes and reasons, it may be necessary to relocate part or all of the campus community (students, faculty, and staff) to an on or off-campus location. This plan is to reduce the possibility of death and injury to members of the campus community through an organized evacuation procedure. This evacuation plan provides a process whereby the campus community can be alerted that a hazard exists; orderly and safe evacuations from danger areas can be done

by safe routes; and, as necessary, outside agencies can be notified that an evacuation is occurring.

Immediate Action:

Notification:

1. Faculty and staff are responsible for all students in their immediate charge. When evacuation is determined to be necessary by the EOC Director/Incident Commander or disaster or major incident makes evacuation an obvious action, the campus population may be notified through the following measures, appropriate to the specific circumstances at the time:
 - Email
 - Automated notification system
 - Campus telephones
 - Public address system
 - District website and social media
 - Runners
 - Bullhorns
 - Building fire alarms
 - Flashing lights for hearing impaired/deaf persons
2. Upon being notified to evacuate, occupants will leave their buildings/classrooms immediately and proceed to the nearest designated “assembly/evacuation area” or other area as advised. A map identifying the assembly/evacuation area and appropriate evacuation route from the building should be posted in each classroom and work area. Unless it will cause unnecessary or unsafe delays, students, faculty, and staff are encouraged to take their possessions with them. Faculty should take their roll sheets with them and take roll once reassembled in the assembly/evacuation area.
3. Safety Marshals, Security and CERT members will assist district employees, students, and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. People will be evacuated to designated assembly/evacuation areas around the campus. Safety Marshals, Security and CERT members or other authorized personnel will sweep through every building to ensure no one remains behind.
4. Evacuation of disabled persons and children (Early Learning Center) will be given a high priority in all emergencies; they will be evacuated in accordance with the building evacuation plan. Safety Marshals may request assistance from faculty. Based on specific

circumstances, Safety Marshals are responsible for designating the safest evacuation routes for disabled persons.

5. If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the EOC Director/Incident Commander at that time. Safety Marshals and other support staff available on campus will be notified by the EOC and will report to assigned areas and stand by.

On-Campus Evacuation:

Notification:

In the event that campus evacuation is the selected action, emergency alerting may occur via the EOC through the methods mentioned above.

If the emergency occurs during normal operating hours, the alert and warning procedures will be activated by the EOC Director/Incident Commander. EOC personnel will make the notifications. Persons contacted will be given general instructions and advised to aid in the evacuation of persons in their particular area of responsibility or general location.

Each campus and district employee is responsible for knowing where the closest assembly/evacuation area is to his/her work area(s) and two different routes to get there.

If only on-campus evacuation and relocation are necessary (e.g., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at assembly/evacuation areas(s) until an “all clear” signal or other instructions are given by the Safety Marshals (orders must come from the EOC Director/Incident Commander).

Assembly Areas/Evacuation Areas:

Areas on campus have been designated as “assembly/evacuation areas” for on-campus evacuation. There is an assembly/evacuation area map in the appendix and posted in every classroom and work area.

Pedestrians and Vehicular Traffic:

Security or other designated emergency personnel will inform other persons on campus of evacuation instructions by utilizing available communication systems (bullhorns, building fire alarms, radios, runners, etc.) as appropriate to the specific situation.

All Clear:

The EOC Director/Incident Commander will coordinate an “all clear” sign or issuance of other instructions via, runners, radios, phones or voice command to Safety Marshals or other designated officials.

Campus Evacuation:Notification & Instructions:

In the event that a campus evacuation is ordered, evacuees shall follow official orders and directions.

Evacuation Message to be Used During Normal Campus Hours:

The following statement is provided as a sample of an evacuation order made by Security personnel, EOC Director/Incident Commander, or other authorized personnel.

"This is (name), (title). We are evacuating the campus. Please leave the campus immediately. Persons without transportation should attempt to obtain rides, if possible. If you are unable to obtain a ride, go to one of the following "assembly/evacuation areas" (name the areas). You will be transported to a safe, off-campus location." (This will need to be determined at time of disaster).

Students and Staff Without Transportation

Persons needing to evacuate who cannot obtain transportation will be instructed to proceed to the “assembly/evacuation areas” as designated on the campus maps. At the earliest opportunity, the EOC staff will, through the Logistics Section (Transportation Unit) either request assistance from regional transportation agencies or designate vehicles and drivers to be dispatched. Each driver will be given instructions, as well as the destination point(s) for evacuation. A list of the names and destination of those transported will be maintained by each driver and given to the EOC. This list will be used to respond to public inquiries regarding individuals thought to be on campus at the time of the disaster or major incident.

Evacuation procedures for people with disabilities

The following guidelines should be considered when assisting a person with disabilities or injuries in an evacuation:

1. Assess how immediate the emergency is and communicate the nature of the emergency to the person.

2. Ask the person how she/he would like to be assisted or the best (safest) way to move them.
3. Evacuate mobility devices with the person, if possible (e.g., canes, crutches, wheel chairs).

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

Hearing Impairments: Communicate with the person, by writing a note or through simple hand gestures, the nature of the emergency and what he/she is to do.

Person using crutches, canes, or walkers: Ask that person what method of assistance he/she prefers. Always evacuate mobility devices with the person, if possible.

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

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

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

1. How he/she prefers to be moved from the wheelchair.
2. If pain or harm will result from moving extremities.
3. If any equipment is needed for immediate safety or life-support.

Wheelchairs should be retrieved as soon as possible and given high priority.

FIRE AND EXPLOSION

A fire and/or explosion can occur on campus as the result of a criminal act (arson, bombing), negligence, equipment malfunction, earthquake-related damages, or weather related causes (fire storm, lightning). In response to all emergency situations, the primary concern is for the protection of the health and safety of its students and personnel, with a secondary priority for the protection of campus and district property. In the event of a fire, quick judgment at the site of the incident is required to determine the health risks involved in attempted containment (fire extinguisher) and the priority for evacuation.

Before a Fire or Explosion

All employees must familiarize themselves with the following:

- Alarm location and operation
- Emergency exits and evacuation plan
- Fire extinguisher location and operation
- Location of other emergency supplies and equipment in their area

Immediate Action

Evacuation is the first priority. Fighting the fire is the second.

- Safeguard lives
- CALL 9-1-1. Minimize property damage.

If You Smell Smoke or Detect a Fire:

1. Prior to opening doors, using the back of your hand, feel if the door is HOT. If the door is HOT, do not open it. Find another exit. IF the door is not hot, stay low and open it cautiously.
2. If it's SMOKY, stay near the floor where less smoke accumulates.
3. Pull the fire alarm. Call 9-1-1 and describe location, nature, and extent/size of smoke or fire.

4. Evacuate from the area to the designated assembly/evacuation area.
 - Assist persons with disabilities and children.
5. Alert classes and workers nearby.

Fire Out of Control:

1. Immediately evacuate, as above.
2. Close but DO NOT LOCK all possible doors to confine the fire.
3. Pull the fire alarm.
4. Call 9-1-1 and describe the location, nature, and extent/size of fire.

Fire is Minor and Controllable:

1. Immediately evacuate, as above.
2. Direct fire extinguisher(s) toward base of flames.
3. Notify Security and/or Supervisor.
4. If there is any chance that this fire will reignite or if hazardous materials were involved, call 9-1-1 and describe location, nature, and extent/size of fire.

Clothing and/or Hair is on Fire:

1. STOP victim from running, DROP to the ground, ROLL to smother,
2. Do not use fire extinguisher on a person except as last resort - smother the fire by rolling victim in blanket, or cotton clothing.
3. Call 9-1-1 and describe location and nature of emergency.
4. Administer first aid, if trained and maintain an airway until Emergency Medical Services (EMS) arrives.
5. Notify student health services and your supervisor or division chair.

Explosion

1. Call 9-1-1 giving your name, location, and telephone number. Tell emergency operator pertinent information including time and location of the explosion, extent of damage and number of casualties, and whether there is fire or collapsed buildings.
2. Inform Security, supervisor and/or department head.
3. If you are instructed to evacuate (the police may elect not to use fire alarms):
 - Instruct students and staff to quickly collect their possessions and proceed to assigned assembly/evacuation areas (at least 500 feet from buildings). Assist persons with disabilities. Evacuation should not be unreasonably delayed by collection of personal possessions.
 - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - Assist emergency crews as necessary, if requested, i.e. providing campus specific information, access to facilities, etc.
 - Do not re-enter evacuated building until those in charge of evacuation say it is safe to do so.
4. If you are a member of the IMT, Safety Marshal or CERT, respond to your assigned area.
5. See appendix on "Bomb Threats and Bomb Detonation" in this Appendix for more information.

Response

If required, the Incident Commander will activate the EOC. Based on the extent of the explosion and subsequent injuries, fatalities or damage, the following tasks will be completed by Security, IMT, and CERT:

1. Conduct fire suppression/rescue, if trained (if the fire department is not readily available) and search and sweep if safe to do so and secure the immediate area.
2. Request further notifications be made and/or determine if evacuation is required. Safety Marshals are responsible for the evacuation of all people from their assigned buildings and also are to ensure that only emergency response personnel enter an evacuated building.

3. When the emergency is over, the EOC Director/Incident Commander will issue the "All Clear".

FLOODING

Conditions of flooding could exist from weather conditions or manmade occurrences (i.e., broken water pipes, etc.).

Concept of Operations

The predicted extent of a flood and the amount of time available before it arrives will determine the course of action to be taken. The following procedures would apply:

Response

- Upon receipt of official information from credible sources (including but not limited to: your local city/county emergency communications center), the EOC Director/Incident Commander will be notified.
- If conditions warrant, the EOC Director/Incident Commander will notify the IMT and the Emergency Operations Plan will be activated.
- If conditions warrant, the EOC Director/Incident Commander will activate CERT members.
- Follow procedures for on or off-campus evacuation should that be necessary.
- Any evacuation of the campus will not be attempted until (a) it is approved by the EOC Director/Incident Commander; (b) there are designated travel routes; and, when possible, (c) shelter facilities are staffed and opened for reception of flood victims (Logistics Section).

HAZARDOUS MATERIALS RELEASE

Before a Hazardous Materials Release

All campus and district employees who work with or around hazardous materials must familiarize themselves with the following:

- Alarm location and operation.
- Emergency exits and evacuation plan.

- Fire extinguisher location and operation.
- Spill and containment response measures for specific hazards in their area.
- Available spill response equipment.
- Materials Safety Data Sheets (MSDS) for materials in their area.
- Specific immediate first aid measures for hazards in their area.

Immediate Action

- Safeguard lives.
 - Notify Security and 9-1-1.
 - Minimize property damage.
1. Determine need to EVACUATE building
 - Alert others in building - activate alarm.
 - Evacuate immediately. Assist persons with disabilities or injuries. Ensure that evacuation routes avoid high risk areas.
 - If safe, activate containment protocols and procedures.
 - Close doors leading into the contaminated area(s) or building(s) to isolate release.
 - Move and stay upwind, up slope, upstream, at least 300 feet from building (to evacuation assembly areas, if safe).
 - Keep streets and walkways clear for emergency equipment.
 2. Notify 9-1-1. Be prepared to provide the following information:
 - Your name, department, and the phone number from which you are calling.
 - Exact location of release, including room number if inside a building.
 - Name of released material(s).
 - Quantity of released material.

- Appearance - solid, liquid, gas, odor, color, etc.
 - Injuries or physical effects to those who have been exposed and number affected.
 - Whether any victims are trapped within the isolated area.
 - Area of contamination.
3. If hazardous material is on a person, rescuers (caregivers) should be careful not to become contaminated while they remove any excess material and check Materials Safety Data Sheets (MSDS) to ensure that the following immediate treatment is appropriate. Unless contraindicated by MSDS or other competent source, this may include:
- Hazardous materials in eye: remove any excess contaminants and hold the eye open and flush with water at least 15 minutes.
 - Hazardous materials on skin: remove contaminated clothing and brush away any excess contaminants, then flush area with water in a safety shower or hose for at least 15 minutes.

Seek medical attention immediately! Send (MSDS) with the injured!

4. Do not return to the evacuated area until the area is declared safe by uniformed or other trained authorized personnel.

Objectives

1. Determine if a release or exposure has occurred.
2. Determine the location of the release and exposure.
3. Call fire department (HAZMAT) and medical response if needed.
4. Protect public from immediate scene.
5. Evacuate or seek shelter in place (whichever is safer).
6. Decontaminate.
7. Clean up.

The California Governor's Office of Emergency Services State Warning Center (800-852-7550) is to be notified immediately regarding all releases or threatened releases of a significant quantity of hazardous materials.

Each campus and the district shall be in compliance with local, state, and federal regulations regarding the storage, inventory, notification to authorities, or the displaying of required placards. The responsible campus or district departments maintaining control over hazardous materials will also maintain a current list of substances, quantities, and relevant MSDS and make this information available to the IMT, or other responders.

Emergency Operations

The first step is to determine the existence or potential existence, of hazardous materials. Where unidentified substances or vapors are involved in these incidents, it is always prudent to assume they are toxic or hazardous until determined otherwise.

The EOC Director/Incident Commander will be responsible until the arrival of HAZMAT trained emergency response personnel. When trained emergency personnel arrive, the EOC Director/Incident Commander will relinquish field control of the release or incident to the appropriate agency (e.g., fire department) while retaining control of the overall incident. If required, the EOC Director/Incident Commander will activate the EOC, IMT and CERT.

Responsibilities

EOC Director/Incident Commander must determine if there is any potential danger to individuals in the area and take steps to notify and evacuate. Evacuation assistance will be furnished by Security and other emergency responders if needed.

OPERATIONS (OPS)

- Ascertain the location of any incident involving hazardous materials, contact the EOC Director/Incident Commander, and dispatch appropriate emergency equipment and personnel.
- Protect responders and bystanders from injury or contamination. Immediately take steps to secure the area and establish perimeter control at a safe distance until HAZMAT emergency response personnel arrive and assume this responsibility.
- Take appropriate steps to decontaminate all victims and response personnel. Local hospitals have facilities to assist in this procedure. Care must be taken to avoid spread of contamination by response vehicles leaving the scene.

SHOOTING, ARMED INTRUDER or SNIPER

In the past, major acts of violence were, for the most part, extremely rare incidents on a college campus. However, violence in the form of multiple homicides, shootings, robberies, sexual assaults, and kidnappings has increased dramatically. As is the case in all emergencies, safeguarding lives is paramount.

Before a Shooting

All faculty and staff must be continually vigilant to the risk of violence on campus and to notify Security of suspicions or observations. Be aware of:

- Unusually aggressive, odd, or scary behavior of student(s) or coworker(s).
- Threats of violence or retribution, either serious or said "jokingly".
- Coworker(s) or student(s) who are distraught or suicidal.
- Overheard comments or rumors of some kind of planned or intended violence.
- Presence of gangs or cults that have a history or suggestive behavior of violence.
- Fights or other acts of non-lethal violence.
- Presence of guns, other weapons, suspicious objects.
- How to refer students or coworkers to crisis counseling and intervention.
- Learn how to access the district's confidential tip line.
- Learn how to access campus crisis intervention services.

Immediate Actions

When the shooting begins or you are advised that a shooting on campus has taken place, you should do the following:

Immediate Actions

1. GET OUT. If safe to do so, try to escape then notify 9-1-1 (see below)
 - Consider risks before leaving.

- Remember, the shooter is looking for ‘targets of opportunity’ and generally will need to be stopped by an outside force.
 - When in doubt, shelter in place and wait for instructions from emergency personnel.
2. HIDE OUT. Lock and/or barricade doors.
- Turn off lights.
 - Close blinds.
 - Block windows.
 - Turn off radios and dim computer screens.
 - Keep calm, quiet, and out of sight.
 - To protect yourself from gunfire, take cover behind thick desks, along concrete walls, or against filing cabinets. Avoid windows.
 - Silence cell phones.
3. TAKE OUT. ONLY if you have no other option, and the threat is clear, present and imminent, consider taking direct action against the shooter(s). This should be considered the absolute last option where to do nothing will result in you being shot and killed.
4. If injured, place signs in exterior windows.
5. Rescue attempts should only be tried if they can be accomplished without endangering lives.
6. Call 9-1-1. Do not hang up on the dispatcher until told to do so. Provide the following information:
- Clearly state there has been a shooting or someone has been shot.
 - The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side window, roof, office, classroom, etc.
 - Number of shots fired by the suspect(s), if the suspect(s) is still shooting, and type of weapon(s) (rifle, shotgun, handgun, etc.) or explosive device(s).

- Description of suspect(s), their clothing, jewelry, hats or glasses, vehicle used, and direction of travel.
- Condition and number of hostages, and number of known injured or killed.
- Any demands or information supplied by suspect(s).

Objectives

1. Notify emergency response personnel as soon as possible and assist them in staging in a safe location.
2. Neutralize (stop) the threat. Only appropriately trained and equipped personnel can be utilized in this action.
3. When safe, evacuate victims/potential victims away from the incident and to a safe area, and provide emergency medical care for injured.
4. Assist in criminal investigation. Actions must not interfere with investigation.
5. Provide Critical Incident Crisis counseling.

Emergency Operations

1. Security must be alerted immediately in the event of a shooting incident. The following steps will be taken:
 - Call 9-1-1
 - Initiate Lockdown of campus
 - Send message via Alert U (text messaging service)
 - Send message via BlazeCast (audio/computer broadcast system to all classrooms and staff computers)
 - Contact President's Office
 - If safe, effort should be made to maintain surveillance of the suspect or the shooting location prior to the arrival of responding law enforcement units.
2. Field operational control will be turned over to appropriate responding law enforcement officers or agency while overall command and coordination of the campus will be retained

by the EOC Director/Incident Commander (as per this Plan). Each Incident is different, so mandatory evacuation is not advisable. Depending on the situation, it may be safer to have people shelter in place and have emergency response personnel evacuate the premises or building(s).

3. A command post will be set up away from the shooting incident and away from the path the suspect may take in exiting the area.
4. If evacuation occurs prior to the arrival of emergency personnel, evacuees may know the general or specific location of the suspect(s)/incident and should take the safest route out of the area. DO NOT move in the direction of the shooting.
5. If indicated, use the most effective means available to inform the campus community of the situation and give instructions. Safety Marshals will attempt to notify occupants of the affected building(s) and surrounding building(s) of the situation, with instructions to either shelter-in-place (lockdown) or evacuate (and by which route to leave the buildings and to secure cover).
6. Specially trained law enforcement personnel will conduct a search for the suspect. The search will follow established tactical response policy and procedures.
7. Activate the District's Emergency Operations Center.
8. Security and/or Facilities and Operations staff will assist law enforcement (if needed) in establishing a safe perimeter.

UTILITY FAILURE

These events can occur at any time or location and significantly affect the campus and district's ability to function. While major utility failure may not be destructive, resulting fire, explosion, or panic can endanger life and property.

This type of incident can be caused by a variety of manmade or natural events. The immediate evaluation of the situation must be accurate and based on the most responsible information available. The decision on the need to evacuate or cancel classes must be made as soon as possible to help avoid confusion and/or panic.

Immediate Actions

If utility failure occurs during regular hours, Monday through Friday, 7 A.M. to 4:30 P.M., notify Facilities and Operations at extension 2296.

If there is **potential danger** resulting from failure or if failure occurs **after hours**, always notify Security at extension 2400.

Electrical/Light Failure

Keep everyone in his/her seats for 15-30 seconds (just in case the event is a switching or temporary 'brown out' problem.) If lighting does not resume, conduct an orderly evacuation of the area. Since emergency building lighting may not provide sufficient illumination for safe exiting, especially at night or from interior rooms, faculty and staff are urged to know the location of the emergency flashlights in their work area and are also encouraged to have their own.

Plumbing Failure/Flooding

Stop using all potentially threatened electrical equipment immediately. Evacuate the area if necessary. Notify Facilities and Operations. If you believe there is a life safety danger notify Security at extension 2400.

Gas Leak

Stop all operations. Do not use phone or switch lights or any electrical equipment on or off as electrical arcing can trigger an explosion! Get out of the building and Call 9-1-1 from another building or away from the danger.

Ventilation Problem:

If smoke or suspicious odors come from the ventilation system, notify Security at extension 2400 and Facilities and Operations at extension 2296. If necessary, evacuate the area. If there is visible smoke call Security at extension 2400 and refer to section on FIRE/EXPLOSION.

Response

All campus and district personnel at the scene will safeguard the lives of employees and students. An accurate appraisal of the conditions is necessary to determine where and what equipment and/or personnel are needed. Employees and students should remain calm and follow instructions.

If an emergency exists that is **not** a gas leak, activate the building alarm. In case of a serious gas leak, notify building occupants verbally. (Never use any electrical switches if a gas leak is suspected!) Note: Call 9-1-1 from another building or away from the danger.

Evacuate the building(s) and assist persons with disabilities. Report to pre-designated assembly/evacuation areas. Stay out of the way of emergency personnel and vehicles. Do not return to an evacuated building until emergency personnel tell you that it is safe to do so.

Security, Safety Marshals, CERT, or other authorized personnel will sweep through every building to ensure no one is left behind.

Where employees and/or students are permitted to remain, periodic situation checks will be made. Once the safety and welfare of personnel are ensured and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration.

If classes will be canceled/evacuated, the media will be notified by the Public Information Officer. Security will notify county transit authority so individuals arriving by bus will be advised as to the campus closure. Signs about the closure and estimated reopening will be posted at the entrances to the campus and the district's emergency website will be updated as needed.

ATTACHMENT 1 – SCHOOL CLOSURE PLAN**SCHOOL CLOSURE PLAN APPROVAL**

This Campus Closure Plan as an attachment to the district's Emergency Operations Plan will constitute an integral part of the Santa Barbara City College's response to significant incidents or disasters as required by law and policy.

This Campus Closure Plan as written and amended is hereby approved as an official attachment of the official and approved Emergency Operations Plan for Santa Barbara City College. The President/Superintendent, vice presidents, deans, directors, managers division and department heads shall ensure that it is implemented to the best of their abilities.

DISCLAIMER

This Plan does not contain sensitive information.

The Campus Closure Plan has been written making every effort to be accurate, and employing current practices used by higher education emergency managers. Where requirements exist, this Plan has been written with the intent to be in compliance. It is not the intent of this Plan to supersede or void other mandated plans or operational directives but rather to be an attachment to the district's Emergency Operations Plan. This Plan cannot anticipate all possible major incidents or disasters influencing its stakeholders or facilities. Therefore, it should be reviewed, verified and corrected where appropriate by competent emergency management professional(s) and where relevant, legal counsel, before use. The members of the Incident Management Team and other personnel identified by the district and campus' Emergency Operations Plans should test this Plan and its various elements through training and exercises and review it annually for currency. Conditions may develop during 'real world' events and resulting operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

INTRODUCTION

For brevity and clarity the district Campus Closure Plan is henceforth referred to in this document as 'this Plan' or 'the Plan' and will be interpreted to include all entities administered by the district and apply to all employees. Entities include but are not limited to offices, accredited colleges and non-accredited sites where the district has primary responsibility for use and management. This Plan will use the term "district" and will apply to all affected entities and the term "campus" is meant to be any accredited or non-accredited facility. The term "employees" is meant to include all faculty, staff, and board of trustee members directly associated with the district.

It is the policy of the district to remain open during regular business and instructional hours in order to maintain services to students, faculty, staff, and the public.

Emergency conditions due to severe weather, natural or human-caused disaster, major utility outages or other circumstances have occurred, and are expected to occur. This Plan provides guidelines in the event the President/Superintendent orders closure of all or part of any campus or facility. The status of district classes offered at off-campus locations will be determined by the closure decision made by the district and local authorities or the management of that site.

The protection of human life and health is of the utmost importance. District property and other resources shall be protected and preserved wherever possible, consistent with the primacy of human health and safety.

To the extent possible based on the circumstances of the major incident, disaster or significant emergency, the district will continue to maintain services critical to public safety, protection of life and property, transportation, and buildings and road maintenance. Employees in critical service areas and in all other units that remain open will be required to make every reasonable effort to meet their employment responsibilities.

The district shall, to the extent possible, assist federal, state and local governments, disaster management and relief agencies, and may allocate facilities, equipment and personnel to assist in responding to a major incident or disaster. The district shall cooperate with federal, state and local disaster management and law enforcement agencies with respect to any major incident or disaster occurring on or near district property and/or involving district personnel or students.

SAFETY, NOTIFICATION & COMPENSATION

Employee and Student Safety

Employees and students must judge for themselves the safety of traveling to the campus. The district encourages all employees to make good decisions. In those rare instances when the district or campus will be closed the district/campus will endeavor to inform people in a timely manner. Faculty and staff are expected to notify their dean, director or supervisor of their absence in the event that they are unable to report to work.

Notification

District or campus closure decisions are determined by conditions on the campus or in the district offices. To the extent possible and reasonable, notice of an interruption in district or campus operations will be distributed to local media outlets, posted on the district and campus website, and disseminated to the campus community through email, the emergency notification system and social media. While the district/campus will attempt to update messages for local media outlets, the best source for current information will most likely be the SBCC's website.

Human Resources

Standard and customary district (contract) guidelines governing attendance and pay will be in effect for tardiness and/or absenteeism during conditions in which the District

President/Superintendent has not declared closure. Time lost from the regular work schedule during closure due to emergency conditions will be without loss of regular compensation for regular or probationary non-represented staff. Non-represented staff who are required to report to, or who offer and are approved to work while a closure due to emergency conditions is in effect, will be paid their regular compensation and any additional hours worked subject to F.L.S.A./Wage and Hour Overtime provisions, as applicable. Faculty and represented staff are subject to the compensation and overtime provisions of their respective collective bargaining agreements. Decisions to allow employees to not report to work or to leave work early and return home as a result major incident, disaster, or emergency conditions during any period in which the District President/Superintendent has not declared closure will be the responsibility of the Dean or Director. Time lost from work under such circumstances will normally be charged to accrued employee leave or leave without pay.

EMERGENCY AND CRITICAL/ESSENTIAL PERSONNEL

Emergency Operations Personnel – Definition

An Emergency Operations employee is one who performs a function that is essential to the maintenance of core district or campus operations during an emergency or critical incident of a duration that is expected to be greater than 24 hours when classes and most other institutional activities are suspended. These employees will be required to report to work (or otherwise satisfactorily fulfill their responsibilities) during an emergency or critical incident. Emergency Operations staff includes but is not limited to personnel who provide time and task sensitive emergency and operational support services to the campus.

SHUTDOWN PREPARATION

Shutdown Preparation Checklist

If the district or campus is faced with the prospect of a long-term closure, it may be necessary to close all the buildings at some or all facilities managed by the district.

The checklist below is developed to assist with protecting the district's assets. The scope of preparation required depends upon the location of the space, the type of construction of the building, the location within that building and the severity and characteristics of incident or event

causing the closure and shutdown. The checklist should be modified to address particular requirements.

Assignments for district or campus departments

ACTION:

- Fuel and move district vehicles to a safe location.
- Fuel emergency generators and ensure extra supply of fuel is available.
- Unplug computers, printers, and all other electrical equipment (except freezers and refrigerators).
- Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available.
- Protect valuable paper files in place or move to a safe location.
- Back up computer files; make more than one copy and store in several different locations.
- Protect valuable paper and computer files as necessary for colleagues unable to reach their offices.
- Check emergency phone numbers. Update emergency notification lists. Add temporary contact information if staying at a different location.
- Secure radioactive isotopes, biohazardous agents, recombinant materials, and hazardous chemicals to prevent breakage and release. Some locations may include but are not limited to the science/chemistry stock room, water treatment for swimming pools, sewage treatment plants, facilities shops, and theater prop design facilities.
- Use plastic or other appropriate waterproof containers to “over pack” reactive chemicals.
- Securely store all select agents within approved facilities with double containment.
- Close and latch (or secure with tape) filing cabinets and cupboards.
- Cover and secure or seal vulnerable equipment with plastic.
- Remove all equipment and supplies stored or mounted in outdoor or rooftop locations.
- Make sure arrangements have been made for the care of laboratory animals and living botanical specimens.
- Remove regulators and cap gas cylinders. Ensure all cylinders are secure.
- Remove computers, files, equipment, chemicals, wastes and supplies from the floor in areas that may flood.
- Turn off indoor and outdoor fountains and other water works.

RESUMPTION OF SERVICE

District and campus emergency and essential personnel shall monitor the condition of the campus. All teams performing inspections of the campus should have a 2-way radio or other effective form of communication and remain in contact with the Incident Command Post or Emergency Operations Center.

The Incident Management Team working collaboratively with campus security, damage assessment personnel, facilities personnel, and other key emergency and essential personnel will determine the conditions of the campus. They will evaluate damage and develop response and recovery plans.

Returning personnel are advised to remain aware of their surroundings and to avoid contact with any hazards, including live animals that may be in the buildings or on the campus. They should also be aware of other physical hazards such as downed power lines, broken glass, biohazards or released chemicals, etc. Non-emergency or non-essential personnel should monitor the district and campus websites for information regarding resumption of services and direction where and when to report to campus.

The Facilities and Operations personnel will complete safety assessments of district buildings, structures and property and will report findings to the ICP/EOC.

When relevant, the President/Superintendent or their designee will notify the State Chancellor's Office, and the City of Santa Barbara Office of Emergency Services.

The Incident Management Team will continue to meet to develop and carry out plan to resume district and campus operations.

Post-Emergency Response

Post-emergency response teams shall report to the ICP/EOC to check in, verify their role, and ensure they are properly identified to other teams before they begin any of their duties.

The following constitute the Post-emergency Response Teams:

The Safety/Security Branch: Will coordinate and direct Safety Teams to complete an immediate survey of campus to identify and isolate safety hazards (biological, electrical, structural, gas leaks, etc.).

The Maintenance and Utilities Branch: Will coordinate and direct personnel to inspect and restore utilities and clear away any debris from access areas to buildings and the campus. Building perimeters shall be cleared after the approaches to each building are completed.

Regular reports from team members will be made to the Maintenance and Utilities Branch in the EOC/ICP.

The Building and Safety Branch: Will coordinate and direct Facilities and Operations personnel to inspect district property and report on any condition such as broken windows, excessive water damage, structural damage, and physical and chemical hazards. In addition, members shall prepare an itemized report of equipment damage. These teams may call additional personnel as needed to expedite their actions so district or campus operations can resume sooner. Regular reports from team members will be made to the Building and Safety Branch in the EOC/ICP.

Liaison Officer: Shall act as the liaison between the district or campus and the outside agencies, i.e. city of Santa Barbara EOC.

Public Information Officer: Shall establish communication networks and inform the campus community, media, and public of any developments. The Public Information Officer will handle immediate media inquiries and shall update the district or campus Emergency Information Hotline as needed.

Safety/Security Branch: Will secure campus from unauthorized access and looting. Campus Security shall patrol the district's property and report to the Director of Security on such conditions as washed out roads and sidewalks as well as any hazards observed. Only authorized personnel, with the proper identification shall be allowed onto campus until the "all clear" is given. The Director of Security will keep the Incident Commander/EOC Director updated on the findings and progress of their team.

The Incident Commander/EOC Director shall prioritize the recovery based on the hazard assessment, immediate needs, and special needs. Their highest priority shall always be personnel safety.

The Incident Commander/EOC Director through his Section Chiefs shall de-activate the various teams when it is determined that immediate hazards have been resolved, the initial assessment is complete, and special needs have been met.

The Incident Commander/EOC Director through the Documentation Unit Leader shall secure all documentation pertaining to the entire incident and prepare a report for submittal to the Chancellor.

Non-essential and non-critical administrative and support personnel, faculty, students and other stakeholders should check district and campus websites and local media outlets for information about the status of their district and campus and relevant instructions.

Page intended to be blank.

ATTACHMENT 2 – INFLUENZA PANDEMIC PLAN**INFLUENZA PANDEMIC PLAN APPROVAL**

This Influenza Pandemic Plan as an attachment to the district's Emergency Operations Plan will constitute an integral part of the Santa Barbara City College's response to significant incidents or disasters as required by law and policy.

This Influenza Pandemic Plan as written and amended is hereby approved as an official attachment of the official and approved Emergency Operations Plan for Santa Barbara City College. The President/Superintendent, vice presidents, deans, directors, managers division and department heads shall ensure that it is implemented to the best of their abilities.

DISCLAIMER

The Pandemic Influenza Emergency Plan has been written making every effort to be accurate, using current technologies and employing current practices used by higher education emergency managers. Where requirements exist, this Plan has been written with the intent to be in compliance. It is not the intent of this Plan to replace, supersede or void other mandated plans or operational directives but rather to be an attachment to the district's Emergency Operations Plan. This Plan cannot anticipate all possible emergency events or situations and emergency responses. Therefore, it should be reviewed, verified and corrected where appropriate by competent professional(s), and where relevant, legal counsel, before use. The members of the Incident Management Team and other personnel identified by the district Emergency Operations Plan should test this Plan and its various elements through training and exercises and review and update annually. Conditions may develop during 'real world' events and resulting operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

INTRODUCTION

For brevity and clarity, the district Influenza Pandemic Emergency Plan is henceforth referred to in this document as 'this Plan', 'the Plan' or the 'Pandemic Plan' and will be interpreted to include all entities administered by the district and apply to all employees. Entities include but are not limited to offices, accredited colleges and non-accredited sites where the district has primary responsibility for use and management. This Plan will use the term "district" and will apply to all affected entities and the term "campus" is meant to be any accredited or non-accredited facility. The term "employees" is meant to include all faculty, staff, and board of trustee members directly associated with the district.

Influenza is a viral respiratory illness that infects humans and other animal species. Most people are familiar with seasonal influenza, commonly called "the flu", which occurs regularly. The seasonal influenza virus mutates (changes) readily resulting in strains to which humans may have limited immunity.

Occasionally, a new influenza virus emerges that can easily infect humans, is easily transmitted from human to human, and causes more severe illness. In contrast to seasonal influenza, this represents a more significant public health threat due to the potential to cause a global influenza pandemic. Historical trends indicate that influenza pandemics occur on a recurrent basis;

however the exact timing, severity and overall impact are variable and unpredictable. It is expected that a pandemic would have worldwide impact, spreading quickly from one urban area to another. The possibility of a severe influenza pandemic (similar to the Spanish Flu Pandemic of 1918-1919) is projected to cause significant loss of life, high rates of illness, and disruption in health care systems, resources and the economy.

The World Health Organization (WHO) and the U.S. Centers for Disease Control and Prevention (CDC) have warned that there is a high risk that strain or variant similar to what occurred with the H5N1 Avian Influenza virus in 2009 could mutate further and precipitate the next human influenza pandemic. International health authorities urge enhanced preparedness activities to respond to the multiple challenges of a public health emergency of this nature. Former U.S. Health and Human Services Secretary, Michael Leavitt, urged preparedness and said at the March 2006 California Pandemic Planning Summit: "Pandemics happen. Let me acknowledge this is a hard thing to talk about. Anything we say in advance of a pandemic happening is alarmist; anything we say afterwards is inadequate."

Once a pandemic virus emerges, it is too late to begin planning or to begin collaboration. While no organization will be immune from the effects of a global pandemic, we are presented with the opportunity to plan ahead and develop our response in a caring, compassionate and prudent manner, and continue the delivery of essential services that will allow the district to continue its important and vital mission of education.

Pandemics are about people and the interruptions in their everyday life. It is expected that a pandemic will have worldwide impact with an unpredictable timeline, comprising multiple events or waves and spreading quickly from one urban area to another. Major disruptions are likely for health care, transportation, infrastructure, education, suppliers and other public services. Higher education will be among the sectors most severely impacted because of risks resulting from high population density in residence halls and classrooms, international travel by students, faculty and staff, and because our campuses are open and accessible to the local community at large.

Because most natural and human caused disasters tend to be site-specific, traditional disaster response and recovery plans focus on damage to property, equipment and machinery with limited loss of personnel. The greatest operational issue in a pandemic-type event will be the effects on the human population and results of absenteeism. The focus of this Plan is to prepare the district to respond to a pandemic, potential curtailment of activities and return to normal operations as quickly as possible.

PURPOSE

This Plan is guided by the following principles:

- To protect and support the health, safety and welfare of our faculty, staff and students, as well as the assets and property of the district;
- Maintain our commitment to fulfilling the district mission to provide teaching and service, as long as possible;
- If any of our operations must be suspended, interrupted or in any way significantly affected, recover from these disruptions as quickly and efficiently as possible;
- Establish a multi-modal method to communicate with the district and its stakeholders;
- Establish benchmarks or “triggers,” in advance of an influenza pandemic, to signal campus response or alternative actions;
- To the extent feasible, extend the services or expertise of the district to our community neighbors and partners, in ways that provide mutual aid, recovery, service, and benefit to the region.

GOVERNANCE, COMMAND AND CONTROL

The manner in which the district conducts emergency operations on campus is governed by state and federal legislation. The ability to declare a campus state of emergency is governed by state education code, district and campus policy. The President/Superintendent maintains a delegation of authority for decision making within the district. Activation of the campus emergency plans and the Emergency Operations Center is described in the district Emergency Operations Plan.

Santa Barbara County Public Health

Should a pandemic occur, it would be the responsibility of the Santa Barbara County Public Health department and the California Department of Public Health to issue quarantine orders, direct facilities closure, and provide critical information designating key health care facilities as well distribution of anti-viral medications. This authority encompasses all private citizens, businesses and campus operations. All segments of the district will work closely with the Santa Barbara County Public Health department to comply with all orders, guidance and recommendations. Santa Barbara Public Health has an Influenza Response Plan.

Declaration of Health Emergency

The Santa Barbara Public Health Officer has the authority to declare a health emergency in Santa Barbara in situations of imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent. The President/Superintendent will be following the recommendations and guidelines as issued by the Santa Barbara County Public Health Department.

Delegation of Authority

While it may not be necessary to have the actual written authority in hand during a crisis, it is essential that the district, campus, divisions and departments know who holds the authority to make the decision or sign the paperwork in question. The President/Superintendent office should also prepare written delegations that assign the authority to another individual in the event of the prolonged absence of the individual who normally holds the authority.

Activation

Activation of this Plan follows guidelines within the district Emergency Operations Plan, which also describes the authority for activating the Emergency Operations Center.

- **Notification to the Campus** -- While the nature of a pandemic suggests that the media will make advance notice of its arrival in our community, official public health notices are made through the local county public health agencies.
- **Notification within the Campus** -- Responsibility for communicating response or recovery actions and intentions begins with the Incident Management Team and the Incident Commander.

Coordination

Every effort will be made to coordinate the actions and functions as described within this plan with the Santa Barbara County Operational Area and the City of Santa Barbara.

Operational Roles and Responsibilities

- **Emergency Operations Center (EOC)** -- The Emergency Operations Center may be activated when any significant incident, event, emergency or disaster overwhelms the day-to-day ability of the campus to manage its response and subsequent recovery. Prior to any activation the President/Superintendent will have approved and ensured that trained individuals staff the key positions.

- **Executive Policy Group** -- The Office of the President/Superintendent will provide executive level direction and authority for all emergencies and appoints staff to serve as part of the Executive Policy Group in the Emergency Operations Center.
- **Emergency Responders** -- During a pandemic situation, emergency response will be different than a day-to-day emergency response. Emergency response activities can be assumed by the District and college site Incident Management Teams, and campus facilities personnel, etc.
- **Staff and Faculty** -- It is important for our employees to keep themselves informed of the progress of and appropriate response to any emergency situation, and provide such a model – along with all appropriate information – to our students and visitors. Personal planning and being prepared at home is also important to being able to provide assistance and support to the campus as it deals with an emergency such as a pandemic. General emergency preparedness information for families and individuals is available from the district emergency website and from sources that include but not limited to:

<http://www.flu.gov>

http://www.redcross.org/preparedness/cdc_english/home.asp

<http://www.cdc.gov/>

<http://www.calema.ca.gov/LandingPages/Pages/Plan-and-Prepare.aspx>

- **Students** -- Providing safety and security for students is the primary concern for district. Students also have a responsibility to participate in their own safety and security by staying informed of current events and taking the necessary precautions. As a potential pandemic situation develops, students are expected to follow all orders and recommendations issued by the President/Superintendent's office and Student Health Services.

RISK ASSESSMENT AND PLANNING ASSUMPTIONS

An influenza pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine currently available. These were the assumptions used in this planning process.

Planning Assumptions

- A pandemic is a public health emergency that takes on significant political, social and economic dimensions, and will be governed by factors that cannot be known in advance.
- An influenza pandemic could last from a several months to several years with at least two peak waves of activity. In an affected community, a pandemic wave may last about 6 to 8 weeks.

- Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be non-existent or in limited supply.
- Non-medical containment measures (i.e. social isolation) will be the principal means of slowing or limiting the spread of the disease until vaccinations are available. This will be of greater importance in the earlier stages of the outbreak.
- Based on previous pandemics, the clinical attack rate (those persons becoming ill) is predicted to reach thirty (30) percent in the overall population.
- If the pandemic is severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
- Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic (higher morbidity and mortality) will have a more disruptive effect.
- Operational risks (high absenteeism rates) constitute the greatest challenge to the global supply and financial systems.

Critical and Essential Functions

While it is impractical to consider a complete “closure” of the district and campus, the nature of a pandemic emergency indicates the very real potential of ceasing social activities (i.e.: classes, public activities) for some period of time. For example, during the 1918-19 pandemic, the College of California at Berkeley (now UC-Berkeley) postponed classes and pushed the end of the semester back several weeks because of missing students, faculty and staff due to illness. This plan and each unit plan is based on how to maintain critical and essential functions during a period of excessive absenteeism, while giving consideration to what other functions could be delayed or postponed.

Critical and Essential Functions	Responsible Groups
Safety and Security of the students, staff, faculty, visitors and or the campus facilities	<ul style="list-style-type: none"> • Security • Facilities and Operations
Physical Plant and Facilities , and maintenance of infrastructure, utilities, custodial	<ul style="list-style-type: none"> • Facilities and Operations
Communications: District, campus, community and media information & information infrastructure	<ul style="list-style-type: none"> • District & campus PIO, Information & Technology Support Services, and Student Services
Human Health , which includes students, staff, faculty and visitors; this also includes essential staff required to stay on campus	<ul style="list-style-type: none"> • Student Health Services, allied health care professionals who teach on campus under the supervision or direction of the Student

	Health Services, Human Resources, Student Services, International Students Office
Academic Affairs	<ul style="list-style-type: none"> ● Academic Departments ● Student Services
Internal Support for our own units and off-site locations	<ul style="list-style-type: none"> ● Human Resources
Essential administrative functions , which include employee leave, benefit and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll and student financial aid.	<ul style="list-style-type: none"> ● Human Resources ● Accounting and Financial Services ● Student Services, Financial Aid, Registrar

SPECIAL CONSIDERATIONS – CAMPUS-WIDE ISSUES

The pandemic planning process identified certain issues that were campus-wide in scope and could not be planned for on individual unit levels.

Academic Instruction

The President/Superintendent and the Academic Senate will be developing policies and procedures for making emergency decisions concerning waivers of regulations regarding examinations and required days of instructions and will encourage faculty to consider developing alternate methods to deliver classroom instruction and materials in the event of a campus shutdown. Implementation of these policies and procedures will be coordinated with the President’s/Superintendent’s office and the Division Chair in each Division, as well as with the Office of Student Services. Information as available will be distributed to the campus and posted online.

Human Resource Issues

The primary effects of a pandemic are on staffing and student levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity; caring for other family members, fear, or school closures.

The district through Human Resources and Administrative Services has an internal system for tracking and recording employee absences. During a pandemic situation, those systems would

be used to determine absenteeism rates, and provide the basis for decisions made within the campus Emergency Operations Center for implementing social isolation issues (postpone or delay classes and other public activities).

District Human Resources will provide answers to frequently asked questions related to leave, benefits, payroll and employment. Each Division, Department and Operational unit must strategize independently how to manage and plan for absences among faculty, staff and students, and be prepared to coordinate their efforts with the rest of the campus through the campus Emergency Operations Center.

Information Technology Infrastructure

Our business and personal lives depend to a great extent on the availability of an information technology infrastructure for voice and data communications. During a pandemic event, it is likely that those systems will become less reliable as they become overloaded with increased volume and the possibility of fewer IT professionals available to keep the infrastructure operational. If public health officials call for social isolation – i.e.: directing the closure of schools and public events and encouraging the public to stay home – more staff, students and faculty will be trying to “telecommute” and that will result in a change in normal network traffic patterns and increased demand placed upon network border equipment and communication links to the Internet.

The district Information Technology Services (Distance Learning) units will inform the district and campus about issues surrounding telecommuting, alternatives to meetings and presentations, and step-by-step instructions for establishing temporary home offices.

Travel

A global pandemic will severely limit both domestic and international travel. The Federal Department of Health and Human Services and the Centers for Disease Control and Preventions anticipates that the public will voluntarily limit personal travel, and that significant portions of business travel will also be curtailed. While it is unlikely that travel restrictions will be imposed on a local, state or federal level, they will certainly be advised and strongly encouraged (<http://www.Flu.gov/at-risk/travelers/index.html>). It is expected that each district department and operational unit will be aware of students, staff and faculty traveling on institutional business. When Phase 3 (confirmed human outbreak overseas) is reached, unit actions include activating plans for travelers and making decisions about future travel based on the situation. Those decisions could include recalling from travel, restricting or limiting current travel and canceling future travel. In all situations, assistance for international students, students studying abroad, faculty, and visa management will be part of the campus-wide response.

Public Health/Hygiene Etiquette

As access to vaccines and antiviral drugs during a pandemic will be non-existent or extremely limited, non-medical interventions may be the only way to delay the spread of the disease. Non-medical interventions would include social isolation (i.e.: prohibition of mass gatherings), and infection control measures to avoid spreading the disease.

The following information condenses the best current guidance available. In the event of a pandemic, the CDC and WHO websites may offer more updated information. The following are guidelines provided by the CDC in the event of any infectious disease outbreak (<http://www.Flu.gov/prevention-vaccination/prevention/index.html>).

- Avoid close contact with people who are sick.
- Stay home and away from work or errands when you are sick.
- Cover your mouth and nose with a tissue, handkerchief, or the sleeve of your clothing when coughing or sneezing.
- Clean your hands – consider providing waterless antibacterial hand cleansing solutions to individuals.
- Avoid touching your eyes, nose or mouth.
- Persons with respiratory infection symptoms can use a disposable surgical mask to help prevent exposing others.

In the event of a pandemic the District will be following the orders and guidelines issued by the Santa Barbara County Public Health Department.

COMMUNICATION

Communication strategies are an important component in managing any infectious disease outbreak and are essential in the event of a pandemic. Accurate, timely, and consistent information is critical in order to minimize unwanted and unforeseen social disruption and economic consequences and to maximize the effective outcome of the response.

The district website will post timely and pertinent information and plans to assist the campus in their planning efforts. In addition the District's emergency notification system can issue voice, email and text information to staff and students when information is made available.

RESPONSE

Activation of Emergency Operation Plans

In accordance with SEMS and NIMS, any campus-wide emergency beyond the district’s ability to manage day-to-day operations would result in activation of all applicable emergency operations plans and the Emergency Operations Center for centralized coordination of response, relief and recovery efforts.

Once the EOC is activated and open, all campus actions and response to the crisis would be coordinated through the EOC. Specific information on how to contact and communicate with the EOC will be provided to all campus units through all available means of communication.

Personnel Assignment/Reassignment

The district Human Resource department will develop policy(ies) and provide answers to frequently asked questions related to leave, benefits, payroll and employment. As indicated in those documents, specific answers to many HR questions depends on the critical functions that must be maintained, staffing required to maintain those functions, and where those functions can be performed. Once the EOC is activated, there will be various methods by which staff and faculty can contact Human Resources with specific questions. In addition, Human Resources will implement a system to account for and reassign staff to areas needing assistance.

District Phases – Action Table

The following table compares the district Response Phase to the WHO “Phases” and U.S. CDC’s Federal “Stages” and outlines the general actions to be taken during a pandemic event. Most of the activities related to this event will be triggered on the campus either by rising absenteeism rates among students, staff and faculty, or through consultation with the local county Public Health Office.

District & Campus Phases	District & Campus Actions
<p>1- Pre-Event Planning <i>Reference: WHO Interpandemic Phase 1-2 /Pandemic Alert Phase 3 & Federal Stage 0</i></p>	<ul style="list-style-type: none"> ● Prepare district/campus and operational unit plans ● Develop overall campus plan ● Special training/exercises for Emergency Operations Center team ● Training/exercises for campus ● Pre-plan for continuation of critical/essential functions ● Develop and implement district-wide Communication Plan
<p>2 - Animal Outbreak in North America</p>	<ul style="list-style-type: none"> ● Alert EOC and Incident Management Team

	<ul style="list-style-type: none"> ● Coordinate with Santa Barbara County Public Health and Santa Barbara County Office of Emergency Management
<p>3 - Confirmed Human to Human Outbreak Overseas <i>Reference: WHO Pandemic Alert Phase 4-5 & Federal Stage 1-2-3</i></p>	<ul style="list-style-type: none"> ● Policy Team meets daily (in person or virtual) ● EOC personnel on alert ● Implement plans for staff/students on travel ● Coordinate with Santa Barbara County Public Health and Santa Barbara County Office of Emergency Management
<p>4 - Confirmed Human to Human Outbreak in North America <i>Reference: WHO Pandemic Alert Phase 4-5 & Federal Stage 4</i></p>	<ul style="list-style-type: none"> ● EOC activated; Policy Team meets daily ● Monitor daily absenteeism reports of staff/faculty/students ● Prepare to activate campus response plan ● In consultation with Santa Barbara County Public Health, consider: <ul style="list-style-type: none"> ○ Implementing social isolation (cease campus activities) ○ Activation of labor pool/reassign staff ○ Activate student/staff support plans ● Coordinate with Santa Barbara County Public Health and Santa Barbara County Office of Emergency Management
<p>5 – Widespread Pandemic Overseas and North America <i>Reference: WHO Pandemic Alert Phase 6 & Federal Stage 5</i></p>	<ul style="list-style-type: none"> ● Activate overall campus Emergency Operations Plan ● EOC coordinates all campus response activities ● Monitor daily absenteeism reports of staff/faculty/students ● Coordinate with Santa Barbara County Public Health and Santa Barbara County Office of Emergency Management Consider implementation of social isolation plans (postpone or delay campus classes and other public activities) ● Activate student/staff support plans ● Institute labor pool/reassign staff
<p>6 – Recovery and Subsequent Waves <i>Reference: WHO Pandemic Alert Phase 6 & Federal Stage 6</i></p>	<ul style="list-style-type: none"> ● Damage Assessment ● Resumption of education, research, business activities ● EOC moves into Recovery mode ● Surveillance for subsequent waves of infection ● Prepare to deactivate the EOC

- | | |
|--|---|
| | <ul style="list-style-type: none">• Debriefing and After-Action Reports |
|--|---|

RECOVERY

Recovery begins immediately and continues throughout the response phase of any significant incident or disaster. With a pandemic, recovery efforts may be thwarted by an unknown duration of the actual event and the unknown number of faculty, staff and students affected. Planning for recovery before an event occurs will assist available faculty, staff and students to make the transition as seamless as possible.

Business Resumption

Based on information as developed by the EOC and ongoing reviews of the international, national, and local situation and discussions with each division or operational unit, the EOC will recommend a partial, incremental or total return to normal operations. Any such decisions would be communicated to and coordinated with all district stakeholders.

Questions that will have to be considered include:

- Adjustments necessary to the academic calendar;
- Rescheduling special events that were cancelled or postponed;
- Operational efficacy based on reduced employee availability due to prolonged illness, support for ill family member or loss from disability or death caused by influenza.

Support for Staff, Faculty, Students

After a pandemic wave is over, it can be expected that many people will be affected in a variety of ways. They may have lost friends and relatives, suffer from fatigue and lingering symptoms, or have financial losses as a result of the interruption of work. Support services will be available to the staff, faculty and students and will be communicated through all available means.

Analysis and After Action Reports

Once the business resumption is underway, debriefings will be convened to discuss the response and recovery, changes necessary to current plans, and opportunities for improvement to future disasters. A formal after action report will be developed with recommendations shared with relevant stakeholder groups.

Page intended to be blank.

**ANNEX 1 – ESSENTIAL CONTACTS, NOTIFICATIONS LISTS AND PHONE MESSAGE
INSTRUCTIONS**

(Information in this Annex is considered confidential and essential for emergency operations. This Appendix is NOT to be shared with the public.)

