Oxnard College

EMERGENCY OPERATIONS PLAN

2024

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Chapter 1: Basic Plan

Assumptions

The Oxnard College 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;* and

- Disasters may affect widespread areas, therefore city, county and federal emergency services may be delayed or unavailable.

- Oxnard College will participate in the Ventura 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 Emergency Operations Plan is, therefore, considered to be an extension of the State Emergency Plan.

The authority of the College and 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 Directive-5 – Management of Domestic Incidents;

- Presidential Policy Directive / PPD-8:National Preparedness; and

- Authority granted from 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 Oxnard College.

For brevity and clarity the Oxnard College 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 College and apply to all employees. Entities include but are not limited to offices, accredited Colleges and non-accredited sites where the College has primary responsibility for use and management. The term "employees" is meant to include all faculty, staff, and board of trustee members directly associated with the District.

Oxnard College is part of the Ventura County Community College District with a District Chancellor and a College President. The District Chancellor has responsibility to coordinate support for the Colleges while the College President has the responsibility for day-to-day operations and the College emergency management program including mitigation, preparedness, response, and recovery activities.

This Plan addresses how the College will respond to extraordinary events, major incidents, or disasters, from mitigation and preparation through response and recovery, and is intended to be in compliance 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 College will 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 College 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 a clear line of authority, direction, and communication during emergencies. This organizational structure is capable of adapting to any significant incident or disaster to which employees, the College 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.

When involved in an incident or disaster, the College 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, property, and the environment 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 College 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 College property;
- Protect the environment;
- Preserve the orderly continuity of College functions;
- Establish lines of authority, responsibility, functions and operations of the College during emergencies;
- Provide contingency plans for disasters and major emergencies, which may affect the College;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies.

Chapter 2: Incident Organization

Disaster Preparedness through Planning

Planning is fundamental to national preparedness. As a practice, preparedness planning provides a methodical way to engage the whole community in considering the lifecycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. Plan development also shapes how a community envisions and shares a desired outcome, selects effective ways to achieve it and communicates the results. The foundational element of the National Preparedness System, having an applicable disaster management program using an EOP ensures institutions and organizations are resilient. The EOP anchors nearly every activity that emergency management partners undertake to prevent, protect against, mitigate, respond to, and recover from all threats and hazards.

Plan design is meant to be community-based, representing the whole population and its needs. Determining the composition of the population is a key part of the planning process. The demographics of the population, including its resources, needs and indicators of resilience, have a profound effect on processes such as evacuation, sheltering and family reunification. This knowledge helps advance community-based planning that represents and involves members of the whole community. The EOP also informs community approaches to emergency management in advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Understanding a population's needs and implementing a whole community approach to planning can aid in developing EOPs that provide equitable services and resources to all members of the community. Developing and using a community profile that accurately depicts the jurisdiction's population composition can assist planners in anticipating potential barriers to accessing services (e.g., inability to travel to designated emergency shelters if public transportation is disrupted; inability to understand emergency messaging and protective instructions due to hearing impairments or lack of English proficiency; renters or homeowners being uninsured or underinsured; reluctance to evacuate due to security concerns for homes and property or lack of ready cash to support the household for the duration of an evacuation).

Identifying these barriers can help jurisdictions conduct outreach, identify resources and plan to overcome the identified barriers thereby allowing a community to provide greater equity in services to its population.

Concept of Operations

The EOP identifies procedures to coordinate and support emergency response and recovery activities with the goal to maintain a campus-based emergency management organization.

● The Incident Commander has the authority to activate the EOP.

● Response and preparedness plans that directly support the implementation of this plan are:

  o City of Oxnard Emergency Operations Plan

  o County of Ventura Operational Area Emergency Response Plan

  o California Standardized Emergency Management System (SEMS)

  o National Incident Management System (NIMS)

  o California Government Code, Sections 3100-3109 Disaster Service Workers (DSW)

The primary purpose of actions taken by the College, such as the development of the Risk Assessment or updating the EOP, is that before, during, and after an emergency or disaster event these types of actions will help to prevent or and/or mitigate the impacts to life and property.

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 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), 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) 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 College 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 individual College in time of a major incident or disaster. Their role is to obtain, deliver, and coordinate needed resources to the affected campus site. The District will maintain a support role assisting the College on an as-needed basis during and after a major incident or disaster.

Delegated Authorities

During a proclaimed campus emergency, the Chancellor delegates to the College president the authority to better control and direct the emergency response efforts at his/her College. This delegated authority would allow the College president or designees to obtain vital supplies, equipment, and services for the protection of life and property and represent the District in coordinating and communicating with the cities (the city in which the College is located) and the county for mutual aid resource requests without going through the Chancellor or Vice Chancellor of Business Services or following day-to-day purchasing procedures. This delegated authority would only be applicable under the following conditions:

- President or designee has proclaimed a campus emergency or
- The campus emergency organization has been activated.

The College president or designee will need to regularly provide briefings to the District Office on the status of the campus emergency and provide additional information as requested by the District Office.

Emergency Response Concept of Operations

Levels of Emergencies - *Also See Crisis Communication Plan in Appendix #A*

Emergency Response Concept of Operations

The College emergency response and recovery operations will be managed in one of **four** modes depending on the magnitude of the emergency or disaster. The highest-ranking member determines the status.

Stand By Mode:

The situation does not require immediate response however, it could escalate to a higher emergency level and/or it may require immediate "rumor control" response. Examples would be a nearby brush fire with a possible future impact on the campus or an upcoming planned protest.

Level 1 – Minor:

- An incident causing minimal impact or interruption to the campus.
- A limited number of emergency response personnel are needed to control the situation.
- These incidents include minor medical incidents, break-ins, homeless encounters, minor thefts etc.
- Campus Police have authority over these incidents and will make proper non-emergency notifications through normal communication channels.

Level 2 – Moderate:

- A significant emergency or event that disrupts an entire floor or building and that may require assistance from outside organizations.
  - or -
- A Public Relations Crisis with potential negative impacts to operations and public image with possible news coverage and public scrutiny.

- These incidents include fires, hazmat incidents, power outages, earthquakes, active assailants, large public demonstrations, civil unrest, etc.

A Level 2 emergency or higher results in an automatic activation of the Crisis Communication Team. Emergency Operations Center (**EOC) activation is discretionary per the Incident Commander.**

Level 3 – Major:

- A major emergency that involves multiple buildings or that impacts the entire campus and the surrounding community.
- A timely resolution of disaster conditions requires College-wide cooperation, extensive coordination with external agencies
- Results in automatic activation of the Emergency Operations Center (EOC) and the Crisis Communication Team.

Reporting to the Ventura County Operational Area

Oxnard College reports to the District, the District reports and notifications are to be made to the Ventura County Operational Area. These reports should be done initially by phone (805-947-8210) or email (oes.plans@ventura.org) and then can be made through Web EOC. Reports and notifications include:

- Activation of District EOCs,

- Status reports,

- Initial damage estimates,

- Incident reports, and

- Resource requests.

Ventura County Operational Area

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

Preparedness Factors

Mutual Aid and Agreements

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.

Designated campus Incident Command (IC) 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 Chancellor's Office and Oxnard College Business Office.

Training

The College will make available training available to employees, which 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 roles as Disaster Service Workers. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to the 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,
- Active shooter,
- Barricaded suspect(s),
- Bomb threat or detonation,
- Civil disturbance or demonstration,
- Earthquake,
- Evacuation,
- Fire and explosion,
- Flooding,
- Hazardous materials incident,
- Severe winds/storms,

- Utility failure, and
- Wildfires.

Additional significant incidents or disaster situations will be added to this Incident Management Plan as necessary.

Priorities

In the event of a major incident or disaster, the College 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 environment**: 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 ICS & IMT Notification

Upon receiving notification from a credible source that an emergency does or may exist, as well as a response to a local, regional, state, or federal declaration of emergency that affects or involves the College, the president or his/her designee will quickly assess the necessity of a College response and, if necessary, initiate relevant elements of this Plan and the appropriate Incident Management Team (IMT). Members will be directed to establish an Emergency Operations Center (EOC). The EOC can activate other District-based emergency response personnel.

The authority to activate the Plan rests with the College president, but to avoid any unnecessary delay, in his/her absence the authority may be designated using the succession list below.

1. Vice President, Business Services
2. Vice President, Academic Affairs & Student Learning
3. Vice President, Student Development
4. On-Duty evening or weekend campus administrator

The 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 Incident Commander, with consultation from Incident Management Team (IMT) Section Chiefs, will determine appropriate College safety responses and notify all stakeholders or field contact personnel through the most direct, efficient and available communications method. The preferred method of mass communication is the Campus Emergency Notification System, and the Revolution Smartphone Application. Information can include response instructions and/or situation reports.

Incident Command Structure

The ICS used within the command post, 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 Incident Commander. As the needs of the major incident or disaster are identified, the 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 ICP: Responsible for overall emergency policy and coordination
Operations	Field: Coordinated tactical response of all operations in accordance with Incident Action Plan ICP: Coordinating District/College operations in support of response
Planning/Intelligence	Field: Collection, evaluation, documentation, and use of information related to incident ICP: 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)

The Policy Group has a decision-making role in the ICS. This group includes the Oxnard College Campus President and the Vice Chancellor of Business Services at the District Administrative Center (DAC). This group will make decisions concerning the status of the Oxnard College Campus, resource needs and mutual aid from Moorpark College, Ventura College and the DAC.

Incident Command- "Oxnard College Incident Commander"

The Incident Commander has overall responsibility for the management of the response operation. The person in charge of Command in the field is the Incident Commander (IC). They work with Section Coordinator/Chief for Operations, Logistics, Planning/Intelligence, and Finance/Administration and respective branch personnel. They will manage the field incident and all other incident supporting activities.

Regardless of which management position is needed, the 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 their section, but the ultimate responsibility falls to the Incident Commander.

The Incident Commander authorizes all requests, media releases, and approval of the Action Plan. The Action Plan reflects the incident objectives, overall priorities, and supporting activities for the incident. The 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.

Incident Command Related FEMA ICS Forms:

- ICS 201 - Incident Commander - Incident Briefing Form
- ICS 208 - Safety Officer - Safety Message Plan
- ICS 213 - Any member - General Message
- ICS 214 - All members - Activity Log
- ICS 215A - Safety Officer - Incident Action Plan Safety Analysis

Operations Section

The Operations Section supports and coordinates all activities of Safety/Security, Medical, Building and Safety and Maintenance and Utilities branches. Specific activities can include family/reunification, traffic control, campus utilities, debris clearance, and 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. Mutual aid resources, e.g., fire and law enforcement, are 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.

Operations Section Related FEMA ICS Forms:

- [ICS 204](#) - Operations Section Chief and Resources Unit Leader - Assignment List
- [ICS 206](#) - Medical Unit Leader (reviewed by Safety Officer) - Medical Plan
- [ICS 213](#) - Any member - General Message
- [ICS 214](#) - All members - Activity Log
- [ICS 215](#) - Operations Section Chief - Operational Planning Worksheet
- [ICS 220](#) - Operations Section Chief or Air Branch Director - Air Operations Summary Worksheet

Planning/Intelligence Section

The 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 support needs. The Planning Section coordinates with Operations in the development of Action Plans.

Planning Section Related FEMA ICS Forms:

- [ICS 202](#) - Planning Section Chief - Incident Objectives
- [ICS 203](#) - Resources Unit Leader - Organization Assignment List
- [ICS 204](#) - Resources Unit Leader and Planning Section Chief - Assignment List
- [ICS 209](#) - Situation Unit Leader - Incident Status Summary
- [ICS 211](#) - Resources Unit - Check In Recorder
- [ICS 213](#) - Any member - General Message
- [ICS 214](#) - All members - Activity Log
- [ICS 221](#) - Demobilization Unit Leader - Demobilization Unit Leader

Logistics Section

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

The Logistics Section Chief will assume the position of EOC Director and authorize 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 is responsible for all activities within the EOC and must provide final approval of the EOC Action Plan. It is the EOC Action Plan that reflects the EOC objectives, planning and resource priorities, and all activities to support the EOC Action Plan.

Logistics Section Related FEMA ICS Forms:
- ICS 205 - Communications Unit Leader - Incident Radio Communications Plan
- ICS 205A - Communications Unit Leader - Communications List
- ICS 210 - Communications Unit Leader - Resource Status Change
- ICS 213 - Any members - General Message
- ICS 214 - Any member - Activity Log
- ICS 218 - Ground Support Unit Leader or Transportation Unit Leader - Support Vehicle Equipment Inventory

Finance/Administration Section

The 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.

Finance Section Related FEMA ICS Forms:
- ICS 213 - Any member - General Message
- ICS 214 - All members - Activity Log

Chart 1 – ICS Organization Chart
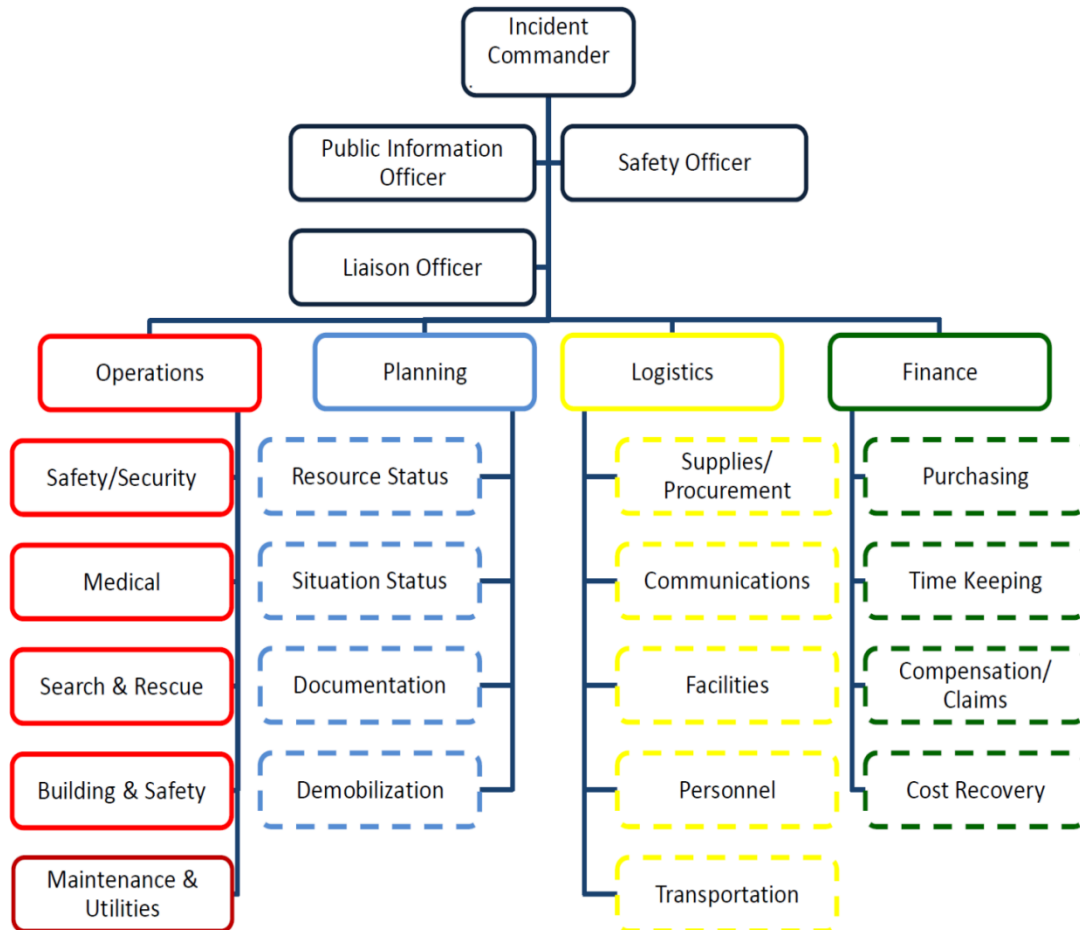
Boxes with dashed lines indicate full IC staffing.

Basic ICS Equipment And Materials At Primary And Alternate Sites

The College will properly equip the primary and alternate EOC. Equipment or items to be considered include position vests, 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.

Equipment and materials that may be made available to the EOC during the time of a major incident or disaster include

- Any unassigned radios;

- Equipment and materials stored in the College Disaster Cache;

- Facilities, Maintenance and Operations equipment and supplies not already in use for emergency response;

- Equipment and supplies located in the campus 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

President
The College president or his/her 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 is to ensure that the IMT is appropriately trained, exercised, and prepared to assume control of the incident.

Administrators
Every administrator 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, that they know how to operate the system and can send notifications. The automated notification system will include home and cellular phone numbers as well as personal email addresses.

- Develop and maintain a list of employees who would be on duty at any particular time.

- Have instructors maintain current class attendance rosters.

- 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 building.

Emergency Situations

- Inform all employees under their direction of the emergency condition.

- Evaluate the impact the emergency has on their 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

    o Injuries: first aid needs, employees or students trapped or missing;

    o Facility damage: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems or hazards; and

    o Hazardous materials spills: what, where, how much, etc.

- Designate a person to maintain emergency communications (phone, radio, runner, etc.) with the EOC.

- Have all employees under their 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 specific responsibilities.

Before the Emergency

- Attend required basic major incident/disaster training and become familiar with the College Emergency Operations Plan and the emergency response procedures that apply to their work areas.

- Educate their students or coworkers concerning emergency response procedures as well as evacuation procedures for their buildings and/or areas.

- 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, Maintenance and Operations. Submit service requests to correct hazards to Facilities, Maintenance and Operations.

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 police, or other authorized emergency personnel.

- If necessary, keep a log (ICS 214 log form can be found in the forms section in the appendices of this Plan) of hours worked.

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 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 the 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, make necessary contingency plans and preparations for themselves and family members should they 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.

- Attend all 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, and ICS.

- 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 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

- If they are a member of the College IMT, 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 respond to their pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in their area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).

- Stay on campus or return to campus, if possible, to assist in emergency/disaster response. Much work will need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist American Red Cross shelters if requested, and ultimately reopen the campus. The special skills possessed by campus and District employees will be required to accomplish these goals.

- Keep a log (ICS 214 log form can be found in the Forms Section in the Appendices of this Plan) of hours worked in disaster response and activities involved in or accomplished.

- 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

Ventura County Community College District has an agreement with the American Red Cross to operate emergency shelters on all three campuses. The American Red Cross has access to campuses in damaged areas to set up its mass care facilities, and local governments may use the College campus for evacuations and staging of equipment.

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 College 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 District president or designee is notified immediately. Events that may trigger increased readiness activities include, but are not limited to

- 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 Incident Commander (IC). Increased readiness activities may include, but are not limited to, the following activities

- Briefing of 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 and community (methods may include updating and/or activating [loading] web pages to campus or District website, use of mass notification system, classroom emergency phone, 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;

- Protect 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 District EOC or College EOC 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 Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be used.

When demands of the significant incident or disaster exceed the capacity of local resources and additional personnel and/or materials are required to respond, the IC may request resources through the statewide mutual aid system. The Master Mutual Aid Agreement allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and states with the intent to provide requesting agencies with adequate resources.

Neither the College sites nor the District has the resources to effectively handle all potential emergencies. College sites will request resources through the District. If the District is unable to fill those requests, the request will be elevated to the Ventura County Operational Area EOC. Fire and/or law enforcement will request and render aid through established mutual aid channels.

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.

After An Emergency

Recovery Phase

As the immediate threat to life, property, and the environment subsides, the rebuilding of the College will begin through various recovery activities. This plan does not specifically identify the College's recovery operations. The main goal of the recovery plan is to return to normal operations as quickly as possible.

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 College.

The Ventura County Sheriff's Office of Emergency Services will facilitate local, state, and federal officials to coordinate local, state, and federal assistance programs and establish support priorities.

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

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

- Reinstatement of College and program objectives and goals;

- Restoration of essential services and facilities;

- Restoring all utilities;

- Permanent restoration of damaged or destroyed property;

- Restoration of normal College services;

- 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 College that may have additional needs before, during, and after a major incident.

- The College 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.

- During preparedness and mitigation activities, the District will provide preparedness instruction to members of the College 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.

- Evacuation plans will accommodate individuals with mobility impairment. The Student Services Building and Library have evacuation wheelchairs located at the top of the main stair cases.

Preservation Of Vital Records

A major disaster could result in damage to District and College Administrative Offices and destruction of records fundamental to day-to-day District-wide and College 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, and criminal record information.

- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Incident Management 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. The District maintains and backup District servers. Faculty and staff are responsible for backing up files not stored on District servers.

Chapter 3: Functional Annexes

Reporting Emergencies

To report a life threatening emergency within a classroom, Office, or work area
CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444
Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

Emergency Telephone Numbers:

- Campus Police Office: (805) 678-5805 ext. 5805
- Student Health Center: (805) 678-5832 ext. 5832
- Maintenance & Operations: (805) 678-5821 ext. 5821

Some Basic Guidelines To follow in all emergencies:

- Remain calm.
- Cooperate with emergency personnel (including campus Emergency Operations Staff).
- Follow the instructions received via the campus Emergency Notification System.
- Keep streets, fire lanes, hydrants and walkways clear for emergency personnel.
- Do not attempt to leave campus in your vehicle unless instructed to do so.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have information to report.
- Keep emergency supplies in your car and Office that can last up to 3 days.
- The College may not have immediate assistance for up to 72 hours.

Types of Incidents

Active Shooter

Defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters/assailants use firearms and there is no pattern or method to their selection of victims.

In the event of VIOLENCE/ACTIVE SHOOTER <u>outside the facility</u>, notify 911, (805) 437-8444 and LOCKDOWN the facility immediately.

In the event of a VIOLENCE/ACTIVE SHOOTER <u>inside the facility</u>, notify 911, (805) 437-8444 and consider the following:

1. RUN if possible;

2. HIDE behind a locked, solid door; and/or

3. FIGHT with force as a group

Aggressive / Threatening Behavior

If any individual is displaying aggressive behavior or threatening to harm someone or self **CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do while waiting for help:

- Listen. Avoid any physical contact, maintain a safe distance with a "way-out".

Bomb Threat

CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444

DO NOT evacuate the building unless directed to do so by campus officials. Be prepared to give

the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- **When you call 911, you must also call campus police dispatch.**

What to do in the event of receiving a bomb threat via telephone:

Ask the caller to provide the following information:
1. Time of the planned explosion
2. Type of bomb
3. Location of the bomb
4. Description of the bomb

Record the following information:
1. Time of call
2. Exact words the caller used
3. Gender and approximate age of caller
4. Behavior of caller, including speech characteristics
5. Background noises

What to do in the event of receiving a bomb threat via letters, packages, or objects:

- DO NOT touch any suspicious envelope, package, or object.
- Evacuate all persons to a designated assembly area. This area should be out of the building and one building away or a minimum of 300 feet from the threatened area.
- Assist all persons with disabilities with the evacuation.
- Stop any person from entering the endangered area.

Chemical or Hazardous Material Spill

CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444

Maintenance Operations at (805) 678-5821

Be prepared to give the following information:

- State: "This Is an emergency. There has been a chemical/hazardous material spill."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Give the name of the chemical, approximate amount spilled, and the time of spill.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

What to do in the event of a hazardous material or chemical spill:

- Immediately report the incident to your supervisor.
- Vacate the area immediately.
- If possible, seal the area to contain the spill and limit exposure to individuals.
- If the chemical is reacting in any way, generating gasses or fumes, presents a fire hazard or is toxic, activate the building fire alarm and evacuate the building, assisting all persons with disabilities as necessary.
- DO NOT attempt to control a chemical or hazardous material spill unless you have been formally trained to do and have the proper equipment.
- DO NOT re-enter the area of the spill until you have been directed to do so by campus officials.

Civil Disturbance Or Armed Assault

CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

A Civil Disturbance is defined as any gathering of two or more persons who:
1. Interfere with normal college operations
2. Attempt To prevent access to the college, buildings, facilities, or offices.
3. Threaten physical harm to others or damage to college property

What to do in the event of a civil disturbance:

- If the disturbance is outside the building, do not investigate.
- If the disturbance is inside the building, if possible investigate from a safe distance.
- Lockdown until evacuation orders are received from authorities.

What to do in the event of a hostage situation or armed assault:

- Initiate lockdown until evacuation orders are received from authorities.

How to lockdown during a civil disturbance, hostage situation or armed assault:
- Turn off lights.
- Close all doors to the outside.
- Close and lock all windows.
- Seek shelter away from windows and doors.
- Stay as low to the floor as possible, trying to stay out of the line of sight of the perpetrators.
- Remain silent and still.
- DO NOT draw attention to yourself or others.

Earthquake

1. Evacuation Basics
2. Before an Earthquake--inside
3. Before--Outside
4. After an Earthquake--Administrators
5. After--Teachers

A. Evacuation should **NEVER** be automatic.
- There may be more danger outside your building or facility than there is inside.
- There may be no safe assembly area outside. There may be no clear routes to get outside, and alternate routes may need to be cleared.
- The lighting inside your building or room will probably be out--it will be DARK
- Before any decision is made to vacate all or part or a school, someone must find out that there IS
    - a safe route out, and
    - a safe place to assemble the students outside.

B. BEFORE an earthquake, survey your school with evacuation in mind.

1. Look for potential post-earthquake hazards INSIDE the building:

- Suspended ceilings
- Pendant light fixtures
- Large windows--either exterior or interior--not protected against shattering
- Tall bookcases or cabinets that may topple because they are not bolted to the wall
- Classroom equipment such as computers, TVs, VCRs, stereos, and slide projectors
- Stairwells
- Science labs, especially chemistry
- Storage areas for cleaning, painting, or other hazardous materials
- Shop areas
- Places where the main gas supply or electric current enters the building
  - Designate evacuation routes that avoid as many of those areas as possible.
  - In addition, decide on alternate routes to your main routes.
  - Consider students with disabilities as you think about your evacuation routes.

2. Look for potential post-earthquake hazards **OUTSIDE** the building:

- Power lines
- Trees
- Areas near buildings that may have debris fall on them--parapets, roof tiles, chimneys, glass
- Routes past concrete block walls
- Covered walkways
- Places under which large gas mains run
- Areas near chain link fences (can be electric shock hazard when live wires touch)
- Hazardous materials storage areas
  - Designate open areas outside that are without overhead hazards and removed from potential danger spots; choose one, off-campus spot such as a park for back-up.
  - Assembly areas should not be so remote from the facility that students and staff won't have easy access to bathrooms, phones, and the student release point.
  - Choose which person(s) will have the responsibility to reconnoiter after a quake and report findings to administration and co-workers.

3. Everyone should be informed about the plans:

- Once routes and assembly areas have been chosen, make floor plans and maps; give them to everyone
- Tell all personnel and students about the plans made and the routes chosen
- Make it clear that a post-earthquake evacuation route differs from a fire evacuation route, and that alternate routes may need to be used
- Hold drills and exercises two or three times a year; practice alternate routes.
- Include all students and staff with disabilities in the drills and exercises

C. AFTER the earthquake, gather information and make decisions.

ADMINISTRATORS:

1. Assess the situation--inside and outside
2. Decide how much evacuation is necessary--all or parts of buildings
3. Choose the route(s) and the assembly place
4. Communicate directions to all teachers

TEACHERS:
Do NOT automatically rush your class out into the corridor or out an exterior door.
1. Wait to hear from an administrator, or the designated scout, about what to do.
   In circumstances in which a lot of time passes and you do not hear anything, you will have to make decisions yourself:
2. If you are in a dangerous classroom--the ceiling has collapsed, wires are crackling, broken glass or chemicals are all over the floor, you smell gas or smoke--you will want to leave, BUT you must do some reconnaissance before you move to safety.
3. Get your buddy to cover the students while you find the best way to get out and the safest place to go . You may not need to go outside, but merely move from one inside room to another.
4. Account for all your students before you leave the classroom.
   If your classroom is dangerous, you may want to take injured students with you, or move them a short way to a safer room. If you must leave an injured student, post a large, visible sign indicating the student is there.
   The lights will probably be out--ALWAYS have a flashlight that works.
5. Be alert, as you lead students down stairwells or corridors, to anything (dangling lights, ceiling struts, broken glass, slippery floors) that could hurt them or you.
   In an aftershock, everyone should duck and cover until the shaking stops.
6. Once you get to your new, safe place, communicate your location to the administrator--by sending a runner,using a walkie-talkie, or returning to your classroom to post a note.

Epidemic/Pandemic

Emergency declared by federal, state, and/or local health authorities.

Phase 1 – No evidence of community transmission in the local area.
- College activates the Incident Management Team.
- Frequent communications to the campus community.
- Increase frequency of sanitizing surfaces and areas including restrooms.
- Deploy personal protective equipment and sanitizers to areas in use.
- Preventative measures for all students and employees:
  - Stay home when sick.
  - Seek immediate medical care if symptoms become severe.
  - Cough or sneeze into your arm.
  - Wash hands frequently.
  - Use alcohol based hand sanitizers to supplement handwashing.
  - Maintain a social distance from others of at least six feet.
  - Avoid close contact with anyone who is symptomatic.
  - Avoid touching your face.
  - Avoid shaking hands.
  - Wipe down frequently touched objects and surfaces.

Phase 2 – Evidence of local community transmission and/or by directives issued by health authorities.

- Health self-assessment required before visiting campus.
- May include health screening on site.
  - Limit visitors to campus.
  - Transition Student Services to online mode.
  - Reduce or cancel Civic Center events.
  - Identify essential functions and a list of functional experts.
    - Adjust work schedules to reduce the number of employees in any building.
- Consider alternatives to large gatherings.
  - Face-to-face and web enhanced classes may shift to an online or remote mode of delivery.
  - In classes where a physical presence is considered essential, faculty may choose to create alternative schedules with students, including alternating days in which a portion of the class will meet to maintain social distancing.

Epidemics/Pandemics may be fast evolving, fluid situations. the College will adhere to guidance from federal, state, and local health authorities.

Evacuation

How and when to evacuate a building:

- In case of fire or when a fire alarm sounds, evacuate the building in a safe, orderly fashion.
- In case of an earthquake, do not evacuate the building until the shaking stops.
- In case of an explosion, evacuate the building only if the explosion threatens the safety of students, faculty, or staff.
- In case of a bomb threat, do not evacuate the building unless a suspicious object is observed. Wait for instructions from Campus Police or other campus officials.
- Evacuate the building immediately upon order by Campus Police or other campus officials.
- Any faculty or staff member may order the evacuation of an area or building when imminent danger to students, faculty, orstaff occurs.
- Evacuate the building to a predetermined assembly area.

Evacuating Persons With Disabilities

Directions for evacuating persons with disabilities:

- Faculty or staff should assign three (3) students to help evacuate each person in a wheelchair and two (2) students to help evacuate any persons with other disabilities, such as those who may be hearing or vision impaired.
- People in wheelchairs should be carried from the building via the stairway. If at all possible, leave the wheelchair behind and utilize the college supplied Evacuation Chair. Confer with the person as to the best way to assist him/her in the evacuation.
- For sight-impaired persons, tell them about the nature of the emergency and offer to guide them. As you walk, tell them where you are and advise them of any obstacles. When you have reached safety, orient them as to where they are and remain with them as long as necessary.
- For hearing-impaired persons, get their attention by writing them a note and let them know you will assist them for as long as possible.

Explosions

CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do in the event of an explosion:

- Take cover under a table or other sturdy furniture to protect yourself from glass or debris.
- Exit the building immediately if the explosion threatens anyone's safety.
- DO NOT re-enter the building until directed to do so by campus officials.
- Assist with the evacuation of injured or persons with disabilities. (See Evacuating Disabled & Buildings)
- Proceed to the designed assembly area that is a safe distance from the building. (See Emergency Campus Map)
- Obey the directions of campus officials.

Fire

CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444

What to do in the event of a fire:

- Activate the fire alarm.
- Using the appropriate type of extinguisher, work with another person to extinguish fire.
- Always stay between the fire and a way out.
- If the fire grows larger, alert others and evacuate.
- Assist with the evacuation of injured or persons with disabilities. (See Evacuating Disabled & Buildings)
- DO NOT run. Walk carefully to avoid tripping.
- DO NOT use elevators.
- If caught in heavy smoke, crawl or stay near the floor while holding breath as much as possible. Breathe shallowly through your nose and use a shirt or jacket as a filter.
- DO NOT re-enter the building until directed to do so by campus officials.
- Proceed to the designated assembly area that is a safe distance from the building.
- All alarms should be taken seriously. If you hear a fire alarm, evacuate, unless told otherwise by a campus official.

Fire Extinguisher Instructions:

- **P** – Pull safety pin
- **A** – Aim at the base of fire
- **S** – Squeeze trigger
- **S** – Sweep from side to side

Clothing Fire:
- Do not run
- Stop – Drop – Roll

Trapped in a Room:
- Place cloth material under door to prevent smoke from entering
- Close as many doors as possible between you and the fire
- Signal from windows, but do not break the glass

Medical / First Aid Emergencies

CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do while waiting for help:

- DO NOT move the person unless absolutely necessary or there is a threat to his or your safety.
- Stop any bleeding by applying firm pressure on the wound.
- Restore breathing by opening the person's air passage and performing rescue breathing and CPR, if qualified to do so.
- Keep the person warm, quiet and comfortable.
- Stay with the person until help arrives.

Severe Weather

Severe weather emergencies can include high winds, torrential rains, hail storms, lightning,

tornadoes, and flooding. Warning may come from radio or TV news, Fire/Police broadcast or other civil authorities.

If high winds or other severe weather situations develop with little warning and you are outside the facility:

1. Return inside the facility and SHELTER IN PLACE.

2. Take STAFF/STUDENT ACCOUNTABILITY.

3. Remain near inside walls away from windows.

Shelter-In-Place & Lockdown Procedures

Shelter in Place

SHELTER IN PLACE means to stay inside the facility pending receipt of further instructions. If outside and a decision is made to SHELTER IN PLACE, all persons shall return inside the facility. Windows and doors should be closed and possibly sealed with duct tape. A staff and student accountability should be made immediately. Heating, ventilation and air conditioning might need to be shut down.

The warning could be disseminated by REVOLUTION, telephone or by word of mouth.

SHELTER IN PLACE is appropriate for, but not limited to, the following incidents that take place outside the facility:

1. Airborne Toxic Release   2. Explosion or threat of explosion

3. Chemical/Radiological   4. Severe weather/lighting

5. Hazardous spill   6. Smoke from fire

The College is committed to getting accurate emergency alerts and information to members of the community as soon as possible. However, in the first minutes of an emergency, faculty and staff may need to make an immediate decision to "shelter in place" or move to a safer location. All faculty and staff should understand and plan for both possibilities. Use common sense and available information, including this guidance, to determine if there is immediate danger.

Whether in a classroom or Office, walking on campus, or driving on campus, there may be situations when it is best to stay where you are and avoid any rapidly changing or unknown situation outside. There are other circumstances when staying put and creating a barrier between yourself and potential danger is a matter of survival. Use available information to assess the situation.

How to Shelter-in-Place at School

- Close the school. Activate the appropriate emergency plans. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.

- If there are visitors in the building, provide for their safety by asking them to stay inside; not to leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not to walk to another location or their car.

- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.

- Ideally, provide for a way to make announcements over the school-wide communication system from the room where the top school official takes shelter.

- If it is safe to do so, allow everyone to call their family/friends to let them know they must remain in school until further notice, and that they are safe.

- If the school has voicemail or an automated attendant, change the recording to indicate that the school is closed, and that students and staff are remaining in the building until authorities advise that it is safe to leave.

- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.

- For chemical, biological, or radioactive hazards, have employees familiar with your building's mechanical system turn off all fans, heating, and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.

- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.

- Select interior rooms, above the ground floor, with the fewest windows or vents. The rooms should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or if the

windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will work well.

- It is ideal to have a hard-wired telephone in the rooms you pre-select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Keep in mind that cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Bring everyone into the room. Shut and lock the door.

- For chemical, biological, or radioactive hazards, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around doors and any vents into the room.

- Write down the names of everyone in the room, and call your schools' designated emergency contact to report all individuals in the room with you.

- Listen for an official announcement from school officials via the campus communication system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

Local officials on the scene are the best source of information for your particular situation. Follow their instructions during and after emergencies regarding sheltering, food, water, and clean up methods.
Remember that instructions to shelter-in-place are usually provided for durations of a few hours, usually not days or weeks.

Lockdown Procedures

Once the decision is made to LOCKDOWN the facility (a security measure taken during an emergency to prevent people from leaving or entering a building), by Police or School Officials, all persons inside the facility must work together to lock all doors, windows and to ensure the alarm system is operational.

This warning could be disseminated by REVOLUTION, word of mouth, telephone or by activation of the alarm system. It might be necessary to shut off heating, ventilation and air conditioning.

LOCKDOWN is appropriate for, but not limited to, the following

1. Active Assailant
2. Active Shooter
3. Violence on Campus
4. Violence off Campus with potential to affect Campus

5. Report of a weapon
6. Bomb Threat
7. Dangerous Animals
8. Community Violence

LOCKDOWN communications including demobilization will be updated approximately every 15 minutes thru the REVOLUTION app.

When the College issues a campus alert calling for a lockdown, students, employees and visitors should do the following:

- Move into or stay inside the nearest building.
- Go into an interior room or Office with few windows, if possible.
- Close all windows and doors.
- If the door has a window, cover it.
- Stay away from windows and doors.

Remain in place until notified by Police, First Responders or School Officials.

Response:

- Enter a secure room or area.
- Lock doors and windows. Close blinds or shades.
- Turn off lights.
- Silence cell phones.
- Do not huddle together.
- Stay quiet.
- Await further instructions. **Do not continue conducting business.**
- It is the individual judgment of the person in charge as to whether or not to let others inside a secure room or area.
- If students choose to leave, they are free to do so, but advise them that it is at their own risk.

Terrorist Attack

Terrorist events are intended to cause damage, inflict harm, and possibly kill. Terrorists will go to great lengths to make sure the event has the intended impact. Experts generally agree that there are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive. Within any of these categories it is important to remember the four routes of entry: inhalation, absorption, ingestion and injection. The best emergency procedure for any of these

categories is to minimize exposure to these four routes of entry.

What to do in the event of a biological, nuclear, or chemical terrorist attack:

- Shelter-in-place until ordered to evacuate by campus officials.
- Close all doors to the outside.
- Close and lock all windows.
- Use tape, plastic food wrapping, wax paper, aluminum foil to cover and seal fan grilles and other openings to the outside.
- Ventilation systems should be turned off or set to 100% re-circulation so no outside air is drawn into the building.
- Turn off all heating and air-conditioning systems and switch inlet to "closed" position.
- Close as many internal doors as possible.
- If gasses or vapors begin to affect your breathing, hold a wet cloth over your nose and mouth.
- DO NOT use elevators. They tend to "pump" outdoor air in and out of the building as they travel up and down.
- DO NOT panic or worry that there will be enough air to breathe. It is highly unlikely this would happen in normal buildings.
- Remember that the best emergency procedure is to minimize your exposure to biological, nuclear, or chemical agents through inhalation, absorption, ingestion, or injection (from flying projectiles).
- Await Instructions From Campus Officials.

Utility Failure Or Gas Leaks

CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444

Maintenance & Operations at (805) 678-5821

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do in the event of a power blackout:

- Assist any person with disabilities in finding safety. (See Evacuating Disabled & Buildings)
- Science faculty and staff should secure any laboratory experiments, activities, and equipment that might pose a potential danger.
- Disconnect all electrical equipment.
- Leave light switches on.
- Await further instructions or for power to be restored.

What to do in the event of a gas leak:

- If you suspect a gas leak, call 911 first and then call Campus Police. Maintenance & Operations will be notified.
- DO NOT ignite any open flame (e.g. matches, lighters, burners) or turn on any lights.
- Open windows and doors for ventilation and prepare for possible evacuation

Chapter 4: Appendices

Appendix A- Crisis Communication Plan

Introduction

The Oxnard College "Crisis Communications Plan" provides procedures for the coordination of communications both internally and externally during an emergency or crisis. The Plan outlines the roles, responsibilities and protocols to guide the College in sharing information with **critical audiences** during an emergency or crisis.

The Crisis Communications Plan is part of the Emergency Operations Plan that manages the College's affairs during situations that threaten operations, the safety of the community and/or the reputation of the College. This document focuses on the <u>communications</u> aspect during an emergency or crisis.

The Plan is not intended to change the manner in which emergencies are initially reported. All emergencies on campus should be reported immediately to 911 and Campus Police (805) 437-8444.

Guiding Principles

In all communications during an emergency or crisis, the College strives to be accessible, prompt, compassionate, honest and informative. One of the most important requirements for effective communications during an urgent situation is **gathering and understanding the facts** of a given situation and then **providing accurate and consistent information** to all potentially affected audiences. Communications must be honest and forthright. Since an emergency or crisis may be sudden and without warning, this plan is designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Crisis Communications Team (CCT)

The following personnel will constitute the College's Crisis Communication Team:

Vice President, Business and Administrative Services – The Vice President, Business and Administrative Services will serve as the liaison between the team and the President or her/his designee.

Name: <u>Christopher Renbarger, Vice President of Business Services</u>

Contact #: <u>805-678-5896</u>

Director of Outreach and Marketing - As a member of the Incident Management Team (IMT) the Director of Outreach and Marketing will serve to develop and distribute both internal and external communications.

Name: James Schuelke

Contact #: 805-678-5275

OC Police Lieutenant (or designee) Will be able to inform the CCT with the most up to date information on operational, security and safety issues.

Name: Cesar Romero

Contact #: 805-678-5866

The team will develop a plan of action and oversee communications issues throughout the emergency or crisis. The team will assess the facts and determine a plan of action for both internal and external communications. Depending on the nature of the crisis, others can and should be drawn into the crisis communications process as appropriate to address the specific issues and threats that need to be managed. (Facilities, IT, Child Care, Specialized Programs).

Convening the Team

In the event of an emergency that falls in the category of a **Level 2 Emergency or higher** the CCT will convene immediately.

The **Vice President, Business and Administrative Services** will notify the **Director of Outreach and Marketing/Public Information Officer** and the **Police Lieutenant.**

If it is feasible to do so (depending on the time of day or night and/or any physical limitations of the situation), the team should gather together in person. If it is not feasible to meet physically, the Team may be convened by phone or Zoom.

If a **Public Relations Crisis** should occur, the **President** has the primary responsibility for convening the Crisis Communications Team. If the President is not available to make the decision, then the **Vice President, Business and Administrative Services** can make that decision.

Crisis Communication Team Duties and Responsibilities

Among the duties of the Crisis Communications Team:

- Assess the facts of the crisis.
- Create a plan of action for both internal and external communications.
- Determine what and how messages will be communicated.
- Determine to whom messages will be communicated, both internally and externally. Among the key constituencies:
    - Students

- o   Faculty
- o   Staff
- o   Parents of students
- o   News media
- o   Trustees
- o   Public officials - Mayors, etc.
- o   Alumni
- o   Community
- o   General Public
- o   Vice Chancellor of Business Services
- o   Chancellor
- Determine how to react as the crisis evolves.
- Keep the appropriate spokespeople informed of the latest developments and messages to be conveyed.

The CCT will develop several key messages to be included in all College communications. The messages will evolve as the crisis evolves and circumstances change. The messages must be communicated as quickly as possible and regularly updated.

Team Communications

All members of the CCT should have cell phones in their possession at all times. Any member that has been assigned a handheld radio shall turn it on immediately during any on-campus emergency.

CCT members will be notified in the following priority order:

1. Personal Cell Phone (call or text)
2. Ventura County Regional Radio System
3. WhatsApp
4. Revolution Phone App
5. Emergency Notification System
6. Email

In the event of a Level 2 Emergency, the primary EOC Location will be AA-101 and the secondary EOC Location will be a combined use of LS Conference Room and LS-9.

In such a situation, Campus Police will become a major source of information for the crisis at hand and they will establish a presence at the EOC.

Notifying the Incident Management Team

The Incident Commander assumes responsibility of identifying the Level of Emergency, needs of the incident and making proper notifications to appropriate IMT Members. These factors will assist in the decision-making process ultimately used to mitigate the incident.

It is the responsibility of the Vice President of Business Services to maintain and update a roster of the Incident Management Team. This list shall include each position, employee name and cell phone number. This list shall be updated quarterly or as necessary with movement of team members.

This IMT Roster should be updated into REVOLUTION App as a primary notification for all members of the IMT.

It is the responsibility of the Vice President of Business Services to notify the IMT for a partial or full activation of the Emergency Operations Center (EOC).

The VP of Business Services is responsible for notifying the Operations Section Chief, Finance Section Chief, Logistics Section Chief and the Plans Section Chief. The respective Chiefs shall notify the Unit Leaders under their Command.

Members will be notified in the following priority order:

1. Personal Cell Phone (call or text)
2. WhatsApp
3. Hand-held radio
4. Revolution Phone App
5. Emergency Notification System
6. Email

Levels of Emergencies:

To assist in planning and determining appropriate crisis communication strategies, has identified a "Standby Mode" and Three Levels of Emergencies. Examples of the different types of emergencies within each level are listed below.

Standby Mode:
The situation does not require immediate response however, it could escalate to a higher emergency level and/or it may require immediate "rumor control" response. A nearby brush fire or an upcoming planned protest could trigger the Standby Mode.

Level 1 – Minor:

- An incident causing minimal impact or interruption to the campus.
- A limited number of the College's emergency response personnel are needed to control the situation.
- These incidents include minor medical incidents, break-ins, homeless encounters, minor thefts, etc.
- Campus Police have authority over these incidents and will make proper non-emergency notifications through normal communication channels.

Level 2 – Moderate:
- A significant emergency or event that disrupts an entire floor or building and that may require assistance from outside organizations.

  - or -

- A Public Relations Crisis with potential negative impacts to the College's operations and public image with possible news coverage and public scrutiny.

- These incidents include fires, hazmat incidents, power outages, earthquakes, active assailants, large public demonstrations, civil unrest, etc.

A Level 2 emergency or higher results in the following:
- **Automatic activation of the Crisis Communication Team.**
- **Automatic VCCCD Notification (Vice Chancellor of Business).**
- **Discretionary Activation of the Emergency Operations Center (EOC) activation as per the Incident Commander.**

Level 3 – Major:
- A major emergency that involves multiple buildings or impacts the entire campus and the surrounding community.
- A timely resolution of disaster conditions requires College-wide cooperation and extensive coordination with external agencies

A Level 3 emergency or higher results in the following:
- **Automatic activation of the Crisis Communication Team.**
- **Automatic VCCCD Notification (Vice Chancellor of Business).**
- **Automatic Activation of the Emergency Operations Center (EOC) activation as per the Incident Commander.**

Below is a matrix to assist in the decision-making process to make the proper notifications and to activate the EOC.

Levels of Emergencies	Notifications made	EOC Activation
Level 1	Discretion of Campus Police	No
Level 2	Yes	Discretion of IC
Level 3	Yes	Yes

District Notification- Level 2 or higher

Communication to the District Administrative Center is critical in understanding the conditions, actions and needs of each campus. The following procedure shall serve as a guideline to notify the appropriate resource at the District to best assist and mitigate any given situation.

Notification may come to the District Office from on campus Policy Group personnel in the form of a phone call (landline or cell phone) or radio. In 2024, the District purchased new handheld, digital radios for the District Administrative center, Moorpark College, Oxnard College, Ventura College, Oxnard College Fire Academy, Ventura College East Campus and all District Police Officers. These radios are intended for police use and emergency use only by College Personnel. This new system allows for clear, digital communications District-Wide. Digital radios are assigned to the Ventura College of Business/Finance VCCCD, the VP of Business Services at each Campus, Dean at the Oxnard College Fire Academy, Dean at Ventura College East Campus and all District Police Officers. The Ventura College of Business/Finance VCCCD or designee is responsible for developing and implementing a periodic radio testing program.

This notification will give the District Office accurate information of the status of the campus. If any College has an emergency situation the on-campus Policy Group personnel shall give on-going reports to the District Office periodically until VCCCD no longer needs to be involved or the tasks at hand do not warrant such notifications. Such notifications will allow the District Office to make necessary decisions in assisting the affected campus and support the objectives of the Incident Commander.

Communication District-Wide

In the event of a large-scale disaster or an event affecting multiple campuses it is important for communication needs to be met District-Wide. All three Colleges and the District Office are responsible for implementing and testing the following systems to fit their communication needs.

- Cell Phones
- Office Phones
- Emails
- Ventura County Regional Radio System Handheld Radio
- Satellite Phones

In the event communication cannot be made due to a large-scale disaster, or other means require its use, **Campus Police can be used to communicate between campuses.**
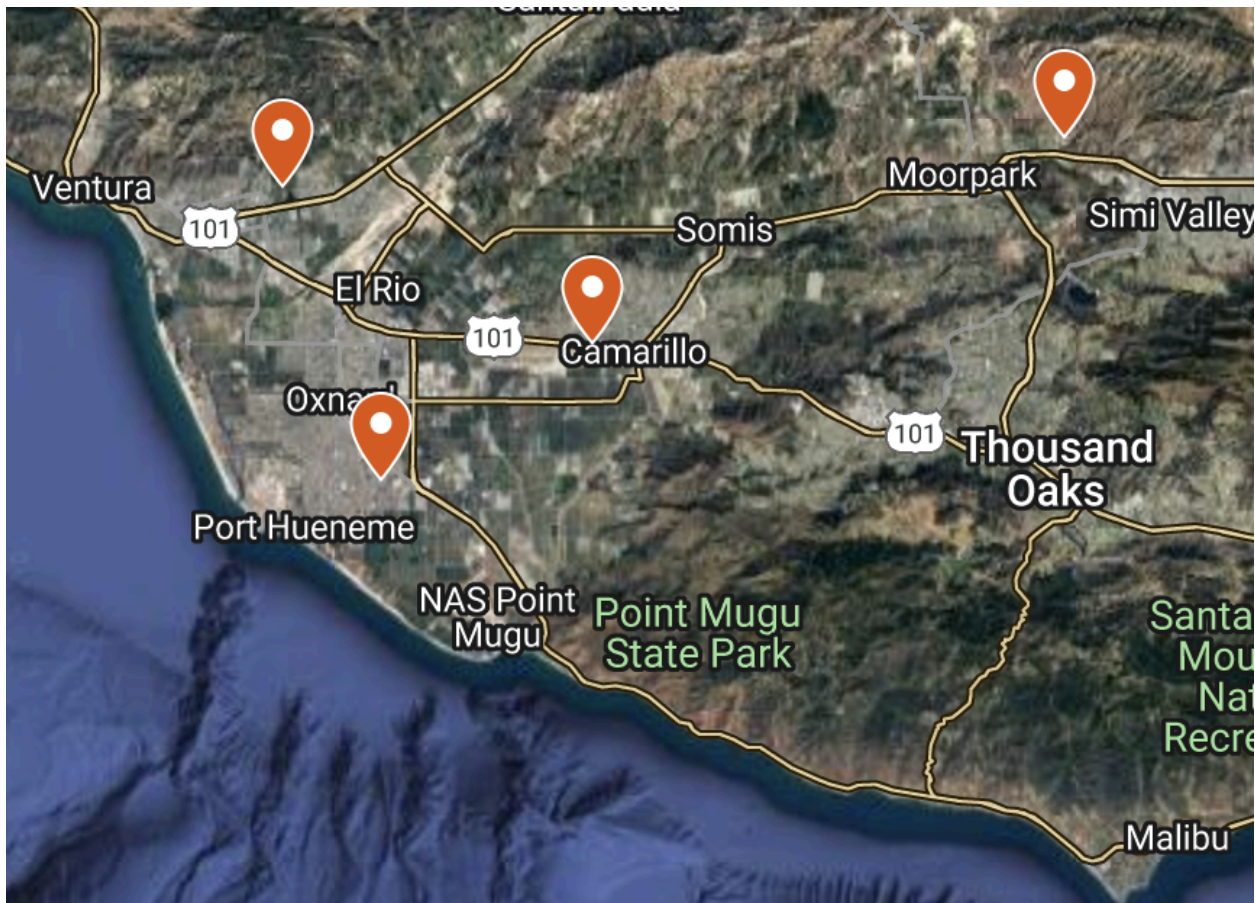
College Spokespeople

The chief spokespeople in the event of a crisis will be a senior leader of the College, most likely the **President**, as well as the **Public Information Officer.**

- In the time of a significant crisis, it is critical for a high-ranking leader of the College such as the President to become the face of the incident and to take the lead in communicating **key** messages. Only a high-ranking leader such as the President can convey that a situation is under control, provide a sense of calm and set an example for the entire campus.

- In most situations, the College's Public Information Officer will act as the Principle Spokesperson and will be the point person for news media communications during a crisis. He/she will organize and run press briefings and handle general media questions. Depending on the nature of the crisis, the person possessing the direct knowledge of the crisis (for example: The Chief of Police in the event of a campus crime) can also be designated as spokesperson.

- The release of information and comments to the news media and the public should be limited to the designated spokespeople. All other staff should be professional and helpful to the news media by connecting them with the spokespeople, but should refrain from speaking to and providing any information. As the crisis evolves, it is likely that secondary spokespeople will need to be appointed.

Media Relations

Often the only information the public receives about an emergency is through the news media; therefore, media relations is an essential component of any crisis plan. Timing is critical. ***Messaging during a crisis must be released as soon as possible and along as many communications channels as possible.***

The CCT will develop appropriate statements and other communications for the news media. The Team will also arrange and lead news conferences and media briefings. Keeping the news media informed gives the College a certain amount of control over the message. The media's job is to report the latest information available. If reporters don't get that information directly from the organization in crisis, they will look elsewhere and be more likely to report inaccurate facts and even rumors. The location of news conferences and briefings may largely depend on the location and nature of the crisis. Ideally, the location should be away from the crisis, the IMT/EOC and the College's Administrative Offices.

Communications Tools

Effective college crisis communications programs employ multiple and layered methods of communication with its audiences, including students, employees, parents, alumni, trustees and

community members. In the event of a crisis, the Crisis Communications Team can deploy one or all of these communications vehicles:

- **Revolution Alert** allows the College to notify students and employees via text message and email. (Responsibility: Campus Police and Director of Office of Marketing/Public Information Officer)

- **Campus-wide emergency notification system** broadcasts emergency voice notifications targeted to specific buildings via loudspeaker. (Responsibility: Campus Police)

- **Website** (Responsibility: Special Assistant to the Superintendent-President/Public Information Officer)

- **Emergency Information Line** will include updated information. (Responsibility: Special Assistant to the Superintendent-President//Public Information Officer)

- **Campus Marquees.** (Responsibility: Director of Office of Marketing/Public Information Officer)

- **Social media.** Regular updates will be posted on social media venues. (Responsibility: Director of Office of Marketing/Public Information Officer)

- **News media.** The College has a detailed news media call list that would be activated in the event of an emergency. (Responsibility: Director of Office of Marketing/Public Information Officer)

Emergency Notification

Notification to the Oxnard College community about an Immediate Threat

Campus Police and/or the Public Information Officer will immediately convey the threat to the College community or to the appropriate segment of the community. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. The situation will be continually assessed to determine if additional segments of the campus should be notified.

Some or all of the following notification methods will be used:

- Revolution Alert
- Emergency Notification System
- WhatsApp
- Campus Announcements Website
- Emergency Information Line

- News Media

Members of the larger community outside campus will receive information about a campus emergency via many of the same methods listed above. In addition, the College will disseminate information via local news media.

Campus Police must confirm the status of the emergency before notifications begin.

Time Warnings

Issuing Timely Warnings

The College will issue a Timely Warning to the campus community in the event of crimes (i.e. murder and non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson) and other situations that, in the judgment of the Chief of the Campus Police Department or his/her designee, constitutes a serious or continuing threat to students or employees. In determining if a Timely Warning should be issued, the Police Chief will consider the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Timely Warnings will be distributed by one or all of the following methods:

- Revolution alert app
- Posted as a Campus Crime Alert on the Campus Police Website and/or social media
- Posted on the Main College Website

The Timely warnings will provide the following information if possible:

- The date the alert was issued.
- A succinct statement of the incident.
- Physical description of the suspects.
- Other relevant and important information.

Timely Warnings will be issued for circumstances that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property controlled or owned by the college.

Anyone with information warranting a Timely Warning should report the circumstances to Campus Police at (805) 678-5805.

Best Practices for Social Media

Do not post about the situation on social media until official messaging is finalized and approved for distribution by the College.

During an emergency situation on campus, official posts regarding the crisis will appear on the following social Media Sites:

- Instagram
- Facebook
- Twitter

Audiences and Contact Information

Many different audiences must be reached with information specific to their interests and needs. The image of the College can be positively or negatively impacted by public perceptions of the handling of the incident.

The following is a list of potential audiences.

- Students and their families
- Employees and their families
- IMT Members and their families
- Vendors/Suppliers
- News media
- Community—especially neighbors living near the facility
- Government elected officials, regulators and other authorities

Contact Information

Contact information for **each audience** should be compiled and immediately accessible during an incident. Include as much information for each contact as possible (e.g., organization name, contact name, business telephone number, cell number, fax number and email address).

Students and Employees

Students and Employees are the life of the College, so contact with them is the top priority. Students and Employees may become aware of a problem as soon as their phone calls are not answered. Immediate action must be taken to redirect incoming telephone calls to a second call center (if available) or to a voice message indicating that the College is experiencing a temporary problem. Incident information and Family Reunification information can be given in this message.

Suppliers/Vendors

The crisis communication plan should include documented procedures for notification of suppliers and vendors. The procedures should identify when and how they should be notified.

Management

Any Level 2 Emergency requires immediate notification of Management regardless of time of day. Any Incident Commander, can notify Management, concerning low-level emergencies if they feel it is warranted regardless of time of day.

Government Officials & Regulators

OSHA regulations require notification to OSHA when there are three or more hospitalizations from an accident or if there is a fatality. Environmental regulations require notification if there is chemical spill or release that exceeds threshold quantities. Other regulators may need to be notified if there is an incident involving product tampering, contamination or quality.

A major incident in the community will capture the attention of elected officials. A senior manager should be assigned to communicate with elected officials and public safety officials.

Employees, Victims and Their Families

HR should coordinate communications with management, supervisors, employees and families. HR should also coordinate communications with those involved with the care of employees and the provision of benefits to employees and their families. Close coordination between management, company spokesperson, public agencies and HR is needed when managing the sensitive nature of communications related to an incident involving death or serious injury.

The Community

If there are hazards at a facility that could impact the surrounding community, then the community becomes an important audience. If so, community outreach should be part of the crisis communications plan. The plan should include coordination with public safety officials to develop protocols and procedures for advising the public of any hazards and the most appropriate protective action that should be taken if warned.

News Media

Develop a company policy that only authorized spokespersons are permitted to speak to the news media. Communicate the policy to all employees explaining that it is best to speak with one informed voice.

Determine in advance who will speak to the news media and prepare that spokesperson with talking points, so they can speak clearly and effectively in terms that can be easily understood.

Messages

During and following an incident, each audience will seek information that is specific to them. "How does the incident affect my order, job, safety, community?" These questions need to be answered when communicating with each audience.

After identifying the audiences and the spokesperson assigned to communicate with each audience, the next step is to script messages. Writing messages during an incident can be challenging due to the pressure caused by "too much to do" and "too little time." Therefore, it is best to script message templates in advance if possible.

There may be many different scenarios but the need for communications will relate more to the impacts or potential impacts of an incident:

- accidents that injure employees or others
- property damage to company facilities
- liability associated injury to or damage sustained by others
- production or service interruptions
- chemical spills or releases with potential off-site consequences, including environmental
- product quality issues

Messages should be scripted to address the specific needs of each audience, which may include:

Student - "Is the school open?" "How long will the college be closed?" "Are classes canceled?"

Family - "Is my son/daughter ok?" "Is there a place I can meet to pick up my son or daughter?"

Employee - "When should I report to work?" "Will I have a job?" "Will I get paid during the shutdown or can I collect unemployment?" "What happened to my co-worker?" "What are you going to do to address my safety?" "Is it safe to go back to work?"

Government Regulator - "When did it happen?" "What happened (details about the incident)?" "What are the impacts (injuries, deaths, environmental contamination, safety of consumers, etc.)?"

Elected Official - "What is the impact on the community (hazards and economy)?" "How many employees will be affected?" "When will you be back up and running?"

Suppliers - "When should we resume deliveries and where should we ship to?"

Management - "What happened?" "When did it happen?" "Was anyone injured?" "How bad is the property damage?" "How long do you think production will be down?"

Neighbors in the Community - "How can I be sure it's safe to go outside?" "What are you going to do to prevent this from happening again?" "How do I get paid for the loss I incurred?"

News Media - "What happened?" "Who was injured?" "What is the estimated loss?" "What caused the incident?" "What are you going to do to prevent it from happening again?" "Who is responsible?"

Messages can be pre-scripted as templates with blanks to be filled in when needed. Pre-scripted messages can be developed, approved by the management team and stored on a remotely accessible server for quick editing and release when needed.

Another important element of the crisis communications plan is the need to coordinate the release of information. When there is an emergency or a major impact on the business, there may be limited information about the incident or its potential impacts. The "story" may change many times as new information becomes available.

One of the aims of the crisis communication plan is to ensure consistency of the message. If you tell one audience one story and another audience a different story, it will raise questions of competency and credibility. Protocols need to be established to ensure that the core of each message is consistent while addressing the specific questions from each audience.

The goal of the crisis communications team is to gather information about the incident. This should include monitoring the types of questions posed to call center operators or staff in the Office; emails received by customer service; social media chatter or stories broadcast by the news media. Using this input, the crisis communications team can inform management about the issues that are being raised by stakeholders. In turn, management should provide input into the messages generated by the crisis communications team. The team can then create appropriate messages and disseminate information approved for release.

Appendix B- Emergency Action Plan Active Shooter

Objective

This template will prepare personnel for active shooter incidents. This template documents basic information recommended for an effective emergency action plan. Organizations are encouraged to consider their unique circumstances and/or structure to ensure a more comprehensive plan. It applies to permanent, temporary employees, contractors and visitors associated with this organization.

Key Individuals

The Organization's primary and alternate Incident Commanders are responsible for the maintenance of this plan.

Incident Commanders should revise and update this active shooter plan on an <u>Annual Basis</u>.

	Name	Phone Number	Email
Primary IC	**Chris Renbarger**	**805-678-5896**	crenbarger@vcccd.edu
Alternate IC	**Oscar Cobian**	**805-678-5937**	ocobian@vcccd.edu

The following people comprise the organization's "Core Team" and will participate in developing the active shooter emergency action plan.

Name	Job Title	Phone Number	Email
Roberto Gonzalez	**OC President**	**805-678-5230**	rgonzalez@vcccd.edu
Luis Gonzalez	**VP of Academic Affairs**	**805-678-5198**	lgonzalez@vcccd.edu
James Schuelke	**Director of Outreach & Marketing**	**805-678-5275**	jschuelke@vcccd.edu
Paloma Vargas	**Dean of Math, Science & Health**	**805-678-5897**	pvargas@vcccd.edu
Jesus Fernandez	**Police Officer**	**805-652-7758**	jfernandez@vcccd.edu
Cesar Romero	**Police Lieutenant**	**805-678-5866**	cromero@vcccd.edu

The following personnel are responsible for conducting threat evaluations and intervening to reduce workplace violence. Together, they form the "Threat Management Team."

Name	Job Title	Phone Number	Email
Cesar Romero	Police Lieutenant	805-678-5866	cromero@vcccd.edu
Oscar Cobian	VP of Student Development	805-678-5937	ocobian@vcccd.edu
Leah Alarcon	Dean of Student Success	805-678-5195	lalarcon@vcccd.edu

Lockdown Procedures

The following people are responsible for initiating lockdown procedures(primary and alternate):

Name	Job Title	Phone Number	Email
P: Oscar Cobian	VP of Student Development	805-678-5937	ocobian@vcccd.edu
A: Chris Renbarger	VP of Business Services	805-678-5896	crenbarger@vcccd.edu

Lockdown procedures are initiated in the following manner:

- Police Initiate lockdown
- Police ask the Incident Commander for lockdown to be initiated
- Incident Commander advises the College President of lockdown
- College President communicates with Chancellor
- Incident Command Team is alerted and mobilized

Notification

The following people are responsible for ensuring the organization has an effective process to announce the presence of an active shooter:

Name	Job Title	Phone Number	Email
Mike Alexander	Director of IT Services	805-665-7913	malexander@vcccd.edu
Chris Renbarger	VP of Business Services	805-678-5896	crenbarger@vcccd.edu

Contacting 911

Contacting 911 immediately is critical to ensuring first responders arrive quickly. The notification team should be trained to accurately describe the incident to 911 operators. The following information will be provided to 911:

- Name
- Location of incident/address
- Callback phone number
- Description and/or nature of emergency

Employees will be notified in the following manner:

- ENS Speakers and Clocks
- Text Messages

Visitors will be notified in the following manner:
- ENS Speakers and Clocks

Employees and visitors that are seeing impaired will be notified in the following manner:
- ENS Speakers

Employees and visitors that are hearing impaired will be notified in the following manner:
- ENS Clocks

Employees that are non-English speakers will be notified in the following manner:
- ENS Speakers

Evacuation/Assembly/Accountability

The ability to quickly and safely evacuate is critical to surviving an active shooter incident. Personnel must be familiar with the evacuation plan and practice using the nearest exit without exposing themselves to danger.

The following people are responsible for ensuring the organization has an evacuation plan(primary and alternate):

Name	Job Title	Phone Number	Email
P: Chris Renbarger	**VP of Business Services**	**805-678-5896**	**crenbarger@vcccd.edu**
A: Oscar Cobian	**VP of Student Development**	**805-678-5937**	**ocobian@vcccd.edu**

The following areas will be checked regularly and updated annually:

- Building site maps with designated evacuation routes are located at key locations
- Exits are clearly marked
- Evacuation plans include the ability to assist people with functional needs
- Designated evaluation locations a safe distance away
- Primary and alternate evacuation locations identified
- Employee rosters and contact information updated regularly

First Responder Coordination

Communicating information to first responders in a timely manner is vital to quickly eliminating the active shooter threat. The following people are responsible for providing information to first responders(primary/alternate):

Name	Job Title	Phone Number	Email
P: Cesar Romero	Police Lieutenant	805-678-5866	cromero@vcccd.edu
A: Adriana Parsons	Coordinator of Student Health Services	805-678-5032	aparsons@vcccd.edu

Pre-coordinate with local law enforcement to ensure the organization understands and is prepared to provide requested information. Local law enforcement contact information is provided below:

Name	Job Title/Agency	Phone Number	Email
P: Cesar Romero	Police Lieutenant	805-678-5866	cromero@vcccd.edu
A: Jesus Fernandez	Police Officer	805-652-7758	jfernandez@vcccd.edu

Communications Team

Providing consistent and accurate information to all stakeholders can reduce the impact of an active shooter scenario on an organization and its people. The following people are responsible for communicating the organization's message internally and externally:

Name	Job Title	Phone Number	Email
P: James Schuelke	Director of Outreach & Marketing	805-678-5275	jshuelke@vcccd.edu
A: Berenice Rodriguez	Senior Administrative Assistant	805-678-5157	brodriguez@vcccd.edu

The following are key considerations the communications team must address:

- **Accurate details of event, location and status**

Recovery

Recovery from an active shooter scenario will likely be a whole community effort. It may include hospitals, grief counselors, lawyers, employee assistance, and other assistance as required. The following will be activated as needed:

Organization	Name	Phone Number	Email
Emergency Services	**Scott Brewer**	**805-385-7717**	scott.brewer@oxnard.org
VC Human Services Agency	**Daniel Maguire**		daniel.maguire@ventura.org

Training

Providing necessary training to all employees is vital to this plan's success. Training should include "Run", "Hide" and "Fight" to prepare everyone. The organization should also involve first responders, neighboring organizations, off-site locations and business affiliates.

The following people are responsible for ensuring all stakeholders are properly trained (Primary and Alternate):

Name	Job Title	Phone Number	Email
P: Chris Renbarger	**VP of Business Services**	**805-678-5896**	crenbarger@vcccd.edu
A: Cesar Romero	**Police Lieutenant**	**805-678-5866**	cromero@vcccd.edu

Last Review Date: Aug 15, 2024

**Reviewer Name (Print): Chris Renbarger**

Appendix C- Post-Earthquake Standard Operating Guidelines (SOG's)

After an earthquake it is critical the District Office receives timely and accurate assessments from each College campus. The District Office shall be notified as soon as practical with updates concerning campus conditions, actions taken and resource needs.

Following an earthquake, the following guidelines will enhance the College's ability to effectively gain situational awareness about life safety, incident stabilization, property conservation and continuity of business operations. Critical information needs to be communicated to the District Office in an expedient and orderly manner.

College Post Earthquake Operations

- After the earthquake and as soon as it is safe, the College Incident Commander (IC) shall open up communications with the Policy Group and give an initial situation status report.

  - The Policy Group consists of the College President and the Vice Chancellor of Business Services, VCCCD.
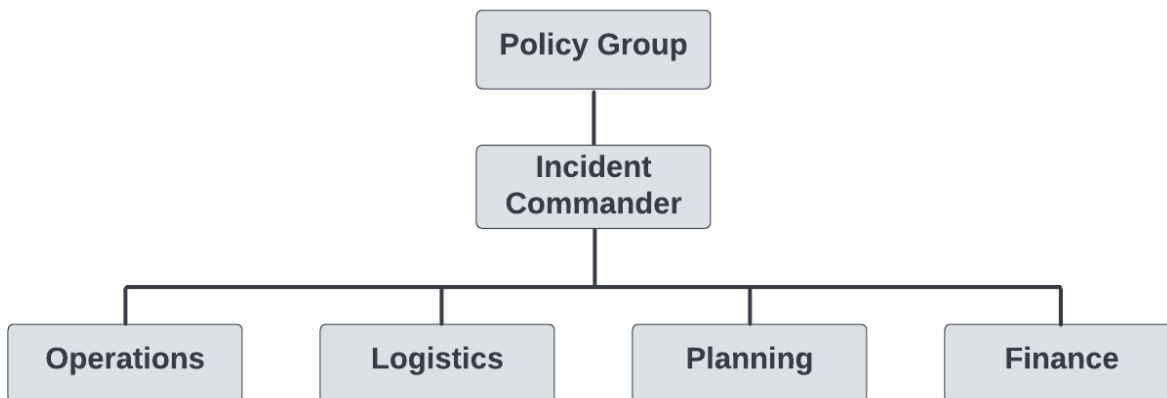
The initial situation status report should contain the following:
  - Life Safety
  - Evacuation Status
  - Property Damage if visible
  - Needs - Police, Fire, EMS, Public Works

- As soon as it is safe, the College IC shall activate "Damage Assessment Teams" consisting of no less than two people per team. These teams shall consist of Facilities personnel, Campus Police or CERT trained members.

- The College IC shall assign each team a radio and a geographical region of the campus to assess. These teams shall assess their assigned portion of the campus focusing on life safety issues, building damage, natural gas/utilities etc. All findings shall be communicated to College IC and documented on a FEMA ICS-214.

- Damage Assessment teams **shall not** enter any building during the damage assessment.

- The College IC can then effectively direct resources to the most critical situations on campus because of increased situational awareness

- As soon as possible, the College IC shall provide a more comprehensive report to Policy Group with updated information on the following:

    - Life Safety Issues

    - Incident Stabilization

    - Property Conservation

    - Continuity of Business Operations

- Updated information will allow the Policy Group to effectively plan, support and make sound logistical/financial decisions for the College's needs

Communications shall remain open between the College IC and Policy Group as needed until the resumption of normal business operations.

Off-Campus Locations

During any emergency at an Off-Campus location, the Off-Campus "Branch Incident Commander" shall notify the Office of the VP of Business Services on the Main Campus. This notification shall be made as soon as possible. This notification includes <u>any </u>earthquake of any size in the County of Ventura. Typical information in the notification would include current conditions, actions taken and needs.

Site Name: City of Oxnard

Branch Incident Commander

Operations Section Chief: Scott Brewer

Contact Number: 805-385-7717 / scott.brewer@oxnard.org

Site Name: County of Ventura

Branch Incident Commander

Operations Section Chief: Daniel Maguire

Contact Number: daniel.maguire@ventura.org

On-Campus Industry Partners

On-Campus Industry Partners must report any emergency as soon as practical to the VP of Business Services. An earthquake of any size in the County of Ventura requires immediate notification to the VP of Business Services. This report should include information on the conditions of the emergency or crisis, actions already taken and resource needs.

- **Peter Parker, OC Foundation**
  - pparker@VCCCD.edu
- **Maricruz Hernandez, Condor Middle College Principal**
  - maricruz.hernandez@oxnardunion.org
- **Jack Bernstein, California State Smog Referee**
  - jack_berenstein1@VCCCD.edu
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Appendix D- Emergency Operations Center Plans

The following document serves as a Standard Operating Guideline for the Oxnard College Emergency Operation Center activation, operation and demobilization in the event of a natural or man-made disaster.

Activation

It has been determined the decision to activate the EOC will be the responsibility of the Incident Commander. Once the decision has been made to activate the EOC the Logistics Section Chief is responsible for opening the Primary or Secondary location to initiate EOC activity. Upon EOC activation the Logistics Section Chief becomes the EOC Director.

Logistics Section Chief (EOC DIrector)

To establish accountability in EOC Operations, the **Logistics Section Chief** is designated as the **EOC Director.**

Pre-EOC Activation Duties:

The EOC Director is responsible for the following EOC Duties prior to activation:
- Ensuring that the College is supplied with sufficient EOC Equipment
- Ensuring that proper EOC equipment checks are being performed
- Ensuring that EOC training is taking place on a regular basis
- Demobilizing the EOC

Full or Partial EOC Activation Duties:

The EOC Director is responsible for the following EOC Duties upon activation notice from Incident Commander:
- Activation (Partial/Full) of EOC - Notify and utilize "Unit Leaders" from Logistics Section to assist with EOC setup
- Open storage equipment doors for Primary EOC located at AA-245
- Open storage equipment doors for Secondary EOC located at LS-Conference Room
- Survey EOC Room to verify appropriate conditions for activation:
  - White Boards Erased
  - Chairs and Tables positioned
  - Equipment ready for use
- Power up televisions(if provided) and set each to different local news stations; mute with captions

- Post EOC call-in phone number(Planning Section) for reporting incident updates and other relevant phone numbers.
- Provide laptops for Command, Finance, Logistics, Operations
- Obtain Incident Briefings and Update EOC personnel on a continuing basis
- Handle all food, water, coffee needs for EOC participants
- Assign and Sign-In EOC participants upon arrival and distribute High Visibility Vests
- Manage all EOC Operations during incidents
- Provide Security for the EOC(Campus Police)
- Determine status of IT (i.e communications, Wi-fi, etc.)
- Welcome Agency Reps as they arrive
- Circulate and ensure personnel understand their roles, fulfill EOC responsibilities, and ensure that EOC procedures function smoothly
- Notification of Industry Partner EOC's(Local City EOC)
- Notification of California's Governor Office of Emergency Services
- Notification of the American Red Cross

Post Activation Duties - EOC Demobilization

- If possible, conduct EOC After Action Review at Incident Termination
- Utilize Logistics Section Personnel for EOC demobilization
- Return and secure all EOC equipment to storage location
- Complete the Sit/Stat report (ICS Form 209)

Ensure that all ICS 214's are collected and given to the Situation/Status Unit Leader

Location

Oxnard College has identified a Primary EOC and a Secondary EOC to fit the needs of the incident and allow for flexibility as an incident develops and expands. The following locations have been identified as the EOC Locations:

- Primary EOC Location: AA-101
- Secondary EOC Location: LS-10

These locations have been identified with consideration to vulnerability, traffic and congestion, accessibility, parking, communications, security and scalability. If the Primary EOC location is negatively impacted, the Incident Commander can make the decision to utilize the Secondary EOC location.

Opening the Primary EOC: AA-101

During Business Hours

- Keys are located with the Incident Commander.
- Campus PD

After Business Hours

- Keys are located with the Evening and Weekend Attendant.
- Campus PD

Primary EOC Layout

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┌─────────────────────────────────────────────┐
│              Front of Room                   │
└─────────────────────────────────────────────┘

                  ┌──────────────┐
                  │   Incident   │
                  │   Command    │
                  └──────────────┘

  ┌──────────────┐                ┌──────────────┐
  │  Operations  │                │   Logistics  │
  │   Section    │                │    Section   │
  └──────────────┘                └──────────────┘


  ┌──────────────┐                ┌──────────────┐
  │   Planning   │                │   Finance    │
  │   Section    │                │   Section    │
  └──────────────┘                └──────────────┘
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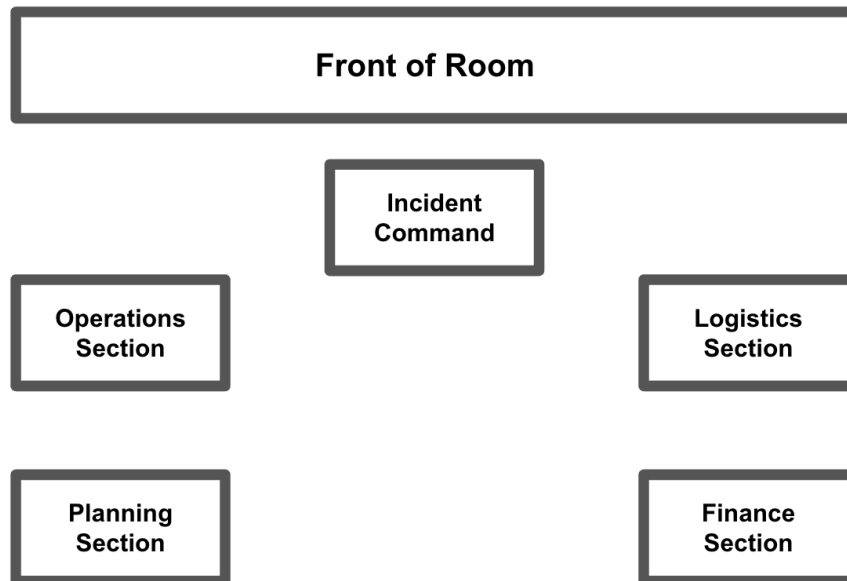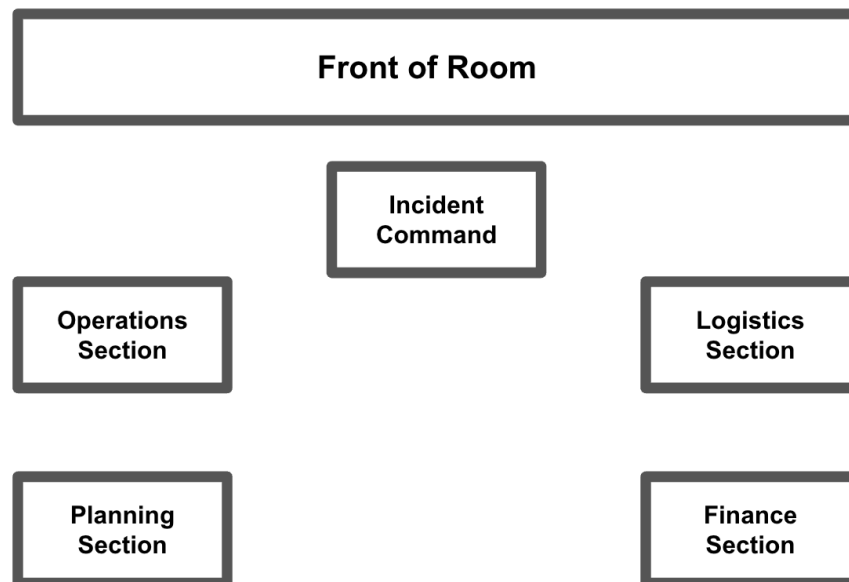**Opening the Secondary EOC: LS-10**

During Business Hours

- Keys are located with the Incident Commander.
- Campus PD

After Business Hours

- Keys are located with the Evening and Weekend Attendant.
- Campus PD

Secondary EOC Layout

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┌─────────────────────────────────────────────────┐
│                 Front of Room                     │
└─────────────────────────────────────────────────┘

                   ┌──────────────┐
                   │   Incident   │
                   │   Command    │
                   └──────────────┘

  ┌──────────────┐                    ┌──────────────┐
  │  Operations  │                    │  Logistics   │
  │   Section    │                    │   Section    │
  └──────────────┘                    └──────────────┘

  ┌──────────────┐                    ┌──────────────┐
  │   Planning   │                    │   Finance    │
  │   Section    │                    │   Section    │
  └──────────────┘                    └──────────────┘
```

Equipment and Storage

EOC equipment is stored at the following locations:

AA-245 & FMO Warehouse and consists of the following:

- Specific ICS FEMA Forms for each Section (IC - FLOP)
- Large Tables (5) (IC - FLOP)
- Chairs (40) Eight per table
- Mobile Dry Erase Boards (5) (IC - FLOP)
- Large Smart Board (1) (IC)
- Command Boards (5) (IC - FLOP)
- Chromebooks mounted on a moving cart (10)
- Bluetooth Printers (2)
- Wi-Fi Hotspots (4-5)
- Flip Chart Paper Adhesive Back (5) (IC-FLOP)
- Electrical Extension Cords
- Power Tower (5) (IC - FLOP)
- Generators for Backup Use
- High Visibility Vests for All (50)
- Radios

- Satellite Phone
- Administrative Supplies

Checks

Necessary equipment checks shall be performed on a monthly basis.
- **Location-** Ensure accessibility(Test both sets of keys), ensure construction projects do not inhibit access/egress, storage does block storage or ability to access necessary equipment, bathrooms are functioning, power to structure. Test both sets of keys.
- E**quipment-** Ensure accessibility and inventory, any equipment with a battery should be operated/charged as per manufacturer guidelines

Levels of Emergencies

It has been predetermined that the EOC can be partially activated in a Level 2 Emergency at the discretion of the incident Commander. The EOC will be "fully activated" in a Level 3 Emergency.

"Fully activated" requires that all Oxnard College Incident Management Team Members report to the EOC.

Communications/Notification

The Incident Commander assumes responsibility of identifying the Level of Emergency, needs of the incident and making proper notifications to appropriate IMT Members. These factors will assist in the decision making process ultimately used to mitigate the incident.

The VP of Business Services is responsible for notifying the Operations Section Chief, Finance Section Chief, Logistics Section Chief and the Plans Section Chief. The respective Section Chiefs shall notify the Unit Leaders under their Command.

Members will be notified using the following methods:

- Personal Cell Phone (call or text)
- Whats App
- Hand-held radio
- Revolution Phone App
- Emergency Notification System
- Email

Security

The Logistics Section Chief shall communicate with Campus Police in order to staff EOC Security.

Backup Power

Back up power has been secured in the form of generators. These are located at M&O. These generators are to remain in functional position at the identified EOC in the event of a loss of power to the primary or secondary EOC. The generators are stored at FMO and are maintained and checked for operational use by the Maintenance Supervisor.

Documentation

Incident Command Related FEMA ICS Forms:
- **ICS 201 -Incident Commander - Incident Briefing Form**
- **ICS 208 -Safety Officer - Safety Message Plan**
- **ICS 213 -Anyone - General Message**
- **ICS 214 -Everyone - Activity Log**
- **ICS 215A -Safety Officer - Incident Action Plan Safety Analysis**

Operations Section Related FEMA ICS Forms:
- **ICS 204 -Operations Section Chief and Resources Unit Leader - Assignment List**
- **ICS 206 -Medical Unit Leader (reviewed by Safety Officer) - Medical Plan**
- **ICS 213 -Any Member - General Message**
- **ICS 214 -All IMT Members - Activity Log**
- **ICS 215 -Operations Section Chief - Operational Planning Worksheet**
- **ICS 220 -Operations Section Chief or Air Branch Director - Air Operations Summary Worksheet**

Planning Section Related FEMA ICS Forms:
- **ICS 202 -Planning Section Chief - Incident Objectives**
- **ICS 203 -Resources Unit Leader - Organization Assignment List**
- **ICS 204 -Resources Unit Leader and Planning Section Chief - Assignment List**
- **ICS 209 -Situation Unit Leader - Incident Status Summary**
- **ICS 211 -Resources Unit - Check In Recorder**
- **ICS 213 -Any Member - General Message**
- **ICS 214 -All IMT Members - Activity Log**
- **ICS 221 -Demobilization Unit Leader - Demobilization Unit Leader**

Logistics Section Related FEMA ICS Forms:
- **ICS 205 -Communications Unit Leader - Incident Radio Communications Plan**
- **ICS 205A -Communications Unit Leader - Communications List**
- **ICS 210 -Communications Unit Leader - Resource Status Change**

- **ICS 213** -Any Member- General Message
- **ICS 214** -All IMT Members - Activity Log
- **ICS 218** -Ground Support Unit Leader or Transportation Unit Leader - Support Vehicle Equipment Inventory

Finance Section Related FEMA ICS Forms:

- **ICS 213** -Any Member- General Message

Appendix E- ICS Staging Locations

Pre-identified staging locations can be used for resources arriving on scene that do not have a tactical assignment. These locations would be in proximity to the campus. Resources from the staging location can be dispatched to the main campus based on Incident Commander need/request. Resources could include Fire, Police, EMS, heavy equipment/machinery, large animal trailers etc.

Depending on incident location, incident commanders can designate a staging location for incoming resources.

Staging location considerations should include large, open areas for vehicle parking, proximity to campus, lighting, security etc.

The following two locations comprise the staging locations in this Emergency Operations Plan:

1. **Parking Lot H**
2. **Parking Lot B**

Appendix F- ICS Roles and Responsibilities

Colleges will be coordinating and communicating with the District EOC via each of the Branches under the Operations Section. The Incident Command System will be used in the field.

<u>**Common Responsibilities To All EOC Positions**</u>

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

Activation:

- Report to your EOC organizational supervisor.
- Put your name on the EOC Organizational Chart next to your assignment.
- Obtain a situation briefing from available sources(Section Coordinator, EOC Director, 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 staffarrives.
- 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 organizational supervisor.
- Monitor Your position Activities And adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions.

Documentation and Reports:

- Open and maintain a position activity log**.**
- 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 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 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 organizational supervisor advised of your status and activity and on any problem areasthat 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 EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC 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 Organizational Supervisor prior to your release and departure.

- Be prepared to provide input to the EOC 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 organizational supervisor.
- Leave forwarding phone numbers where you can be reached.
- Sign out with your Supervisor and on the EOC organization/sign-in sheet.

Specific Job Responsibilities for each ICS Position

Policy Group

Responsibilities:

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

Activation:

- Obtain briefing from the IC.

Duties:

- Review your position responsibilities.
- Make any policy issue decisions that are necessary and communicate these to the OC IC.
- Make any necessary public statements through the Public Information Officer.
- Keep informed through regular briefings with the EOC Director.
- Activate and support District recovery activities.

Incident Commander

Responsibilities:

- Establish the Incident Command Post (ICP) and implement the Emergency Operations Plan.
- Direct and coordinate the ICP.
- Establish the appropriate ICP staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations, including site incident management as required.
- Ensure that an [Incident Action Plan](#) is developed and implemented.
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

Activation:

- Follow directions on Common Responsibilities to all ICP Positions checklist.
- Determine the operational status and appropriate level of activation based on the situation.
- As appropriate, respond to the ICP.
- Mobilize appropriate personnel for initial activation.

- When there is damage to the primary ICP sufficient to render it unusable, report to the alternate ICP.
- Obtain briefing from whatever sources are available.

Position Start-Up Actions:
- Review your position responsibilities
- Establish an Incident Command Post(ICP) or activate the Emergency Operations Center(EOC) and ensure it has equipment and services necessary for an extended activation.
- Brief and assign EOC/ ICP staff as they arrive. 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; and
- Identification of work shifts.
- Establish briefing schedules and give Section Chiefs(Ops, Plans, Logistics, Finance) advance notice to prepare summaries of Section activities.
- Convene planning meetings with the Policy Group and Section Coordinator/Chiefs, as necessary. Ensure that these meetings are documented by a scribe.
- Assess the situation, define problems, and set priorities for response/recovery period.
- Review and identify the need for future staffing.
- Once the Planning Section completes the Action Plan, review, approve, implement and distribute.
- Establish and implement a briefing schedule for ICP staff.
- Ensure that telephone, radio and data communications with other College sites are established and tested. (Assign task to the Communications Unit).
- Upon EOC/ICP Activation, assure the appropriate agencies/entities are notified
- Ensure that the Management/Command Section is staffed at the level needed.
    - Public Information Officer
    - Liaison Officer
    - Safety Officer
- Assess the need to request or provide resources via Mutual Aid. College sites will place Mutual Aid requests through the District, and the District will submit mutual aid requests to the Office of Emergency Services.
- Work with the Section Coordinator/Chiefs to ensure all Sections have appropriate equipment, staffing, and information to work effectively.

- Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIOs on-scene.
- Authorize PIO to release information to the media and to coordinate with the PIOs at College sites as needed.
- Monitor performance of ICP personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with the Personnel Unit of the Logistics Section. Establish and maintain a safe working environment.
- Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.
- 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.

Deactivation:
- Authorize deactivation of sections, branches or units when they are no longer required.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.
- Deactivate the EOC/ICP and close out logs when an emergency situation no longer requires activation.

EOC Director (Logistics Section Chief)

Responsibilities:

- Activate the EOC and EOP.
- Direct and coordinate the EOC.
- Establish the appropriate EOC staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations, including site incident management as required.
- Ensure the EOC 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.

Activation:
- Follow directions on Common Responsibilities to all EOC Positions
- Determine the operational status and appropriate level of activation based on the situation.

- As appropriate,respond to the EOC.
- Mobilize appropriate personnel for initial activation.
- 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.

Position Start-Up Actions:

- Review your position responsibilities.
- Coordinate the physical setup of the EOC and ensure it and has equipment and services necessary for an extended activation.
- Brief and assign EOC staff as they arrive. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - IIdentification 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 briefing schedules and give Section Coordinators advance notice to prepare summaries of Sections Activities.
  - Convene planning meetings with the Policy Group and Section Coordinators, as necessary. Ensure that these meetings are documented by a scribe.
  - Assess Situation, define problems, and set priorities for response/recovery period.
  - Review and identify the need for future staffing.
  - Once the Planning Section completes the EOC Action Plan, review, approve, implement and distribute.
  - Establish and implement a briefing schedule for EOC staff.
- Ensure that telephone, radio and data communications with other District facilities and College sites are established and tested. (Assign task to the Communications Unit).
- Upon EOC Activation, assure the appropriate agencies/entities are notified:
  - Cities (Moorpark, Ventura or Oxnard)
  - Ventura County Sheriff's Office of Emergency Services
  - Partner agencies
  - Board of Trustees
- Ensure that the Management Section is staffed at the level needed.
  - Public Information Officer

- ○ Liaison Officer
- ○ Safety Officer
- Assess the need to request or provide resources via Mutual Aid. College sites will place Mutual Aid requests through the District and the District will submit mutual aid requests to the Ventura County Sheriff's Office of Emergency Services.
- Work with the EOC Section Coordinators to ensure all EOC Sections have appropriate equipment, staffing, and information to work effectively.
- Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIO's on-scene.
- Authorize PIO to release information to the media and to coordinate with the PIOs at College sites as needed.
- Monitor performance of EOC personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with the Personnel Unit of the Logistics Section. Establish and maintain a safe working environment.
- Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.
- 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.

Deactivation:

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify appropriate cities (Moorpark, Oxnard and Ventura), Ventura County Sheriff's Office of Emergency Services and partner agencies, as necessary, of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the EOC After-Action Report/Corrective Action Report.
- Deactivate the EOC and close out logs when an emergency situation no longer requires activation.

Public Information Officer (PIO)
Responsibilities:
- Coordinate PIO activities
- Obtain policy guidelines from the 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.
- <u>Coordinate activity in a Joint Information Center (JIC), if one is activated.</u>
- Control and correct misinformation and rumors.

Duties:
- Follow directions on Common Responsibilities to all ICP Positions.
- Secure guidance from the Incident Commander regarding the release of available information.
- Determine if access to the Emergency Alert System (EAS) is necessary.
- Establish procedure for information releases affecting inter-agency coordination.
- Keep the Incident Commander advised of all requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the Incident Commander, appropriate city and County EOCs.
- Ensure that all staff are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the Incident Commander and College site PIO before releasing information to the media.
- <u>Establish a Media Information Center away from the ICP.</u> Announce safe access routes to the Media Information Center. 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.
- Provide any statements to be posted on the Web site.
- Schedule and post times and locations of news briefings in the ICP, Media Information Center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- As required, periodically prepare briefings for the Policy Group.
- Respond to information requests from the Incident Commander.
- Ensure that a rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop a procedure to be used to squelch such information.

- Staff telephones to efficiently handle incoming media and public calls and to gather status information (request additional personnel through Logistics, Personnel Unit).
- Monitor broadcast media and use information to develop follow-up news releases and rumor control.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Consider all non-English speaking and hearing impaired persons of the emergency situation/hazard by
  - Translating all written and spoken messages into appropriate languages and
  - Contacting media outlets (radio/television) that serve the languages you need.
- Ensure file copies are maintained of all information released and posted in the ICP

Liaison Officer

Responsibilities:
- Coordinate and communicate between ICP and other agencies.
- Initiate and maintain contact with partner agencies (Cities of Pasadena, PFD, PPD.)
- Coordinate VIP and visitor orientations and briefings.
- Serve as the point of contact for all outside Agency Representatives.

Duties:
- Follow directions on Common Responsibilities to all ICP Positions.
- Maintain contact with all outside agencies involved with the incident response.
- Arrange and coordinate any VIP tours with PIO.
- Determine if outside liaison is required with other partner agencies such as
  - Local/county/state/federal agencies,
  - Volunteer organizations,
  - Private sector organizations, and/or
  - Utilities not already represented.
- Determine status and resource needs and availability of other agencies.
- Brief agency representatives on current situation, priorities and Action Plan.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with other city, county, state or federal emergency response officials.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Logistics Section (Communications Unit).
- Know the working location of agency representatives.
- Compile list of agency representatives (agency, name, contact information) and make available to all EOC personnel.

- Respond to requests from sections and branches/groups/units for agency information. Direct requesters to appropriate agency representatives.

Safety Officer

Responsibilities:

- Coordinate activities among District and College site safety Officers.
- Ensure that all facilities used in support of ICP operations have safe operating conditions.
- Monitor all 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.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions
- Ensure safety of operations for staff and students.
- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the Incident Commander of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Coordinate with the Logistics Section (Personnel Unit) to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements, as appropriate.
- 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 ICP location is free from environmental threats.
- Keep the Incident Commander advised of safety conditions.
- 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.

Operations Section Coordinator

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.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist.

- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
  - Safety/Security Branch,
  - Medical Branch,
  - Building & Safety Branch, and
  - Maintenance & Utilities Branch.
- Ensure communications are established with field units, College sites and the District.
- Evaluate the site conditions associated with the disaster/emergency and coordinate with the Planning/Intelligence Section (Situation Status Unit).
- Coordinate fire and hazmat services with the appropriate emergency response agency.
- Identify, establish and maintain staging areas for Operations-related equipment and personnel, as necessary. Authorize release of equipment and personnel.
- Direct Operations Branch Director 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.
- Determine resources committed and resource needs.
- Request and/or release resources as authorized by Incident Commander. Coordinate resources requests with the Logistics Section.
- Receive, evaluate and disseminate information relative to the operations of the disaster/emergency.
- Provide all relevant emergency information to the Public Information Officer.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming shifts.
- Work closely with the Planning/Intelligence Section Coordinator/Chief in the development of the Action Plan. (Action Plan can be found in the ICS Forms Section in the Appendices).
- Work closely with the Logistics Section (Communications Unit) in the development of a Communications Plan.
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current Action Plan are being addressed.
- 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.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Planning Section.

Safety/Security Unit Leader

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 Chief.
- Coordinate and support the activities of the Safety/Security Unit.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist
- Develop a traffic plan and place personnel to direct traffic
- Establish and maintain communications with the dispatch center.
- Establish and maintain communications with Safety/Security personnel in the field.
- Identify and ascertain status of available Safety/Security personnel.
- Determine needs for special access facilities.
- As requested, provide security for any critical facilities, supplies or materials.
- Request additional law enforcement personnel through existing mutual aid channel.
- Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.

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.

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 existing 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.

First Aid Unit Leader

Responsibilities:

The First Aid Unit Leader is responsible for providing emergency medical response, first aid, and counseling. He or she informs the Operations Chief or Incident Commander when the situation requires health or medical services that staff cannot provide and ensures that appropriate actions are taken in the event of deaths.

- Establish scope of disaster with the Incident Commander and determine probability of outside emergency medical support and transport needs.
- Make personnel assignments. If possible, assign a minimum of two people to triage, two to immediate treatment, two to delayed treatment, and two to psychological treatment.
- Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from students and parents, with access to emergency vehicles. Obtain equipment and supplies from the storage area.
- Assess available inventory of supplies and equipment.
- Review safety procedures and assignments with personnel.
- Establish a point of entry ("triage") into the treatment area.
- Establish "immediate" and "delayed" treatment areas.
- Set up a separate psychological first aid area if staff levels are sufficient.

Duties:

- Oversee the assessment, care, and treatment of patients.
- Ensure caregiver and rescuer safety: Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel to respond to injuries in remote locations or request a Transport Team from Logistics.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to the Operations Section Chief.
- Keep the Operations Section Chief informed of the overall status
- Set up a morgue, if necessary, in a cool, isolated, secure area; follow the guidelines established in the plan.
- Stay alert for communicable diseases and isolate appropriately.

- Consult with the Student Care Director regarding health care, medications, and meals for students with known medical conditions (e.g., diabetes, asthma, etc.).

Deativation:

- At the Incident Commander's direction, release medical staff who are no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to the Documentation Unit.

Search and Rescue Unit Leader

Responsibilities:

- Inform and advise the Operations Section Chief.
- Coordinate and support the activities of the Search & Rescue Unit.
- Evaluate and process requests for search and rescue resources.
- Coordinate search and rescue operations with appropriate fire agencies and maintain communications with them.

Duties:

- Establish a search and rescue staging area.
- Establish and maintain communications with search & rescue personnel.
- Initiate and maintain communications with the appropriate fire agency.
- Coordinate all rescue efforts with the safety Officer. Ensure that
  - A safety briefing is held at the beginning of each work period;
  - Search and Rescue 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.
- 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.
- Request Building and Safety Unit Leader to provide personnel to rescue scenes to advise on structural, electrical, and mechanical hazards.
- Ensure receipt of and evaluate reports from field assessment 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 Chief.

- Thoroughly brief and update field personnel on a continuing basis.
- Establish and enforce the procedures for marking structures that have been searched and cleared.
- Coordinate rescue operations with the Medical Branch to ensure injured and rescued individuals receive appropriate medical care.
- Coordinate with EVAC/Shelter/Care to ensure all rescued individuals are medically triaged prior to release.
- Notify the Operations Section Chief of any fatalities.
- Mark the location of fatalities. When feasible, cover but do not remove the deceased until advised by the coroner.
- Regularly, or as requested, brief and update the Operations Section Chief on search and rescue operations.
- Update rescue status boards and maps.
- When possible, participate in the planning meetings.
- Ensure radio communications are established between all rescue teams, the Search and Rescue Unit and the ICP.
- Coordinate with the Logistics Section to establish a reception/reunification area for rescued individuals and families.

Building and Safety Unit Leader

Responsibilities:

- Inform and advise the Operations Section 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; and
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Plans Section

The Building and Safety Branch is responsible for ensuring that all structures are evaluated.. 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.

Duties:
- Follow directions on Common Responsibilities to all ICP Positions.
- Coordinate damage assessment inspection of all facilities.
- When structural assessments are required, request DSA engineer to perform inspection of facilities. If DSA engineers are not available, request building inspectors through mutual aid. Ensure that any mutual aid building inspector has been trained in the Safety Assessment Program (SAP) requirements.
- Assign a Facilities Representative to each building inspector or mutual aid resource to assist them.
- Compile a summary document of all safety inspection reports and assessments and forward to the Planning/Intelligence Section (Situation Unit).
- Post field assessment information to display map/chart in ICP to depict progress of assessments.
- Receive regular reports on damage status from field units. Ensure teams report any chemical and electrical hazards as soon as possible.
- Provide the Incident Commander, Operations Section Chief, Planning Chief and Finance Chief updated information on estimated damage and loss cost.
- Arrange for necessary communications equipment from the Logistics Section and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- Assess the need to require potentially unsafe facilities to be vacated.
- Evaluate conditions and advise the Incident Commander of any conditions and actions which might result in liability – e.g. oversights, improper response actions, etc.
- In coordination with the Plans 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 and Utilities Unit Leader

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.

Duties:

- Follow directions on Common Responsibilities .
- Coordinate inspection of all utility systems, including Gas, Electricity, Water, Phone lines, and 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.
- Establish contact with various utility companies, as necessary.
- Coordinate telephone utility requirements with telephone services.
- 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.

Crisis Intervention Unit Leader

Responsibilities:

- Ensure the physical safety and emotional stability of the person experiencing a mental health crisis
- Reduce the intensity of emotional, mental, physical, and behavioral reactions to the crisis in order to avoid further deterioration of the person's mental status and development of serious long-term problems
- Assist in recovery from crisis and the return to a pre-crisis level of functioning
- Assist in the development or enhancement of more effective coping skills and support system
- Ensure that services are clinically appropriate and in the least intense or restrictive setting
- Provide assistance and referral for ongoing care
- To determine that it is likely the person has a mental health problem, and if so, what the nature of the problem is
- To establish priority for response based on immediate safety issues
- To inquire about concurrent social or health problems that require attention

- To determine what intervention is best suited for the person and to whom the person should be referred

Family Reunification Unit Leader

Responsibilities:
- Assure the reunification of students with their parents or authorized adults through separate Request and Release Gates.

Start-Up Actions:
- Obtain and wear a vest or position identifier, if available.
- Check with the Operations Section Chief for assignment to the Request Gate or Release Gate.
- Obtain necessary equipment and forms from Logistics.
- Secure the area against unauthorized access. Mark the gates with signs.
- Set up the Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.
- Have Student Release Forms available for parents outside of the fence at the Request Gate. Assign volunteers to assist.
- Set up the Release Gate some distance from the Request Gate.

Operational Duties:
- Refer all requests for information to the POI. Do not spread rumors!
- If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID to Logistics. If they are not registered (i.e., do not have badges), direct them to a branch library to register.

Procedures:
- The requesting adult fills out a Student Release Form, gives it to a staff member, and shows identification.
- The staff member verifies the identification, pulls the Emergency Card from the file, and verifies that the requester is listed on the card.
- The staff member instructs the requester to proceed to the Release Gate.
- If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, a runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.
- The runner takes the form(s) to the designated classroom.

- Note: If a parent refuses to wait in line, don't argue. Note the time with appropriate comments on the Emergency Card and place it in the out box.
- <u>If the student is not with the class:</u>
- The teacher makes the appropriate notation on the Student Release Form:
  - "Absent" if the student was never in school that day.
  - "First Aid" if the student is in the Medical Treatment area.
  - "Missing" if the student was in school but now cannot be located.
- The runner takes the Student Release Form to the Command Post.
- The Command Post verifies the student's location if known and directs the runner accordingly.
- If the runner is retrieving multiple students and one or more are missing, the runner walks the available students to the Release Gate before returning "Missing" forms to the Command Post for verification.
- The parent should be notified of the missing student's status and escorted to a crisis counselor.
- If the student is in First Aid, the parent should be escorted to the Medical Treatment Area.
- If the student was marked absent, the parent will be notified by a staff member

Planning Section Coordinator

Responsibilities:

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

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist.
- Assess the impact of the disaster on the District/campus, including the initial safety/damage assessment by each College impacted by the disaster (see Summary Situation Status Report in Appendices).

- Develop situation analysis information on the impact of the emergency from the following sources
- Safety/Security Branch
- Medical Branch
- Building and Safety Branch
- Maintenance & Utilities Branch
- City EOCs Assign PCC Rep to City EOC
- Office of Emergency Services
- Utilities
- American Red Cross
- Media (radio and television)
- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, ICP staff, Board of Trustees, cities Office of Emergency Services, other partner agencies and the public, as appropriate.
- Working with the ICP staff and the Documentation Unit (if activated), prepare an Action Plan to identify priorities and objectives.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- 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.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery.

Resource Status Unit Leader

Responsibilities:

- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources deployed.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resource overview and summary information to the Situation Status (if activated) as requested and written status reports on resources allocations as requested by the Section Chiefs.

- Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Section staff and assist in preparation of the Action Plan.
- Make recommendations to the Logistics Section Chief of resources that are not deployed or should be deactivated.

Situation Status Unit Leader
- Direct the collection, organization and display of status of disaster events, including
  - Location and nature of the disaster/emergency
  - Special hazards
  - Number of injured persons
  - Number of deceased persons
  - Road closures and disaster routes
  - Structural property damage (estimated dollar value)
  - District resources committed to the disaster/emergency
  - District resources available
  - Assistance provided by outside agencies and resources committed
- Possible Information Sources include
  - Disaster briefings
  - Action Plans
  - Section reports
  - Intelligence reports
  - College site observations (Summary Situation Status Reports)
  - Resource status reports
  - Casualty information
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Prepare and maintain ICP displays.
- Assist in the preparation of the Incident Action Plan.
- Post to the significant events log casualty information, health concerns, property damage, size of risk area, scope of the hazard, number of evacuees, etc. **Note: Casualty information cannot be released to the press or public without authorization from Incident Commander and the Public Information Officer.**
- Coordinate casualty tracking system with the Medical Branch.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator/Chief in collecting, organizing and analyzing data from the all ICP Sections.
- Provide for an authentication process in case of conflicting status reports on events.

- Meet with the Planning/Intelligence Section Coordinator/Chief and Incident Commander to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
- Provide information to the PIO for use in developing media and other briefings.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions, current and upcoming. Post weather information.
- Transmit any situation status reports to appropriate cities and the Office of emergency services (obtain approval from the Planning/Intelligence Section Coordinator/Chief before transmitting reports).
- Prepare written situation reports at periodic intervals at the direction of the Plans Section Chief.
- Assist at planning meetings as required.
- As appropriate, assign "field observers" to gather information.

Documentation Unit Leader

Responsibilities:
- Meet with the Plans Chief to determine what ICP materials should be maintained for official records.
- Contact other ICP sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to ICP Sections and Units.
- Ensure the development of a filing system to collect, and log forms according to procedures approved by the Plans Chief. Filing system should include
    - Individual Logs (ICS- 214)
    - Action Plans
    - Summary Situation Status Forms
    - New Releases
    - Briefing Notes
    - Automated Phone System Alerts
    - Safety Assessments
- Establish copying service and respond to authorized copying requests.

- Establish a system for collecting all section and unit journals/logs at completion of each shift.
- Periodically collect, maintain and record reports, logs, journals and forms submitted by all sections and units for the official record.
- Verify accuracy/completeness of records submitted for file – to the greatest extent possible; correct errors by checking with ICP personnel as appropriate.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator/Chief.

Demobilization Unit Leader

Responsibilities:
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the Incident Commander and Section Coordinator/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.
- 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; and
    - Completion and submission of all required documentation.
- Obtain approval of the Demobilization Plan from the Incident Commander. Ensure that the plan, once approved, is distributed.
- Notify appropriate cities and the Office of Emergency Services of demobilization plan.
- Ensure all sections, branches and units understand specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief Plans Chief on demobilization progress.
- Obtain identification and description of surplus resources.
- In coordination with Logistics, establish "check-in" stations, as required, to facilitate the return of supplies, equipment and other resources.

Logistics Section Coordinator

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

Start-Up Actions
- Follow directions on Common Responsibilities to all ICP Positions Checklist.
- Carry out responsibilities of the Logistics Section Units that are not currently staffed.
- Meet with other Section Coordinator/Chiefs to determine what services and supplies will be needed 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 the Finance/Administration Section Coordinator/Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to the Logistics Section.
- 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.
- Keep the appropriate cities and EOC Logistics Coordinators apprised of the overall situation and status of resource requests.
- 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.

Food/Supplies/Staffing Unit Leader

Responsibilities:
- Meet and coordinate activities with the Incident Commander and determine purchasing authority to be delegated to Supplies/Procurement Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding
  - Resources readily available,
  - Resource requests,
  - Status of shipments,
  - Priority resource requirements, and
  - Shortfalls.

- Coordinate with other units as appropriate on resources requests received from operations to ensure there is no duplication of effort or requisition.
- Determine if needed resources are available from District stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Issue purchase orders for needed items within dollar limits of delegated authority.
- Coordinate any mutual aid resource requests with the Operational Area EOC.
- Notify Incident Commander of supply needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- Prepare, sign and finalize contracts that are needed for procuring resources within purchasing authority. Send documents for payment.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Forward the information on any significant resource request(s) which cannot be met to the Logistics Section Coordinator/Chief and suggest alternative methods to solve the problem.
- If the District facilities are being used as community shelters, establish contact with the American Red Cross and discuss the food and potable water situation.
- Establish a plan for College site and ICP feeding operations, as necessary. Coordinate with the Operations Section to avoid duplication.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with Operations Section for the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.

- Procure/arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.

Communications/IT Unit Leader

Responsibilities:

- Coordinate with all sections and units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Provide a briefing on EOC/ICP on-site and external communications, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
- Provide a report of the status of communications and computing resources available for the disaster response operations. This includes
    - Telephone (hard wire and cellular) service,
    - District and College site web pages,
    - Radios,
    - Automated notification system,
    - Outdoor loudspeakers, and
    - Emergency conference call bridges.
- Evaluate impacts to communications/computing services and identify communication needs between the EOC, College sites, appropriate cities (Moorpark, Oxnard and Ventura) and the County of Ventura Operational Area EOC.
- Coordinate frequency and network activities with the local government (cities and county).
- Provide communications briefings as requested at action planning meetings.
- Establish a primary and alternate system for communications.
- Coordinate with all operational units and the ICP to establish a communications plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, amateur radio and volunteers.
- Coordinate with volunteer and private sector organizations to supplement communications needs, i.e. Auxiliary Communication Services (ACS) (ACS operators can be accessed via the Ventura County Operational Area EOC).
- If ACS is available, oversee the use of ACS services. This service can be used to communicate with other emergency response agencies and personnel.
- Establish a plan to ensure staffing and repair of communications and computer equipment.

● Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

Facilities Unit Leader

Responsibilities:

● Maintain information in the Unit regarding
    ○ Facilities opened and operating,
    ○ Facility managers,
    ○ Supplies and equipment at the various locations, and
    ○ Specific operations and capabilities of each location.
● As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
● In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
● Identify communications requirements to the Communications Unit.
● Identify equipment, material and supply needs to the Supply Unit.
● Identify personnel needs to the Personnel Unit.
● Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
● Identify security requirements to the Safety/Security Branch of the Operations Section.
● Monitor the actions at each facility activated and provide additional support requested.
● Account for personnel, equipment, supplies and materials provided to each facility.
● Coordinate the receipt of incoming resources to facilities.
● Ensure that operational capabilities are maintained at facilities.

Transportation Unit Leader

Responsibilities:

● Coordinate with the Planning and Operations Sections to determine transportation
● priorities and which disaster routes are available for emergency use.
● Coordinate use of disaster routes with the Operations Section.
● Establish a transportation plan for movement of
    ○ Students, personnel, supplies and equipment to the EOC, College sites, and staging areas;
    ○ Individuals to medical facilities or shelters as requested by Operations Section; and
    ○ Emergency workers to and from the risk area.
● Coordinate with the Operations Section on the movement of persons with special needs.

- Coordinate with local transportation agencies to establish availability of resources for use in evacuations and other operations as needed.
- 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 the Resources Unit of all vehicle status changes.
- Arrange for fueling of all transportation resources.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.

Finance Section Coordinator

Responsibilities:
- Provide financial support and coordination to College 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 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 ICP sections consistent with priorities established in the Action Plan.
- Keep the Incident Commander updated on all significant financial developments.

Duties:
- Follow directions on Common Responsibilities to all ICP Positions Checklist
- Initiate disaster accounting procedures to track all expenses associated with the response and recovery to the disaster.
- 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.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Make recommendations for cost savings to the Incident Commander and Section Coordinator/Chiefs.
- Meet with assisting and partner agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprised of the overall financial situation.

Procurement Unit Leader

Responsibilities:

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

Time Keeping Unit Leader

Responsibilities:

- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each shift (include time reports from each College site).
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Track all travel requests, forms, and claims.

- Ensure that daily personnel time recording documents are accurate and prepared in compliance with District policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for staff time records within the first shift for each person.
- Maintain record security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift.
- Coordinate with the Personnel Unit of the Logistics Section.
    - Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- 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 District-owned equipment separate from rented equipment.

Compensation Claims Unit Leader

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

Cost Unit Leader

Responsibilities:

- Activate/maintain the accounting procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Make decisions on cost codes and items to be tracked.
- Coordinate cost documentation with the College sites.
- Act as liaison with local, state and federal disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- 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.
- The following items will be needed for documentation of damage and repairs 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 relevant data such as hazard mitigation (upgrades so that damage will not occur in future events); and
  - Co-pay by cooperating agencies, public/private partnerships, etc.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator/Chief and Incident Commander, as required.
- Work with ICP sections and appropriate departments to collect all required documentation.
- At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.

Appendix G- Emergency Trailer Towing and Inventory Procedures

Emergency Trailer Towing and Inventory Procedures

Emergency Trailer Towing procedures are designed to be generic in nature; and to be applicable to all possible incidents in which the contents of the trailer would aid in the life safety of students, staff and visitors on campus. These guidelines are intended to facilitate the movement of the emergency trailer to a desired destination as needed during incidents, including but are not limited to, multi-casualty, fire, flood, earthquake, hazardous material release, evacuation or any event in which the Incident Commander deems the contents of the Emergency Trailer will aid in the objectives of the Incident.

Storage Location and Operators

The Emergency Trailer is currently housed at: <u>O.C. Facilities & Operations Yard</u>

The following persons have received training and are responsible for the safe tow, deployment and demobilization of the emergency trailer:

Primary Operator:
Name: <u>Peter Tryk</u>
ICS Position: <u>Maintenance & Utilities</u>

Secondary Operator:
Name: <u>Jacob Norris</u>
ICS Position: <u>Damage Assessment & Facilities</u>

Responsible members assigned to these positions will become familiarized with all trailer procedures. The Incident Commander (IC) should consider ordering the Emergency Trailer early in an incident to allow for a potential delay of on-scene time.

The designated location provides safety to the trailer and allows access to multiple points on campus without obstruction from storage, parking or other routine matters.

Keys for this trailer are made in duplicate and are kept at the following two locations:
- <u>Key Wall - Maintenance Supervisor Office</u>

- Desk - Director of M&O

The truck to tow the trailer is located at <u>O.C. Facilities & Operations Yard</u>

Keys for the tow truck are made in duplicate and are kept at the following two locations:
- Key Wall - Maintenance Supervisor Office
- Desk - Director of FMO

Responsible members are responsible for securing keys to the truck and trailer.

Communications
- Requests for use of the Emergency Trailer shall be made by the Incident Commander with information from Operations and on-site personnel
- Requests can be made via telephone, cell phone/text message, radio, face-to-face or by any other means used by campus personnel

Preparing the Incident for Emergency Trailer Arrival

Depending on various factors of the day, the Emergency Trailer may have an extended on-scene estimated time of arrival (ETA) due to traffic on and surrounding campus. Prior to its arrival the following should be considered:
- Determining the best means of approach - The Emergency Trailer should be placed in a position to best serve the means of the incident without obstructing access to the trailer's contents
- Identifying the best access to enter - The Emergency Trailer is a truck/trailer set up and has difficulty in tight spaces, making turns and backing.

Considerations for Support
- Support teams should be properly assigned to tow and distribute contents of the trailer during its use
- Support teams should be left with the trailer until it is returned to the designated storage location to ensure security of the trailer and its contents
- Support teams shall monitor all inventory during the incident and appropriately document all equipment being used and inventory needing to be replaced

Safety Considerations
- Only designated employees of the College are authorized to hook up and tow trailer during routine operations or emergency incidents

- Care and consideration should be given in any type of driving, including backing, and all CA State Driving Laws shall be obeyed
- The Emergency Trailer is not an emergency vehicle and due regard for the public shall be of the utmost importance

Inventory

The contents of the Emergency Trailer are outlined on an inventory list and shall be checked with the following guidelines:

- Medical Equipment- check quarterly
- Any equipment with batteries will be checked on a monthly basis
- Any equipment with fuel (i.e. generators) will be checked and operated per manufacturer guidelines
- Tires for inflation- Check PSI monthly or per manufacturer guidelines and visually inspect prior and after use

Inventory checks will ensure the location of the keys, function of the trailer, appropriate medical equipment and operation of all power equipment.

The following members are responsible for emergency trailer inventory checks:

Medical Equipment/Supplies
Name: Adriana Parsons
ICS Position: Medical Staff, Ops

Equipment Needing Battery Checks
Name: Peter Tryk & Mike Alexander
ICS Position: Maint./Utilities & Comms/IT, Ops & Logistics

Equipment Needing Fuel Checks
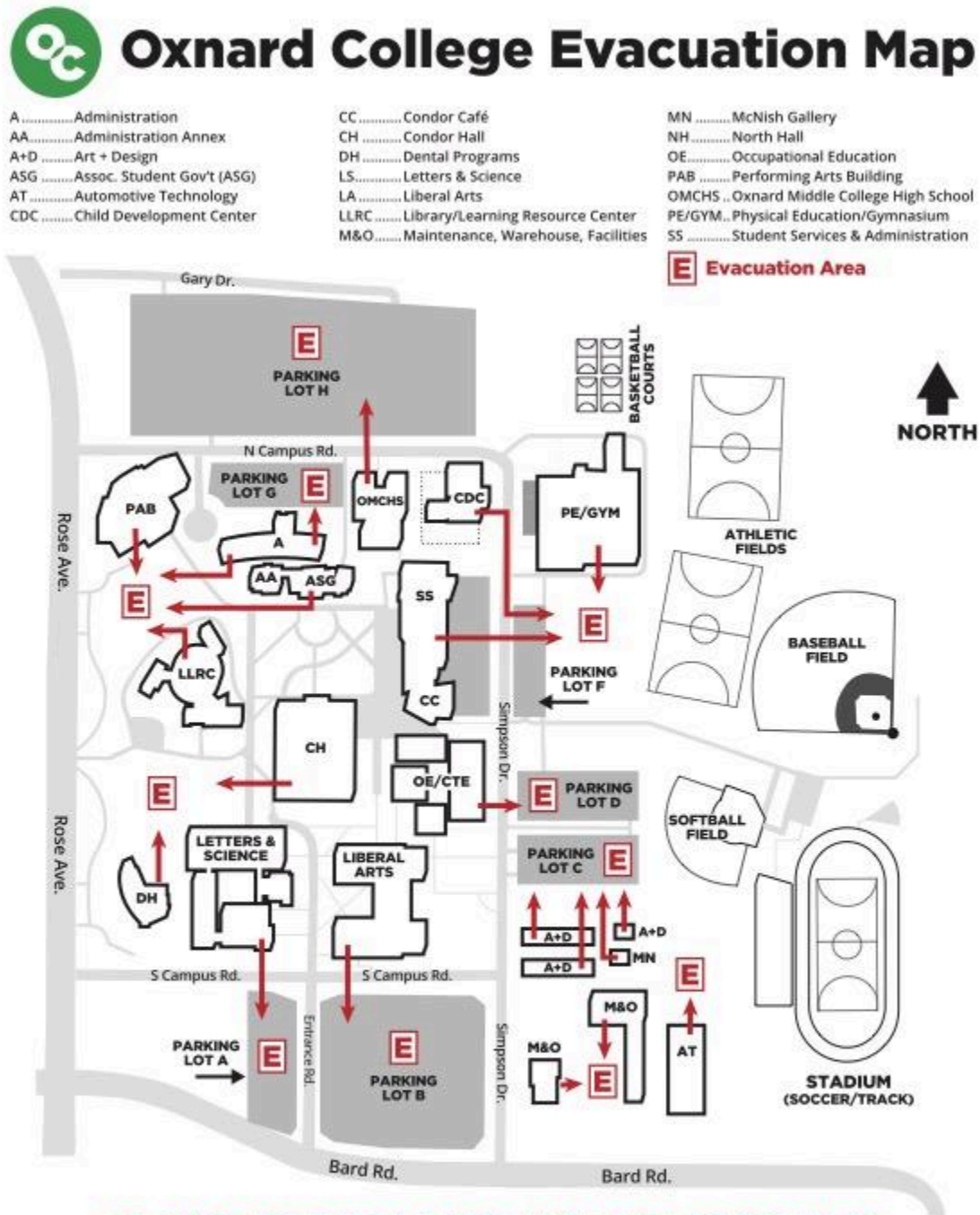Name: Facilities & Operations Department Staff
ICS Position: Maint./Utilities & Facilities, Ops & Logistics

Tire Pressure Checks
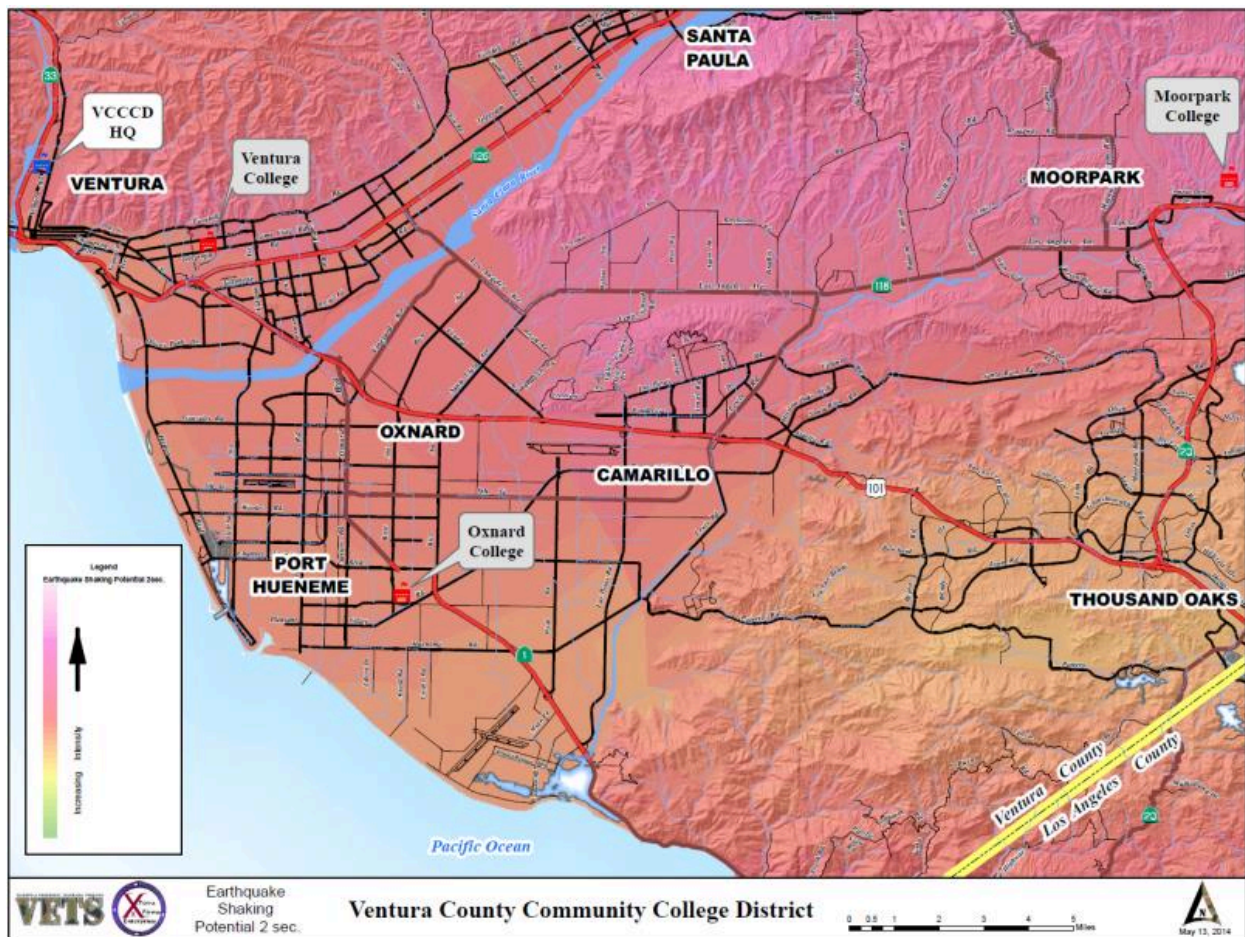Name: Facilities & Operations Department Staff
ICS Position: Maint./Utilities & Facilities, Ops & Logistics
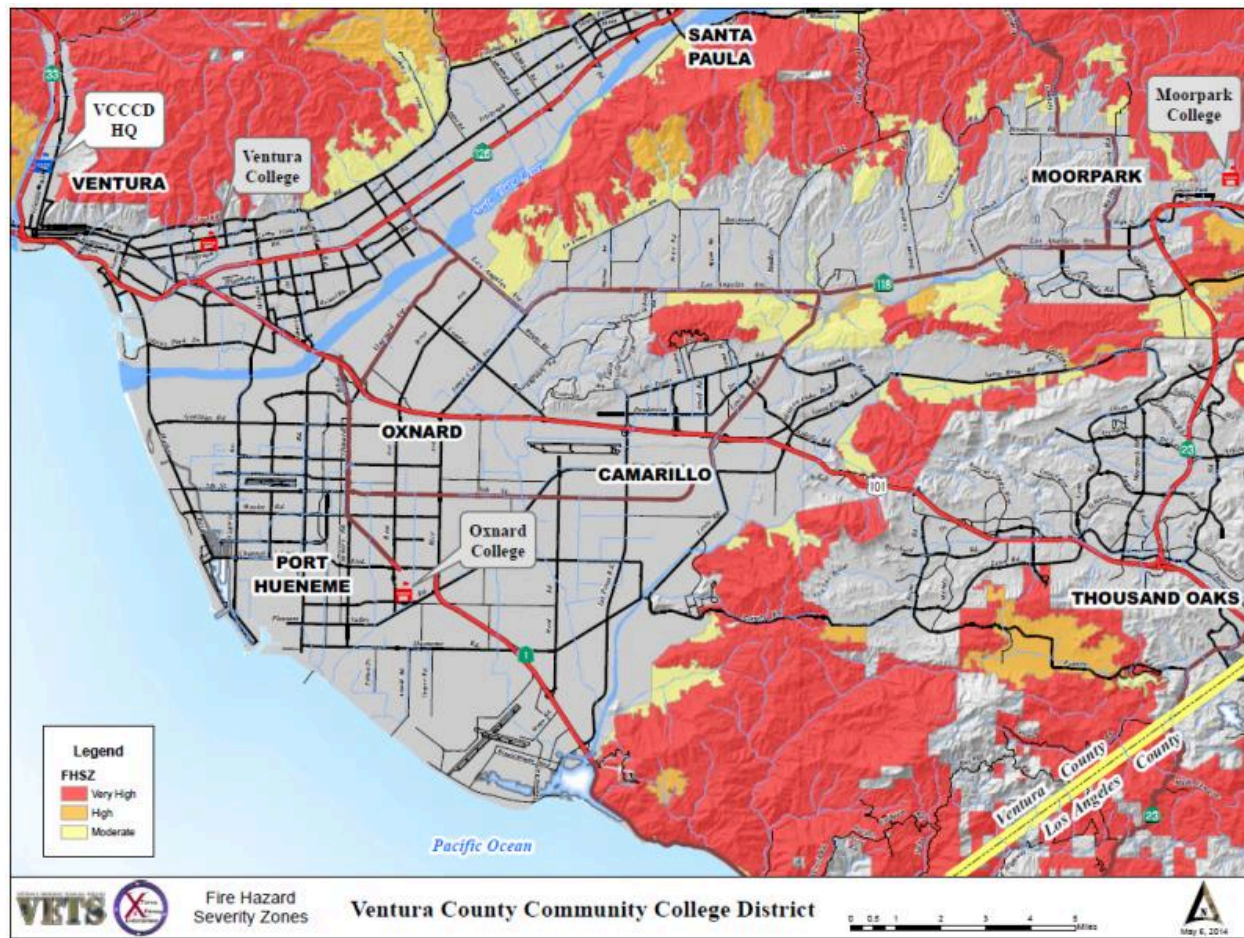
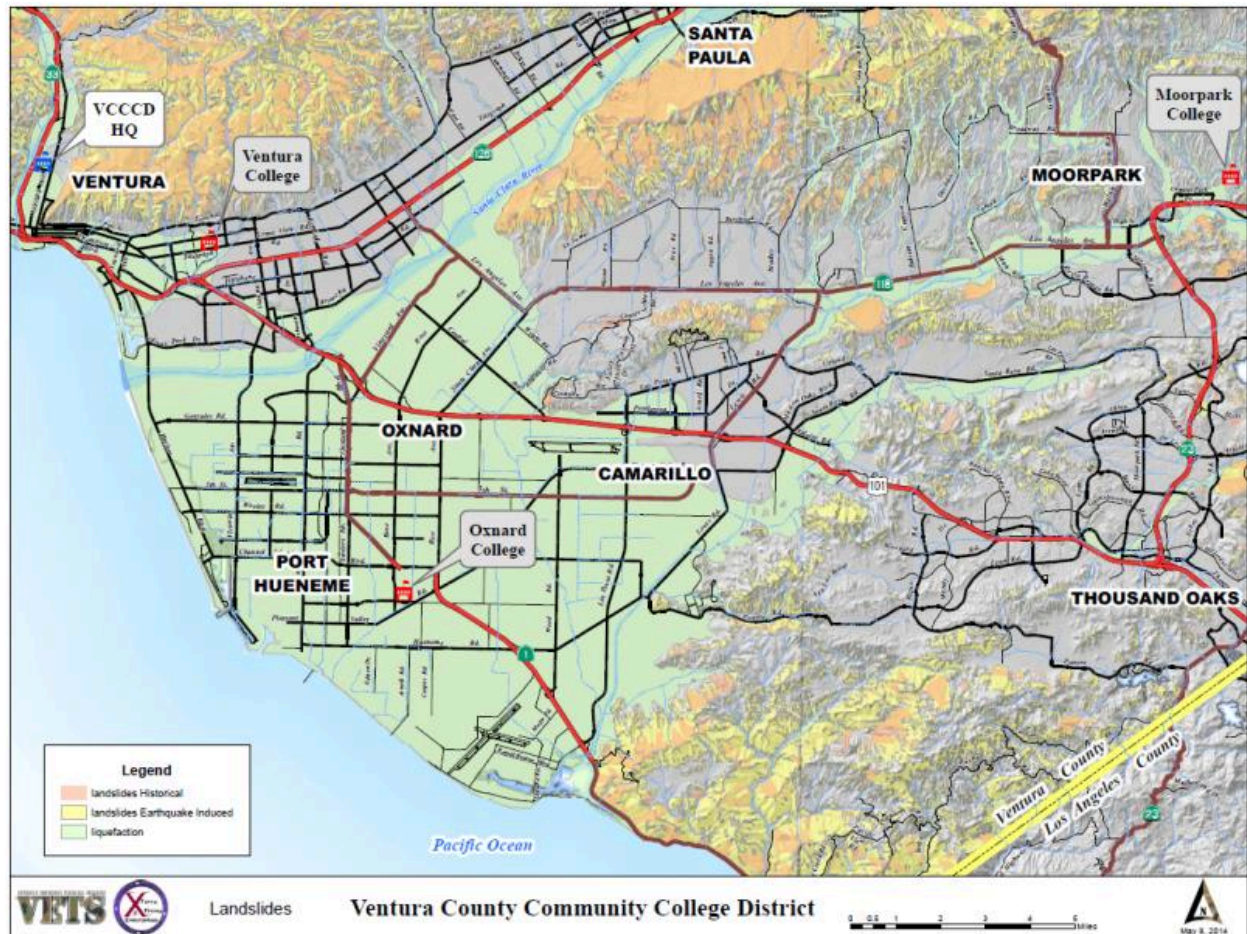## Appendix H- Campus Emergency Map

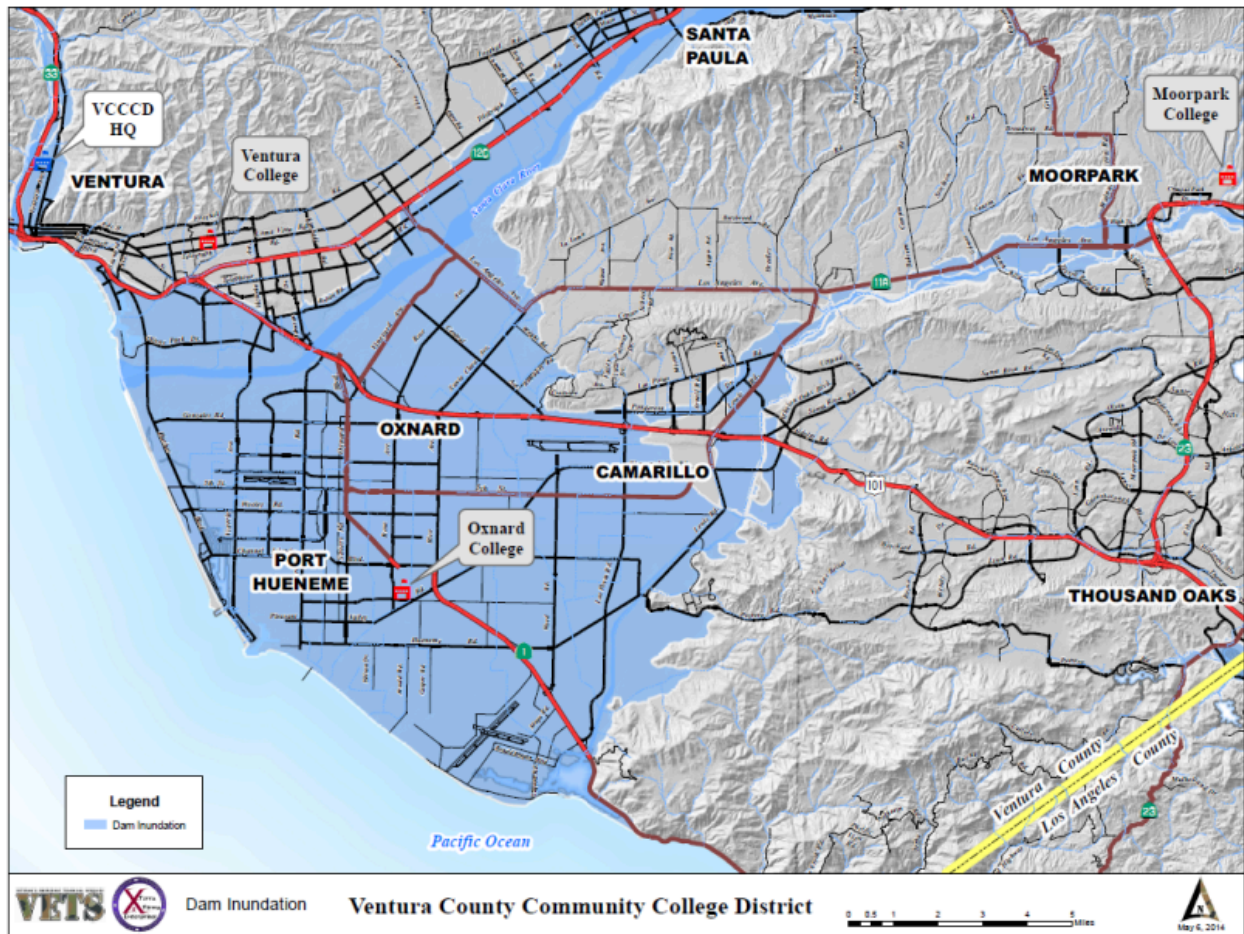## Appendix I- County Hazards Maps

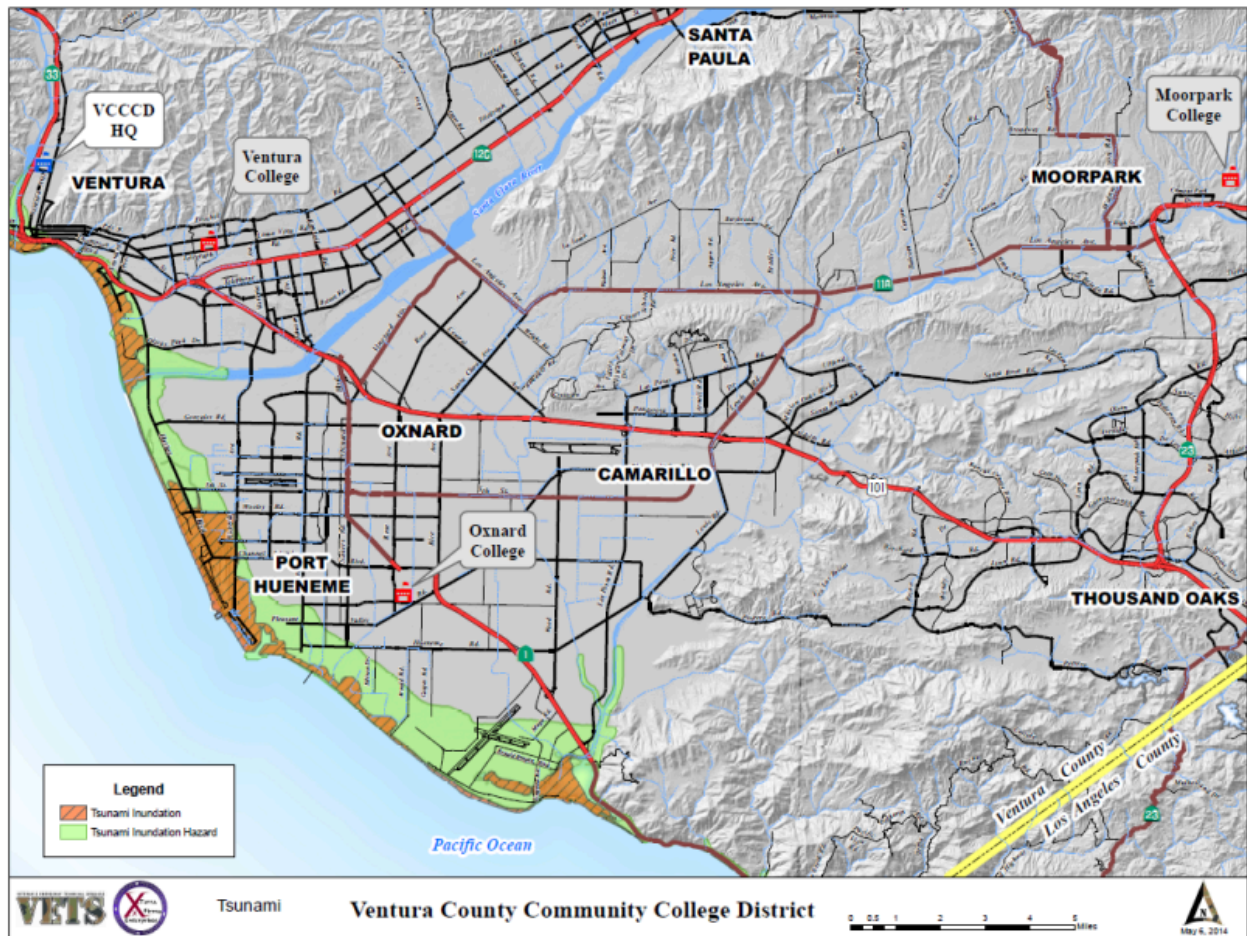**Earthquake Hazard Map**

Fire Hazard Zone Map

Landslides Maps

Dam Inundation Map

Tsunami Inundation Map

Ventura County Community College District

Appendix K- ICS Fillable Forms

The following link is a list of all [FEMA ICS fillable forms.](#)

https://training.fema.gov/icsresource/icsforms.asp

Appendix L- After Action Review Worksheet

Incident/Training Name and Date:_____

AAR Questions	AAR Responses

● **What was supposed to happen?**
 	
   ● What were your objectives? Why did you take this action? What were you trying to achieve?
   ● What were the primary objectives?	

● **What actually happened?**
 	
   ● Get multiple perspectives: there is no single best story
   ● <u>No blaming</u>, focus on events and what events preceded or followed
   ● Allow for specific and abstract comments	

● **Why did it happen?**
 	
   ● What are some plausible explanations for why, when and where events happened?
   ● <u>A key question:</u> what did we do well that we need to discuss or else it will be forgotten?
   ● Don't look for blame; look for lessons, including lessons about 'mistakes'
   ● Be honest about what questions you still have about what happened and why	

● **What can be improved?** ● What worked that may not work again? What worked that you want to repeat? What do you want to do differently?	