



Santa Clara University Emergency Operations Plan

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Program Approval

<i>Signature on file in the EHS Office</i>	
Signature	Date
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General Information

1. Introduction

The Santa Clara University **Emergency Operations Plan (EOP)** establishes policies, procedures, and an organizational structure for response to major emergencies affecting the campus. The Plan incorporates operating procedures from the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and the Master Mutual Aid Agreement (MMAA) for handling major emergencies which could disrupt normal campus operations such as, but not limited to: fires, floods, storms, earthquakes, hazardous materials incidents, terrorist threats and other potential disasters. These potential emergencies have been identified through a risk assessment process. This plan was developed to establish the structure and procedures to mitigate the potential consequences of a major emergency that threatens the health and safety of Santa Clara University students, faculty, staff, visitors, and the general public.

Additionally, to be eligible for federal reimbursement of qualifying emergency expenditures, Santa Clara University (SCU) is required to use the California Standardized Emergency Management System (SEMS) when the University's **Emergency Operations Group** is activated, or a Local Emergency is declared or proclaimed. This Emergency Operations Plan is in conformance with these requirements.

Section I – describes the types of emergencies and how Santa Clara University's emergency management organization and structure responds to these situations including how SCU integrates within the SEMS framework.

Section II -- focuses on the initial emergency response by the SCU Incident Commander. It provides an overview to establish the Incident Command System.

Section III -- addresses extended emergency operations functions and procedures for Santa Clara University including the transition to the recovery phase.

Section IV -- addresses both short and long term recovery operations for the University and procedures for obtaining insurance and disaster assistance funds for damage restoration and mitigation projects.

Section V – provides the authorities and references on which this plan is based.

2. Plan Purpose

The purpose of this document is to describe the structure, authority, responsibility, functions and operations of Santa Clara University as related to emergency preparedness, response, recovery, mitigation and training. To meet the needs of all users, this Plan provides both a general concept of operations, organization charts (Attachment 1) and detailed action checklists by the designated Emergency Operations Plan position (Attachment 2).

The planning, training, response and recovery priorities for the University are:

1. Life saving
2. Life safety
3. Environmental protection

4. Real and intellectual property protection
5. Resumption of normal business activities

This Emergency Operations Plan addresses the coordinated response to, the management of, and recovery from extraordinary emergency situations associated with natural disasters, technological incidents and security emergencies affecting the University. This Plan accomplishes the following:

- Establishes the emergency management organization required to mitigate a significant emergency or disaster affecting Santa Clara University.
- Identifies the policies, responsibilities and procedures required to protect health and safety, University property, and mitigate the environmental effects of natural, technological or human-caused emergencies and disasters.
- Establishes the operational concepts and procedures for the coordination of field response with Santa Clara University's **Emergency Operations Group** activities.

3. Plan Scope

The Emergency Operation Plan applies to all Santa Clara University personnel, buildings, grounds, and properties operated by the University.

4. Plan Assumptions

The Emergency Operation Plan is based on a systematic approach to the problems likely to be encountered by the University during a major emergency or disaster. This Plan is based on the following assumptions:

General Assumptions:

- A majority of Faculty, Staff and Students will be able to leave the campus and go home until the emergency is declared over and the campus is once again operational.
- Responsibility for emergency preparedness rests with all faculty, staff and students of the University. Individual employee and student levels of personal preparedness will affect the overall preparedness of the University.
- Timely warning and alert notification, when used effectively, will decrease life and property losses.
- Organizational preparedness and training is essential to effective emergency operations and adequate pre-emergency testing of facilities and equipment will increase their reliability during emergencies.
- The nature and extent of an emergency will govern which elements of the emergency organization will mobilize, activate and/or respond.
- Building Evacuation Leads will direct building evacuations. Faculty, who are in the classroom, will verify that their classrooms are cleared and equipment/processes that could create a hazard are shut down before meeting their students at the evacuation assembly point or shelter in place location.
- An emergency or disaster can occur at any time with little or no warning. Disasters may affect widespread areas; therefore, city, county, and federal emergency assistance may not be available for as long as 72 hours.
- Since events during an emergency or disaster are not predictable, the Emergency Operation Plan serves as a guide. On-the-scene judgment based on actual

circumstances must be the final guide for protecting lives, property and the environment.

- SCU community individuals will each have three-day emergency kit that includes:
 - Food (including any special diet needs);
 - Water – 1.5 liters minimum ; and
 - Medication and First Aid Kit.
- SCU may be required to provide shelter for disaster victims from the surrounding community until other arrangements can be made.

Function/Department Specific Assumptions:

- Office of Student Life will account for student status and the Office of the Provost will account for Academic Departments' status.
- Facilities and Campus Safety will remain fully operational.
- Facilities will ensure:
 - Diesel available for six days of generator operations
 - Gasoline available for six days of SCU vehicle operations
 - 25,000 gallons of potable water available
 - Back-up toilet capability
- Housing will maintain reserves for emergency bedding for 2000 people.
- Bon Appetit will maintain a three-day food supply for 3000 people. Bon Appetit, has four kitchens that could be utilized for food service: Benson Center, Nobili, Adobe Lodge and the Jesuit Community kitchen.
- Departments will have emergency plans in place that will include:
 - Key contact information
 - Staff rosters
- Athletics and Recreation will establish emergency shelters and prepare for relocation to off-campus sites as needed.
- Planning and Projects building survey teams will provide building status.
- EHS will manage the cleanup of hazardous material spills.
- Cowell Health Center, EMT, and ROTC cadre will provide at least first echelon medical care. Cowell Health Center and Campus Ministry will provide counseling services.

Communications Assumptions:

- OMC will manage mass communications to the campus community both on and off campus and the Press.
- Benson Center will serve as the SCU community information center.
- IT will have an operational emergency web site.
- SCU radio station will support information flow if operational.

5. Authorities and References

This Plan is promulgated under the authority of the **SCU President**. Overall management and implementation of this plan is delegated to the **Assistant Vice President of Operations**. This Plan is based on Federal and State laws and incorporates Santa Clara University policies and procedures. A listing of references can be found in Section V.

Chain of Succession

In the event that the President is unavailable, the authority and responsibility to proclaim a State of Emergency and activate the Emergency Operation Group shall follow this chain of succession:

1. Provost
2. Vice President, Administration and Finance
3. University Legal Counsel
4. Vice President, Enrollment Management
5. Vice President, University Relations

6. Plan Modifications and Distribution

The University's Emergency Operations Plan will be reviewed regularly and revised, if necessary. The Plan may be modified as a result of post-incident analyses and/or post-exercise critiques and it may be modified if responsibilities, procedures, laws, rules or regulations pertaining to emergency management and operations change. All those with Policy, Emergency Operations or Recovery responsibilities will be notified of modifications and will be responsible for maintaining a current, hard copy of this plan. A record of modifications to this Plan is maintained by the Emergency Planning Manager and recorded on page 2.

7. Training

Every SCU Administrator, Dean, Department Chair, and Director has the following general responsibilities prior to an emergency:

- Develop and maintain a Contact List for notifying all faculty and staff in case of an emergency.
- Develop and maintain a list of employees who would be on duty at any particular time.
- Allow time for faculty and staff to train in emergency techniques such as first aid, CPR and building evacuation.
- Educate students and/or faculty and staff members concerning the University's emergency procedures as well as evacuation procedures for their building and/or activity.
- Have instructors review emergency procedures at the start of each quarter's classes.
- Report immediately any identified safety hazards to the EHS Director (existing safety hazards can become critical hazards during an emergency).

8. Emergency Exercises

The best method of training for emergencies is through exercises. Training exercises allow the University staff to become familiar with the procedures, facilities, equipment and systems that they will actually use in emergency situations. Santa Clara University will conduct an emergency exercise of varying size and scope at least annually.

Section I Concept of Operations

1. Levels of Emergencies

In the majority of SCU emergency incidents, there are two typical scenarios:

- The emergency incident can be managed by internal SCU resources as part of their normal operations (example: a limited water leak would be corrected and the damage repaired by the Facilities Department); or
- External responders such as the Fire or Police departments take command of the incident (example: vehicle fire in an SCU parking lot would be extinguished by the Santa Clara Fire Department).

However, significant incidents may require a greater level of emergency response. Significant incidents are those in which the campus is unable to operate normally and/or SCU is unable to address the incident with the normal resources. Based on the severity and duration of the event and the impact on local and regional response resources, there are three levels of emergencies:

Level I MINOR TO MODERATE EMERGENCY: An event that occurs on the campus and is managed using normal response actions. The event can be handled with existing University resources or with outside help with little or no impact on campus operations. The Policy and Emergency Operations Groups **are not activated**.

Level II MODERATE TO SEVERE EMERGENCY: An event or events that interrupt campus operations. Depending on the severity and duration of the event, and its impact on operations, the Policy and Emergency Operations Groups **may be activated**.

Level III MAJOR EMERGENCY: An area-wide catastrophic event. Local resources are overwhelmed and may not be available for a prolonged period of time. All normal campus operations are interrupted. The Policy and Emergency Operations Groups **are activated**.

2. Activation of the Emergency Operations Plan

The Incident Command System may be implemented for minor through major emergencies. The Policy and Emergency Operation Groups are typically activated for moderate to severe or major emergencies. However the Policy and Emergency Operation Groups can be activated by order of the President or his designee at any time the circumstances warrant it. The Policy Group's purpose is to support the President in setting overall priorities for response and recovery operations. The Emergency Operations Group's role is to manage resources and communications in the support of the Incident Command Group responding to incidents on campus. The Policy and Emergency Operations Groups can be activated in whole or in part, as the needs of the emergency dictate.

Since events during an emergency or disaster are not predictable, staffing is determined by on-the-scene judgment based on actual circumstances and the judgment of those in command whether it is the Incident Commander, the Emergency Operations Director or the SCU President. However, the Policy and Emergency Operations Groups will automatically be activated to a level appropriate to the scope of the emergency, when:

- There is the existence or threatened existence of a Level II or III emergency that only affects the University; or
- When the City of Santa Clara declares a State of Local Emergency; or
- When the Governor has proclaimed a State of Emergency for an area that includes the University; or
- When the U.S. President declares a national emergency for an area that includes the University.

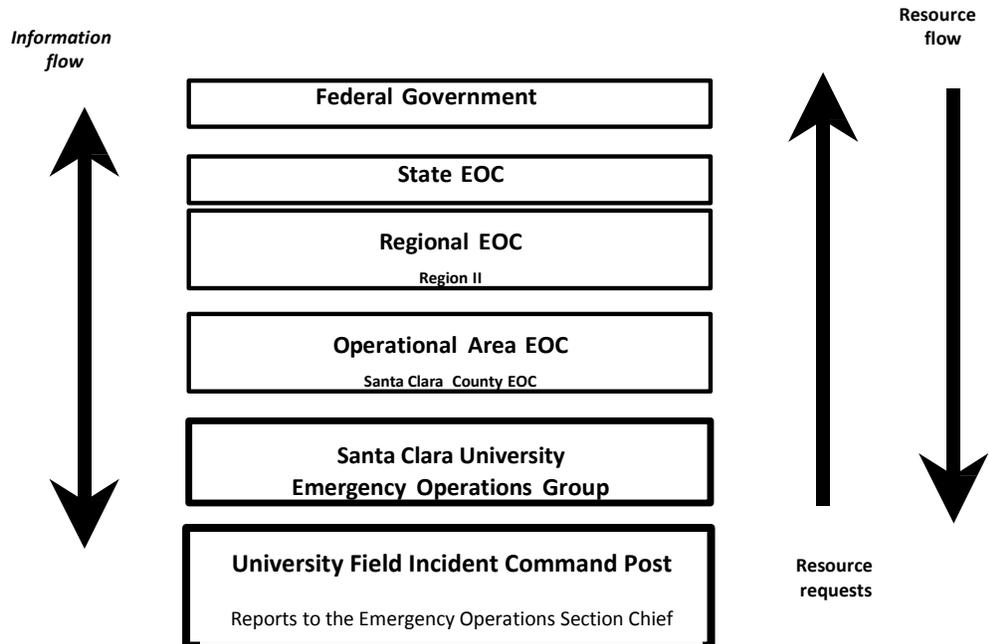
3. Standardized Emergency Management System (SEMS) Purpose

All emergency response and management agencies in the State of California use the Standardized Emergency Management System (SEMS) to respond to, manage and recover from disasters. Using a common system can result in coordinated management and teamwork. The system is based on simplicity, flexibility, and common terminology. The State has mandated that all counties, cities, special districts and other organizations use SEMS in a disaster. Santa Clara University qualifies as a special district. Failure to use the SEMS may render the University ineligible for Federal reimbursement funds.

SEMS requires the use of basic principles and components of emergency management, including the Incident Command System (ICS), multi- agency or inter-agency coordination, the Operational Area concept, and established Mutual Aid systems. There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed. Santa Clara University, as a nonprofit educational institution, reports to and receives information and resources from the Santa Clara County Operational Area EOG. Table 1 on the next page depicts the SEMS levels and how they interact.

Table 1: Interaction of SEMS Levels

Information/Resource Flow



4. Mutual Aid

Santa Clara University is located within the Santa Clara County Operational Area. Requests for and coordination of mutual aid support will normally be accomplished through the Santa Clara County Operational Area Emergency Operations Center. The request should specify, at a minimum the following information:

- Number and type of personnel needed.
- Type and amount of equipment/supplies needed.
- Reporting time and location.
- Who resources should report to.
- Access routes.
- Estimated duration of operations.

A Mutual Aid Resource Request Form can be found in Attachment 3.

Section II Initial Response

1. Introduction

This section of the Emergency Operations Plan addresses the initial response by field responders to emergencies, allowing for transition from routine emergencies to a disaster. Experience has shown that the outcome of many emergencies can be greatly mitigated by effective initial response actions. At Santa Clara University, the Incident Command System (ICS) will be considered for use on all incidents that requires its organization and structure. In order for ICS to be used at incidents, the first trained emergency responder on scene will take the following basic actions:

- Establish the Incident Command Post (ICP).
- Determine the size and scope of the incident.
- Determine the ICS organizational elements required.
- Request additional resources necessary to mitigate the incident.
- Delegate authority within the ICS organizational structure.
- Develop the Incident Action Plan, incorporating the incident objectives and strategies.

By taking these basic actions, the change from a one-person response to a several hundred person response involves no change in the management system. The built-in capability for modular development helps to shape the organization based on the functional needs of the incident. Attachment 4 contains more information on the ICS.

2. Field Response and Field Incident Commander

The first trained responder on the scene will become the **Field Incident Commander (IC)** and establish an Incident Command Post to direct field operation. Communications will be by means of radios, cell phones, or by message forms and runners if normal communication systems are not operating. If the Emergency Operations Group is activated then the Field IC(s) will communicate and coordinate directly with the **Operations Section Chief**.

The SCU Field IC manages emergency scene actions until an **External Responder** assumes command. The SCU Field IC then transitions to be the **Field Incident Liaison** between the External Field Incident Commander and SCU to provide needed resources and support. The Field IC establishes a field response organization using ICS principals to manage the event.

3. Evacuations/Lockdowns

Building Evacuation Leads manage evacuations to ensure occupants exit from the building as safely as possible to the Emergency Assembly Points. Faculty, who are in the classroom, will ensure their students are led to an evacuation assembly point or lockdown in place as instructed by emergency communications.

If the emergency is minor or localized then the Building Evacuation Leads wait for first responders to arrive to report the building status. If a major, widespread emergency where first responders do not arrive, the Building Evacuation Leads call Emergency Operations Center at extension 4742 (408-554-4742). If telephone service is unavailable, the Building Evacuation Leads send a report to the Emergency Operations Center of any injuries/deaths, suspected missing people, and observed building/utilities damage (Attachment 5 contains the report form).

Following the sudden-onset of a major disaster and after buildings have been evacuated, students who live in the Residence Halls should report to their Hall to check in and receive further instructions. Students who do not live in the Residence Halls should report to the **Leavey Center** to check in and receive further instructions. Faculty and staff register with their Departments before leaving campus. Those who have had HEAT/CERT,

First Aid, AED or other training that would be beneficial in an emergency are encouraged to volunteer to support the campus emergency response efforts. Volunteers may support duties such as messaging, traffic and crowd control, care and shelter services. Those wishing to volunteer should report to Benson Center for assignment.

Section III Extended Operations

1. Concept of Operations

During a disaster/emergency, the University's Policy Group assists the President in setting response and recovery priorities and the Emergency Operations Group supports field response operations in mitigating incidents on the campus. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The Emergency Operations Group will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will implement the action planning process to develop an Incident Action Plan, identifying and implementing specific objectives for each Operational Period. The Emergency Operations Group's Mutual Aid Officer will also serve as the coordination and communications link between University and the Santa Clara County Operational Area EOG.

2. The Policy Group

The responsibility of the Policy Group is to set overall priorities for response and recovery operations, after considering the social, economic, legal and political ramifications of the proposed activities. They also approve policies regarding emergency operations prior to an event. Within the Policy Group, resides the Public Information Officer (Media Relations) who communicates to the media and the SCU Campus Community. The Emergency Operations Group Liaison provides the link between the Policy Group, the University President and the Emergency Operations Group.

Before leaving the campus, faculty and staff register with their departments who in turn, roll up their emergency status reports to their respective management whether it is the Provost, VP Administration & Finance, University Legal Counsel, VP Enrollment Management or VP University Relations. Attachment 1 contains the organizational chart for the Policy Group.

In an emergency, the Policy Group uses the normal communication channels. If the normal communication channels and/or utilities are unavailable or sporadic, the Policy Group reports to their primary location in the Walsh Administration Building.

Policy Group Primary Location: Walsh Administration Building

Policy Group Secondary Location: Fishbowl Conference Room, Facilities Building (utilized when normal communication channels and/or utilities are unavailable).

If neither location is usable, then the Emergency Operations Director will designate a location for the Policy Group. If there is any concern regarding where to meet, the Policy Group reports to their primary location for further instructions.

3. Emergency Operations Group

The role of the Emergency Operations Group is to manage resources and communications in the support of Incident Command Group responding to incidents on campus. The level of Emergency Operations Group staffing will vary with the specific emergency situation. If normal communication channels are unavailable, the Emergency Operations Group meets in the **Emergency Operations Center (EOC)**. The role of the EOC is to provide a secure location for the Emergency Operations Group to manage resources and communications in the support of University staff and others responding to incidents on the campus.

EOG Primary Location: Team Room, Facilities Building (EOC)

If the primary location is unavailable for any reason, the EOG will be set up in a secondary location.

EOG Secondary Location: Campus Safety Building

If neither EOG location is usable, then the Emergency Operations Director will designate a location for the EOG. If normal communication channels are sporadic and there is any concern regarding where to meet, the Emergency Operations Group members report to their Primary Location for further instructions. The organizational structure of the Emergency Operations Group can be found in Attachment 1. Below are the positions found in the SCU Emergency Operations Group. Checklists of suggested activities and actions for each of these positions can be found in Attachment 2.

4. Emergency Operations Director

The Emergency Operations Director is responsible for the overall management of the Emergency Operations Group. The Emergency Operations Director assures that the priorities of the President and Policy Group are fully understood and addressed by all Sections in the Emergency Operations Group. Additionally the Emergency Operations Director is responsible for the overall allocation of resources across the campus emergency operations.

5. Emergency Operations Staff:

Safety Officer - oversees the general safety of the Emergency Operations Group and the Policy Group.

Security Officer - provides security for the Emergency Operations Group and the Policy Group, if needed.

Mutual Aid Officer- provides a communication link between the Emergency Operations Group and outside Mutual Aid and other support organizations.

6. Operations Section

The **Operations Section Chief** is responsible for managing all field response to the disaster. The Operations Section carries out assignments prioritized by the Emergency Operations Director. The Operations Section Chief supports the development of the Incident Action Plan (IAP) and is responsible for the implementation of the IAP. Depending on the nature of the emergency the Operation Section can have one or more of the following branches:

- Field Incident Commander(s)/Liaison(s)
- Public Safety
- Medical Services (additional details in Functional Plans in Attachment 6)
- Care and Shelter (additional details in Functional Plans in Attachment 6)
- Facilities/Utilities (additional details in Functional Plans in Attachment 6)

7. Planning /Assessment Section

The **Planning/Assessment Section Chief** is responsible for the collection, analyses, and dissemination of the incident information. Additionally, the Planning/Assessment Section is responsible for developing the Incident Action Plan with the input from the other Emergency Operation Sections. The Planning/Assessment Section evaluates the campus building and utility status, develops the Incident Action Plan based on the building/utility assessments and information from other EOG Sections, documents the Emergency Operations Group actions, and maintains all the necessary ICS documentation. The Planning/Assessment Section also prepares the plan which provides a blueprint for the short term recovery efforts that support (or at a minimum, do not hinder) the long term recovery. The Planning/Assessment Section carries out assignments prioritized by the Emergency Operations Director. Depending on the nature of the emergency the Planning/Assessment Section can have one or more of the following branches:

- Incident Action Plan Development
- Building Assessment
- Utility Assessment
- EOG Documentation Unit
- Construction and Engineering (for immediate recovery efforts to enable emergency response)

8. Logistics Section

The **Logistics Section Chief** is responsible for providing and tracking all resources needed for managing the disaster including staff and volunteers, equipment, facilities, materials, supplies, food and water, and contracted services. The Logistics Section also sets up and maintains emergency communications. The Logistics Section carries out assignments prioritized by the Emergency Operations Director. Depending on the nature of the emergency the Logistics Section can have one or more of the following branches:

- Procurement
- Transportation and Equipment
- Information Technology Systems
- Food Service (additional details in Function Specific Plans in Attachment 6)
- Communications to the Campus Community (additional details in Function Specific Plans in Attachment 6)
- Human Resources
- Volunteer Coordination (additional details in Function Specific Plans in Attachment 6)

9. Finance/Administration Section

The **Finance/Administration Section Chief** is responsible for providing financial and cost analysis services. This section supervises negotiation and administration of vendor contracts. It starts special payroll services (if necessary) and maintains records for insurance, State and Federal reimbursement. The Finance/Administration Section carries out assignments prioritized by the Emergency Operations Director. Depending on the nature of the emergency the Finance/Administration Section can have one or more of the following branches:

- Cost and Accounting
- Risk Management, Compensation and Claims
- Timekeeping

10. Incident Action Plan

It is important that all incidents have some type of an Incident Action Plan. The plan may be oral or written. Short-term or single agency incidents (such as a Santa Clara Police or Fire Department response) do not require written Incident Action Plans. As incidents become larger, or require multi-agency involvement, the Incident Action Plan should be written. Incident Action Plans will vary in content and complexity depending upon the kind and size of the incident. An Incident Action Plan Form can be found in Attachment 7.

The use of Incident Action Plans in the Emergency Operations Group provides a clear and measurable process for identifying objectives and priorities for a given event. The incident action planning process should involve the Emergency Operations Director and Section Chiefs, along with other Emergency Operations staff, as needed. Action planning is an important management tool that involves:

- Setting objectives for emergency response or recovery efforts based on priorities set by the Incident Commander.
- Documenting the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

Incident Action Plans have four main elements:

- Incident Objectives - Statement of what was accomplished in the last Operational Period and what is expected to be achieved in the next Operational Period. Objectives must be measurable.
- Tactics and Assignments - Describes general objectives and tactics for controlling the incident including a safety message and the current assignments in the Emergency Operations Group.
- Organization - Describes what elements of the ICS organization will be in place for the next Operational

Period.

- Supporting Material - Examples could include an incident map, a summary of resources that have been ordered or used, a communications plan, weather data and special precautions.

The Planning/Assessment Section is responsible for facilitating the action planning meeting and completing and distributing the Incident Action Plan. The Planning and Assessment Group relies on information provided by the other Emergency Operation Group Sections particularly the Operations Section. Incident Action Plans are developed for a specified **Operational Period**, which may range from a few hours to 24 hours. The Operational Period is determined by first establishing a set of priority actions that need to be performed and then establish a reasonable time frame for accomplishing those actions.

11. Emergency Communications

For notification of activation of the Policy or Emergency Operations Groups, there are three means of notification:

1. Policy or Emergency Operation Group members will receive a phone call;
2. Emergency notification by text, voice message and/or email through **SCU Campus Alert** (SCU's mass notification system); or
3. If normal communication channels are not available or sporadic, then the Policy Group should report to the Walsh Administration Building and the Emergency Operations Group should report to the Facilities Building.

As a last resort within the Emergency Operations Group, the Emergency Operations Group Message Form will be used to provide written communications between the Sections, Branches and Units if email or telephone communications are not available. A sample of this form can be found in Attachment 8. The message form will not replace face-to-face communications, but will ensure a paper trail of critical verbal communication is maintained.

Communication to the **Campus Community** will be accomplished through the SCU Campus Alert system, the SCU website, and email. If these forms of communication are not available then a communications hub will be established at Benson Center to disseminate information.

12. Transition to Recovery Operations

As the threat to life, property, and the environment dissipates, the Emergency Operations Director will consider deactivating the Emergency Operations Group and launch the recovery efforts. The Emergency Operations Director will direct Section Chiefs to deactivate their Sections not involved in recovery, ensuring that each Unit/Branch/Section that was activated provides its logs and files to the Cost/Accounting Branch. The Cost/Accounting Branch will organize these materials so they can be archived and/or utilized for the financial recovery process.

Depending on the level of recovery effort, a Recovery Manager may be appointed to coordinate the recovery effort, ensuring that all damaged buildings, facilities and services are restored. In coordination with the Recovery Manager, the Cost/Accounting Branch will prepare the After-Action Report, ensuring that the information is available if requested by the Santa Clara County Office of Emergency Services within 90 days of the disaster/event.

Section IV Recovery Operations

1. Concept of Operations

The Emergency Operations Center closes once the emergency has been mitigated. If recovery operations are needed then the normal operational groups will assume responsibility for the recovery efforts including:

- Assessment of the extent and severity of damages to University property and infrastructure.
- Repair of damaged infrastructure and property.
- Restoration of services generally available prior to the disaster.

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency.

2. Short-Term Recovery

The goal of short-term recovery is to restore the University to at least a minimal capacity. Short-term recovery includes:

- Infrastructure restoration
- Re-establishment of the University's administrative responsibilities
- Debris removal
- Cleanup operations
- Abatement and demolition of hazardous structures
- Restoring critical business functions

3. Long-Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of facilities, and disaster response cost recovery.

The major objectives of long-term recovery operations include:

- Returning University business to pre-disaster levels
- Improving the University's Emergency Operations Plan
- Reimbursement for qualifying disaster costs
- Effective integration of mitigation strategies into recovery planning and operations

In coordination with the American Red Cross and the Santa Clara Operational Area Office of Emergency Services (OES), the University may be required to provide shelter for disaster victims from the surrounding community until other arrangements can be made. This must be taken into consideration in both short and long-term recovery planning.

4. Recovery Operations Organization and Responsibilities

The University has specific responsibilities in recovering from a disaster. The chart on the next page lists the functional responsibilities assigned to the **Policy, Emergency Operations, or Recovery groups** and/or key personnel.

Functional Responsibilities of the **Recovery Group** are listed on the next page:

Function	Responsible Parties
Policy development and management; interdepartmental coordination; policy development; decision making; and public information.	University President, Public Information Officer, Policy Group
Building and safety inspections.	Planning and Assessment Section, Recovery Manager, Facilities Maintenance Departments, Structural Engineers
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	Recovery Manager, Operations Section
Finance; budgeting; contracting; recovery of disaster related costs, accounting and claims processing; and insurance settlements.	Recovery Manager, Finance/Administration Section
Advise emergency authorities, actions, and associated liabilities; preparation of legal opinion.	University President, Policy Group
University operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	Recovery Manager, Planning/Assessment Section, Logistics Section

5. Recovery Damage Assessment

The recovery damage assessment is the basis for determining the type and amount of financial assistance necessary for recovery. This assessment is developed with the input from structural engineers and financial analysts. This detailed assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities will need to be developed by the University.

6. Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs such as the FEMA Public Assistance Program.

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs. The documenting information should include the location and extent of damage, and estimates of costs for the following:

- Debris removal
- Emergency work
- Repairing or replacing damaged facilities to a non-vulnerable and mitigated condition.

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. Documentation must begin with initial field response and continue throughout the operation of the Emergency Operation and Recovery Groups as the disaster unfolds.

7. After-Action Reporting

The Standardized Emergency Management System (SEMS) regulations require any city or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an **After-Action Report** to OES within 90 days of the close of the incident period. The After-Action Report provides, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to date.

The After-Action Report serves as a source for documenting the University's emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements. The Recovery Manager will be responsible for the completion of the University's After-Action Report and will provide information to the Santa Clara County Office of Emergency Services as requested to assist them in completing their required After-Action Report to OES.

V. References

The following are the basis for the emergency plan requirements:

Federal

- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99).

State

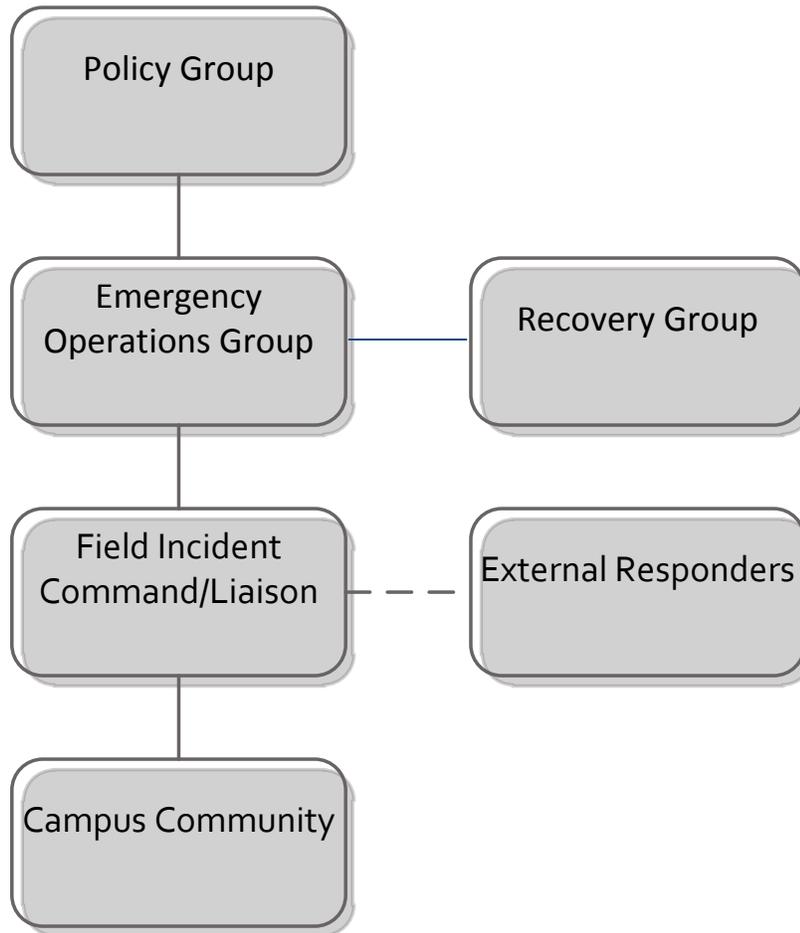
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code §8607 et seq).
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §2720-2728 of the California Code of Regulations) and (California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code §128).
- Orders and Regulations which may be selectively promulgated by the Governor during a state of emergency or war.
- Education Code Section 31301 and 16555.5.
- The California Disaster and Civil Defense Master Mutual Aid Agreement.

Attachments

1. Organization Charts
 - a. SCU Emergency Operations Structure
 - b. The Policy Group
 - c. The Emergency Operations Group
2. Emergency Action Plan Position Checklists
3. Mutual Aid Resource Request Form
4. Incident Command System (ICS)
5. Building Emergency Status Report
6. Functional Specific Plans
 - a. Shelter
 - b. Communications
 - c. Food
 - d. Medical Service
 - e. Facilities
 - f. Volunteer Coordination (to be developed)
7. Incident Action Plan Form
8. Emergency Operations Group Message Form

Attachment 1

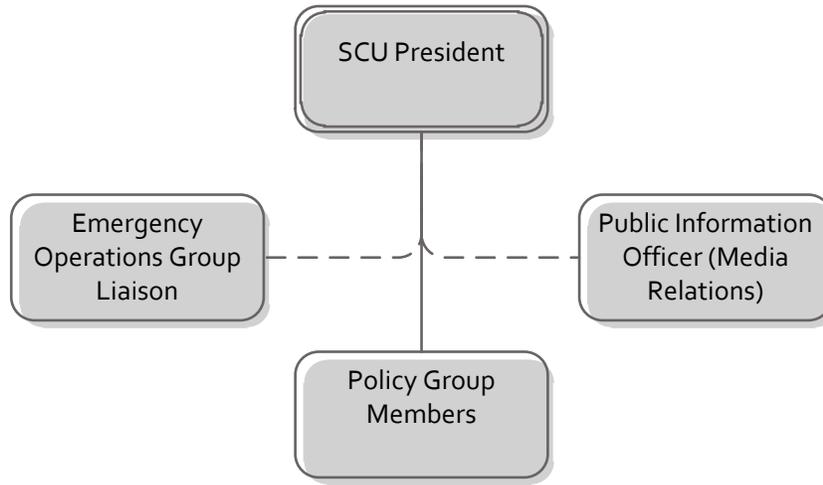
a. The SCU Emergency Operations Structure



- Faculty and Staff
- Students
- SCU Jesuit Community
- Building Evacuation Leads
- Contractors
- Guest Lecturers
- Conference and Camp Attendees, Sporting Events, etc.

Attachment 1

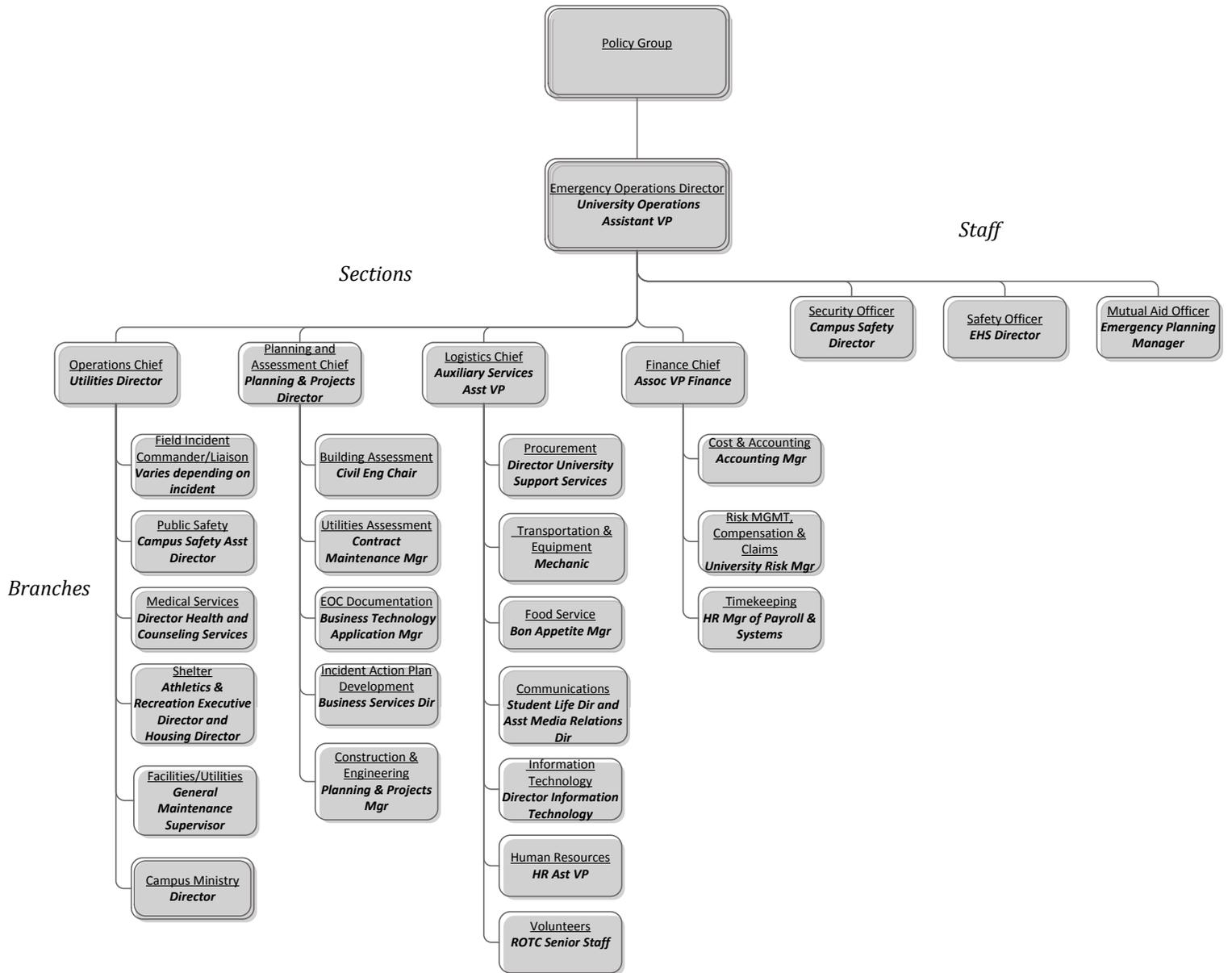
b. Policy Group



- Provost
- VP Administration & Finance
- University Legal Counsel
- VP Enrollment Management
- VP University Relations

Attachment 1

c. The Emergency Operations Group



Attachment 2

Emergency Action Plan Position Checklists

Emergency Operations Group Checklist

Position: Emergency Operations Director

Responsibilities: The Emergency Operations Director is responsible for the overall management of the Emergency Operations Group, assures that the priorities of the President and Policy Group are fully understood and addressed by all Sections in the Emergency Operations Group, and is responsible for the overall allocation of resources across the campus emergency response operations.

Check when complete	Actions
Activation Phase	
	1. Obtain briefing from whatever sources are available.
	2. Determine appropriate level of the Emergency Operations Group (EOG) activation based on situation as known. EOG members to consider for activation: Security Officer Safety Officer, Mutual Aid Officer, Operations Chief, Planning and Assessment Chief, Logistics Chief, Finance and Administration Chief.
	3. Mobilize appropriate personnel for the initial activation of the University EOG.
	4. Determine operational status of Emergency Operations Center and ensure that it is ready for operation.
	5. Establish an EOG check-in procedure.
	6. Ensure that an EOG organization and staffing chart is completed and posted.
	7. Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their branches as required: Operations Section Chief, Logistics Section Chief, Planning/Intelligence Section Chief and Finance/Administration Section Chief.
	8. Determine which EOG staff positions are required and ensure they are filled as soon as possible: Safety Officer, Security Officer, and Mutual Aid Officer.
	9. Schedule the initial Action Planning meeting. The Planning and Assessment Chief is responsible for developing the agenda and documenting the meeting.
	10. Start log of key decisions and actions.
Operations Phase	
	1. Monitor staff activities to ensure that all appropriate actions are being taken.
	2. Provide frequent status updates to the Policy Group.
	3. In conjunction with the Public Information Officer of the Policy Group, conduct news conferences and review media releases, following the established procedure for information releases and media briefings.
	4. Ensure that the Mutual Aid Officer is providing effective interagency coordination.
	5. Based on current status reports, establish initial strategic objectives for SCU's EOG.
	6. Convene the initial Action Planning meeting; ensure that Section Chiefs, EOG Staff, and other key representatives are in attendance. Initiate the Action Planning procedures (refer to Incident Action Plan Form .)
	7. Once the Incident Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
	8. Conduct periodic briefings with the General Staff to ensure strategic objectives are current and appropriate.
	9. Conduct periodic briefings for the Policy Group and others as needed.
	10. Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
Demobilization Phase	
	1. Demobilize sections, branches and units when they are no longer required.
	2. Ensure that any open actions not yet completed will be handled after demobilization.
	3. Ensure that all required forms or reports are completed prior to demobilization.
	4. Be prepared to provide input to the after action report.
	5. Deactivate the University EOG and EOC as appropriate.
	6. Proclaim termination of the emergency response and proceed with recovery operations.

Emergency Operations Group Checklist

Position: Safety Officer

Responsibilities: Ensure that all buildings and other facilities used in support of the Emergency Operations Group are in a safe operating condition. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions. Ensure a shift change is established at the first EOG Action Planning Meeting and personnel are notified to fill the second shift positions. Ensure that arrangements are made for appropriate food and shelter in the EOC considering the existing situation and conditions.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Emergency Operations Director. Determine with the Emergency Operations Director if the Policy Group facility needs to be reviewed for safe operating conditions and other safety concerns.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Review any existing reports of safety conditions.
	6. Evaluate resource needs (such as a computer, phone, plan copies, and other reference documents), and request missing items from the Logistics Chief.
	7. Start log of key decisions and actions.
Operations Phase	
	1. Tour the EOC facility (if activated) and evaluate conditions; advise the EOG Director of any conditions and actions which might result in unsafe layout or equipment set-up, etc.
	2. Evaluate the EOC facility (if activated) for access to fire extinguishers, emergency pull stations, and evacuation routes and exits.
	3. Determine if there are any unsafe conditions in the EOC facility (if activated); take action when necessary.
	4. Prepare and present safety briefings for the Emergency Operations Director, EOG Staff and Chiefs.
	5. If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
	6. Ensure that the EOC facility (if activated) is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
	7. Advise the Emergency Operations Director of unsafe conditions; take action when necessary.
	8. Coordinate with the Finance/Administration Section in preparing any EOG personnel injury claims or records necessary for proper case evaluation and closure.
	9. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Emergency Operations Group Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Security Officer

Responsibilities: Provide 24-hour security for the EOG and the EOC (if activated). Control personnel access to the EOC (if activated) in accordance with policies established by the EOG Director, including Check In and Check Out by all personnel.

Check when complete	Actions
Activation Phase	
	1. Report to the Emergency Operations Director. Determine with the Emergency Operations Director if the Policy Group facility needs to be reviewed for safe operating conditions and other safety concerns.
	2. Establish Check in and Check out procedures for those reporting in to the EOC (if activated).
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Review any existing reports of security concerns.
	6. Evaluate resource needs (such as a computer, phone, plan copies, and other reference documents), and request missing items from the Logistics Chief.
	7. Start log of key decisions and actions.
Operations Phase	
	1. Determine the current EOC security requirements and arrange for staffing as needed.
	2. Determine needs for special access to EOC facilities (if activated).
	3. Provide executive and V.I.P. security as appropriate and required.
	4. Provide security recommendations as appropriate to Emergency Operations Director.
	5. Prepare and present security briefings for the Emergency Operations Director, Staff, and Chiefs.
	6. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Emergency Operations Group Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist	
Position: Mutual Aid Officer	
Responsibilities: Provides a communication link between the Emergency Operations Group and outside Mutual Aid and other support organizations. Provides a central location and SCU information as needed for incoming agency representatives.	
Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Emergency Operations Director.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Review any requests for mutual aid or offers of assistance.
	6. Evaluate resource needs (such as a computer, phone, plan copies, and other reference documents), and request missing items from the Logistics Chief.
	7. Start log of key decisions and actions.
Operations Phase	
	1. Formulate resource requests of external agencies and review with the Emergency Operations Director.
	2. Evaluate requests for mutual and make recommendations to the Emergency Operations Director.
	3. Establish and maintain a central location for incoming external agency representatives (if needed), providing workspace and support as required.
	4. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the SCU Emergency Plan are provided to external agency representatives as needed.
	5. Provide orientations for VIPs and other visitors to the EOC.
	6. Maintain a roster and brief Emergency Operations Director on the external agency representatives on campus.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Emergency Operations Group Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Operations Section Chief

Responsibilities: Manage all field response to the disaster by ensuring that operational objectives and assignments identified in the Emergency Action Plan are carried out effectively. Establish and manage the appropriate level of branch and unit organizations within the Operations Section.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Emergency Operations Director.
	3. Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing and meet with the Logistics Section Chief and provide any preliminary personnel, supply and equipment needs.
	4. Establish communications with Field Incident Commander(s) operating on campus and coordinate accordingly.
	5. Based on the situation, activate appropriate branches within the section.
	6. Determine need for outside assistance and coordinate with the Mutual Aid Officer regarding obtaining external agency support.
	7. Request additional personnel for the section from the Logistics Section Chief as necessary for 24-hour operation.
	7. Ensure that adequate communication equipment is available for the section.
	8. Start log of key decisions and actions.
Operations Phase	
	1. Identify key issues currently affecting the Operations Section (Field Incident Commander(s), Public Safety, Medical Services, Shelter, Facilities/Utilities); meet with Section personnel and determine appropriate section objectives and refine the objectives as the emergency planning unfolds.
	2. Review responsibilities of branches in section (Public Safety, Medical Services, Shelter, Facilities/Utilities) with Branch Leads to develop an Operations Plan detailing strategies for carrying out Operations objectives, and likely future needs of the Operations Section.
	3. Work closely with Branch Leads to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed and the Incident Commanders are receiving the operational support needed.
	4. Ensure that the Branches coordinate resource needs through the Logistics Section, provide intelligence information Planning/Intelligence Section in a timely manner, and ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
	5. Attend and participate in Emergency Operations Action Planning meetings.
	6. Provide information and coordinate with other Section Chiefs and periodically brief Emergency Operations Director on status of Operations.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Emergency Operations Group Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist	
Position: Planning/Assessment Section Chief	
Responsibilities: Collect, analyze, and disseminate the incident information. Develops the Incident Action Plan with the input from the other Emergency Operation Sections. Summarizes information regarding possible developments and their effects, provides status reports, documents the Emergency Operations Group actions, prepares the Advance plan (considers potential response and recovery related issues in the next phase of emergency operations) and maintains all the necessary ICS documentation.	
Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Emergency Operations Director.
	3. Meet with Operations and Logistics Section Chief; obtain and review any major incident reports; provide any preliminary assessment information.
	4. Based on the situation, activate appropriate branches within the section.
	5. Request additional personnel for the section from the Logistics Section Chief as necessary for 24-hour operation.
	6. Ensure adequate communication equipment is available for the section.
	7. Start log of key decisions and actions.
Operations Phase	
	1. Review responsibilities of branches in section (Building Assessment, Utility Assessment, Incident Action Plan Development, Construction and Engineering, EOC Documentation) with Branch Leads to determine appropriate section objectives and refine the objectives as the emergency planning unfolds.
	2. Initiate Building and Utilities damage reviews as appropriate.
	3. Collect and collate incident information to produce a picture of the current incident situation.
	4. Provide status reports to the Emergency Operations Group Director and other Section Chiefs as needed.
	5. Analyze incident information and develop comprehensive Incident Action Plan based on current emergency response efforts underway and additional needed response efforts.
	6. Evaluate the repair needs based on the Building and Utilities reviews and reports from others on campus.
	7. Prepare the advance plan that considers potential response and recovery related issues for the next phase of emergency operations.
	8. Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
	9. Maintain all the necessary ICS documentation for immediate use during the incident and for evaluation once the incident is over.
	10. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Emergency Operations Group Director.
	2. Collect all required forms, reports, and other documentation from other Section Chiefs.
	3. Provide Advance Plan to and brief the Recovery Manager.
	4. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Logistics Section Chief

Responsibilities: Provide and track all resources needed for managing the incident including staff and volunteers, equipment, facilities, materials, supplies, food and water, and contracted services. The Logistics Section Chief is also responsible to set up and maintain emergency communications.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Emergency Operations Director.
	3. Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
	4. Meet with the Operations Chief and receive any preliminary personnel, supply or equipment needed.
	5. Based on the situation, activate appropriate branches within the section.
	6. Ensure adequate communication equipment is available for the section.
	7. Start log of key decisions and actions.
Operations Phase	
	1. Review responsibilities of branches in section and identify key issues currently affecting the Logistics Section (procurement of Supplies, Food, Equipment, and Transportation, the information system availability and capability, and the organization of Technical and Volunteer resources); meet with Section personnel and determine appropriate section objectives and refine the objectives as the emergency planning unfolds.
	2. Work closely with Branch Leads to ensure that the Logistics Section objectives, as defined in the current Action Plan, are being addressed and the Section Chiefs are receiving the logistics support needed.
	3. Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
	4. Attend and participate in Emergency Operations Action Planning meetings.
	5. Provide information and coordinate with other Section Chiefs, particularly Operations and Planning and Assessments, and periodically brief Emergency Operations Director on status of Logistics.
	6. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Emergency Operations Group Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Finance/Administration Section Chief

Responsibilities: Provide financial and cost analysis services including supervising the negotiation and administration of vendor contracts. The Finance/Administration Chief is responsible for special payroll services (if necessary) and maintains records for insurance, State and Federal reimbursement.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Emergency Operations Director.
	3. Based on the situation, activate appropriate branches within the section.
	5. Request additional personnel for the section from the Logistics Section Chief as necessary for 24-hour operation.
	6. Ensure adequate communication equipment is available for the section.
	7. Start log of key decisions and actions.
Operations Phase	
	1. Identify key issues currently affecting the Finance/Administration Section (Cost and Accounting, Risk Management, Compensation and Claims, and Timekeeping); meet with Section personnel and determine appropriate section objectives and refine the objectives as the emergency planning unfolds.
	2. Review responsibilities of branches in section (Cost and Accounting, Risk Management, Compensation and Claims, and Timekeeping) with Branch Leads to develop an Operations Plan detailing strategies for carrying out Operations objectives, and likely future needs of the Section.
	3. Work closely with Branch Leads, particularly Logistics, to ensure that the Finance/Administration Section objectives, as defined in the current Action Plan, are being addressed.
	4. Work with the Section Chiefs to address emergency expenditure needs and contracts and address fiscal and administrative documentation such as invoices for emergency expenditures and daily time sheets.
	5. Attend and participate in Emergency Operations Action Planning meetings.
	6. Provide information and coordinate with other Section Chiefs and periodically brief Emergency Operations Director on status of Finance/Administration.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Emergency Operations Group Director.
	2. Ensure any remaining Compensation and Claims and assigned for management.
	2. Complete all required forms, reports, and other documentation. All forms should be to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Operations Section: Field Incident Commander/Liaison

Responsibilities: The first trained person who arrives on the scene assumes front-line management of the incident for tactical planning and execution until a more qualified person arrives. Responsible for managing emergency scene actions (unless an External Responder assumes command then coordinates with External Field Incident Commander as the Field Incident Liaison) until relieved by the Emergency Operations Group. Reports to the Operation Section Chief.

Check when complete	Actions
Activation Phase	
	1. Assess the emergency scene and determines if outside assistance is needed.
	2. Assume front-line management of the incident for tactical planning and execution until a more qualified person arrives.
	3. Priorities response first for the safety of people, then the protection of the environment then preservation of property.
	4. Based on the situation, activate appropriate personnel to support the Branch.
	5. Report assessment and resource needs to the Operations Section Chief.
	6. Ensure adequate communication equipment is available at the scene of the incident.
	7. Start log of key decisions and actions.
Operations Phase	
	1. Manage evacuations, shelter in place, and other tactical operations for emergency response
	2. Implement the Incident Action Plan as conveyed by the Operations Section Chief.
	3. Manage emergency scene actions until or if an External Responder assumes command then coordinates with External Field Incident Commander as the Field Incident Liaison as interfaces between the External Responder and the Operations Chief.
	4. Arrange through the Operations Section Chief (or if that position is not activated then the Emergency Operations Group Director), the necessary supplies, equipment, transportation, food/shelter, medical suppliers and technical/volunteer resources necessary to address the incident.
	5. Provide frequent updates to the Operations Section Chief (or if that position is not activated then the Emergency Operations Group Director) of the incident status.
	6. Ensure that fiscal and administrative documentation such as invoices for emergency expenditures and daily time sheets are submitted to the Operations Section Chief promptly.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the incident scene.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Operations Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Operations Section Chief prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Operations Section: Public Safety

Responsibilities: Coordinate fire, disaster medical, hazardous materials, and search and rescue operations, and site security using both campus and external resources. This coordination is particularly key when there are multiple incident locations on campus. Reports to the Operations Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Operations Section Chief and receive a briefing on known public safety concerns.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Coordinate security operations for fire, disaster medical, hazardous materials, and search and rescue operations using both campus and external resources. Assists Incident Commander(s) with incident scene safety. Coordination will be particularly necessary if there are multiple incident locations.
	2. Coordinate law enforcement and traffic control operations during the disaster.
	3. Interfaces with other Operation Branch Leads.
	4. Maintain overall supervision of the Campus Safety Branch support personnel.
	5. Implement the public safety portion of the Incident Action Plan as conveyed by the Operations Section Chief.
	6. Provide the public safety update status information to the Operations Section Chief frequently.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Operations Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Operations Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Operations Section: Medical Services

Responsibilities: Ensure that all available disaster medical resources are identified and mobilized as required to provide required emergency medical services to those injured on campus. Reports to the Operations Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Operations Section Chief and receive a briefing on known medical concerns.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Identify the available medical resources on campus or that could report to campus promptly. Identify medical services that volunteers could support..
	2. Coordinate with Operations Chief to determine where triage teams are needed and establish triage teams at those locations.
	3. Determine the status of medical facilities on campus and within the affected area.
	4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
	5. Supervise the disaster Medical Branch support personnel.
	6. Implement medical portion of the Incident Action Plan as conveyed by the Operations Section Chief.
	7. Provide medical update status information to the Operations Section Chief frequently.
	8. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Operations Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Operations Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Operations Section: Shelter and Care

Responsibilities: Safeguard the public health of the campus community, by ensuring adequate shelter and food service for the campus population that are unable to leave the campus due to the nature of the incident. These responsibilities and actions are shared between Housing (existing shelter) and Athletics (emergency shelter) depending on incident needs. Reports to the Operations Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Operations Section Chief and receive a briefing on known shelter and care concerns.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Verify with the Operation Section Chief what residence halls and emergency shelters are viable for use and how many people on campus need shelter and food.
	2. Coordinate with Logistics the transportation of beds and other shelter needs to the emergency shelters (Housing).
	3. Determine from Logistics the food preparation arrangements for the emergency shelters and organize schedules and personnel to provide the food service for the emergency shelter occupants (Athletics).
	4. Arrange with Logistics for drinking water and sanitation facilities for the emergency shelter occupants (Athletics for emergency shelter and/or Housing for existing viable housing, if needed).
	5. Manage the emergency shelters until no longer needed (Athletics).
	6. Implement the shelter and care portions of the Incident Action Plan as conveyed by the Operations Section Chief (Athletics for emergency shelter and/or Housing for existing viable housing).
	7. Provide shelter and care update status information to the Operations Section Chief frequently (Athletics for emergency shelter and/or Housing for existing viable housing).
	8. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Operations Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Operations Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Operations Section: Facilities/Utilities

Responsibilities: Initiate emergency utilities and immediate cleanup/repairs that could place essential buildings back in service or clear critical transportation pathways. Reports to the Operations Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Operations Section Chief and receive a briefing on known utility/building concerns.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Determine with the Operations Section Chief what critical transportation pathways need cleanup and/or repairs to allow access for emergency or repair vehicles.
	2. Verify with the Operation Section Chief what buildings need emergency generators started and report generator status.
	3. Determine with the Operations Section Chief what emergency cleanup and/or repairs are needed to place essential buildings back in service.
	4. Notify Building and Utility Assessment Branch Leads of any issues identified by the Facilities Branch applicable to their assessments.
	5. Supervise the Facilities/Utilities Branch support personnel.
	6. Implement Facilities needs of the Incident Action Plan as conveyed by the Operations Section Chief.
	7. Provide the Facilities update status information to the Operations Section Chief frequently.
	8. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Operations Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Operations Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Planning and Assessment Section: Building Assessment

Responsibilities: Evaluate the condition of the campus buildings and property to restrict access near or within. Reports to the Planning and Assessment Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Planning and Assessment Section Chief and receive a briefing on known building and property concerns most likely from reports from the Incident Commander(s) and the Building Coordinators.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Verify with the Planning and Assessment Section Chief the priority of buildings and properties to evaluate (based on the nature of the incident and input from the Operations Section).
	2. Post no-entry warning signs on building and areas where access needs to be prohibited based on initial evaluation of condition.
	3. Notify the Planning and Assessment Section Chief and the Operations Section Chief of buildings and areas where access near or access into needs to be restricted or prohibited until further evaluation or repairs are conducted.
	4. Supervise the Building Assessment Branch support personnel.
	5. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
	6. Maintain records of building and property related losses needed for risk management and insurance adjusters.
	7. Implement building assessment portion of the Incident Action Plan as conveyed by the Planning and Assessment Section Chief.
	8. Provide building update status information to the Planning and Assessment Section Chief frequently.
	9. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Planning and Assessment Section: Utility Assessment

Responsibilities: Evaluate the condition of the campus utilities to determine the impacts of the incident. Reports to the Planning and Assessment Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Planning and Assessment Section Chief and receive a briefing on known utility concerns most likely from reports from the Incident Commander(s) and the Building Coordinators.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Verify with the Planning and Assessment Section Chief the priority of utilities to evaluate (based on the nature of the incident and input from the Operations Section).
	2. Notify the Planning and Assessment Section Chief of the condition of the utilities on campus (electricity, water, wastewater, natural gas, telephones).
	3. Supervise the Utility Assessment Branch support personnel.
	4. Determine the period of time each of the critical utilities will be impacted and necessary arrangements to bring them back online.
	5. Implement the utilities assessment portion of the Incident Action Plan as conveyed by the Planning and Assessment Section Chief.
	6. Provide utilities update status information to the Planning and Assessment Section Chief frequently.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Planning and Assessment Section: EOC Documentation

Responsibilities: Collect, organize and file the EOC incident related plans and forms. Reports to the Planning and Assessment Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Planning and Assessment Section Chief and receive a briefing on documentation already arriving which will most likely be reports from the Incident Commander(s) and the Building Coordinators.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Organize systems to collect pertinent EOC documentation EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
	2. Organize and file the EOC incident related plans and forms.
	3. Provide document reproduction services to EOC staff as needed.
	4. Distribute the Santa Clara University EOC situation status reports, EOC Action Plan, and other documents, as required.
	5. Supervise the EOC Documentation Branch support personnel.
	6. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the incident.
	7. Provide documentation update status information to the Planning and Assessment Section Chief frequently.
	8. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Planning and Assessment Section: Incident Action Plan Development

Responsibilities: Collect incoming data, analyze the incoming data, and develop/update an Incident Action Plan.
Reports to the Planning and Assessment Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Planning and Assessment Section Chief and receive a briefing on data already arriving which will most likely be reports from the Incident Commander(s) and the Building Coordinators.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Coordinate with the EOC Documentation Unit to obtain pertinent incident data.
	2. Validate incoming data as much as is feasible under the circumstances.
	3. Develop an Incident Action Plan based on objectives developed by each EOC Section and update for each subsequent operational periods.
	4. Communicate the Incident Action Plan by the form(s) most appropriate for the situation (electronically, bulletin boards, paper copies, etc.).
	5. Supervise the IAP Branch support personnel.
	6. Provide Incident Action Plan update status information to the Planning and Assessment Section Chief frequently.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Planning and Assessment Section: Construction and Engineering

Responsibilities: Develop a repair plan that addresses building and property needs beyond the immediate emergency response conducted by the Operations Section. Reports to the Planning and Assessment Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Planning and Assessment Section Chief and receive a briefing on incident damage information already arriving which will most likely be reports from the Incident Commander(s) and the Building Coordinators.
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Coordinate with the EOC Documentation Unit and the Incident Action Plan Development Unit to obtain pertinent incident data.
	2. Validate incoming data as much as is feasible under the circumstances and review progress of emergency response to repair damages.
	3. Based on input from the Building Assessment Branch, develop a repair plan that addresses building and property needs beyond the immediate emergency response.
	4. Supervise the Construction and Engineering Branch support personnel.
	5. Implement any immediate repairs that can be safely accomplished during the Incident Action Plan phase.
	6. Provide construction and repair update status information to the Planning and Assessment Section Chief frequently.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Logistics Section: Procurement

Responsibilities: Oversee the procurement and allocation of supplies and materials needed to address the incident response and to provide care and shelter to those on campus. Reports to the Logistics Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Logistics Section Chief and receive a briefing on procurement requests already arriving which will most likely be from the Incident Commander(s).
	3. Review existing log of emergency suppliers (available in the EOC).
	4. Based on the situation, activate appropriate personnel to support the Branch.
	5. Ensure adequate communication equipment is available for the Branch support personnel.
	6. Start log of key decisions and actions.
Operations Phase	
	1. Verify with the Logistics Chief the priority of procurement requests.
	2. Determine if requested types and quantities of supplies and materials are available in SCU inventory.
	3. Determine procurement spending limits with the Logistics Chief and Finance/ Administration Section.
	4. Coordinate vendor contracts and the delivery of supplies and materials as required.
	5. Maintain a status of procured supplies and materials by requester with their projected delivery dates and actual delivery dates. Update requesters frequently on the status of their requests.
	6. Implement the procurement portions of the Incident Action Plan as conveyed by the Logistics Section Chief.
	7. Supervise the Procurement Branch support personnel.
	8. Provide the procurement update status information to the Logistics Section Chief frequently.
	9. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Logistics Section: Transportation and Equipment

Responsibilities: Develop and implement a transportation and equipment plan to address the needs of those responding to the incident and subsequent SCU incident support and repairs. Reports to the Logistics Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Logistics Section Chief and receive a briefing on transportation routes and transportation/equipment requests already arriving which will most likely be from the Incident Commander(s).
	3. Review existing log of emergency equipment and transportation suppliers (available in the EOC).
	4. Based on the situation, activate appropriate personnel to support the Branch.
	5. Ensure adequate communication equipment is available for the Branch support personnel.
	6. Start log of key decisions and actions.
Operations Phase	
	1. Depending on the nature of the incident, develop an emergency response vehicle transportation route for the campus.
	2. Verify with the Logistics Chief the priority of transportation and equipment requests.
	3. Determine if requested types and quantities of transportation and equipment are available on campus and in operable condition.
	4. Request needed transportation and equipment not available on campus or inoperable from Procurement.
	5. Track delivery of procured transportation and equipment with the Procurement group and review the transportation and equipment prior to use by the requesters.
	6. Develop and implement plan to maintain transportation and equipment while in use and to secure the transportation and equipment when not in use.
	7. Implement the transportation and equipment portions of the Incident Action Plan as conveyed by the Logistics Section Chief.
	8. Supervise the Transportation and Equipment Branch support personnel.
	9. Provide update transportation and equipment status information to the Logistics Section Chief frequently.
	10. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Logistics Section: Food Service

Responsibilities: Prepare meals and feed those on campus including emergency response personnel and those students, staff and faculty who cannot leave the campus. Reports to the Logistics Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Logistics Section Chief and receive a briefing on the estimated number of people on campus that will need meals and drinks which will most likely be from initial reports from the Incident Commander(s) and Building Coordinators.
	3. Review existing inventory of food and drinks.
	4. Based on the situation, activate appropriate personnel to support the Branch.
	5. Ensure adequate communication equipment is available for the Branch support personnel.
	6. Start log of key decisions and actions.
Operations Phase	
	1. Depending on the nature of the incident, develop a meal plan based the number of people to feed and on the priority of food and drink that needs to be used (for instance if the power is out and refrigerated goods need to be cooked).
	2. Verify with the Logistics Chief the most viable locations to cook and serve the food and drinks.
	3. Determine if additional food, drink, cooking supplies, etc. are needed to adequately address the needs of the campus population and requested additional supplies from Procurement.
	4. Ensure that there are adequate personnel to prepare and cook food for the required duration.
	5. Coordinate with the Operations Section for communicating meal options (post schedules in shelter areas) and food service (serving the food and drink, and clean up).
	6. Secure food and drink inventory and track delivery and use of procured food, drink and cooking supplies.
	7. Implement the food service portions of the Incident Action Plan as conveyed by the Logistics Section Chief.
	8. Supervise the Food Service Branch support personnel.
	9. Provide food service update status information to the Logistics Section Chief frequently.
	10. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Logistics Section: Communications

Responsibilities: Provide essential communications to those on campus of incident status, closed areas, where to report, availability of shelter and care, and other emergency information. Reports to the Logistics Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Logistics Section Chief and receive a briefing on the estimated impact of the incident which will most likely be from initial reports from the Incident Commander(s) and Building Coordinators.
	3. Review existing emergency communication center location for adequacy.
	4. Based on the situation, activate appropriate personnel to support the Branch.
	5. Ensure adequate communication equipment is available for the Branch support personnel.
	6. Start log of key decisions and actions.
Operations Phase	
	1. If existing emergency communication center (Benson Center) is in adequate condition, set up communications operations. If not, determine alternate emergency communication center location.
	2. Determine if additional communication supplies and equipment are needed to adequately address the needs of the campus population and requested additional supplies from Procurement.
	3. Determine from other Sections pertinent information such as from the Operations and Logistics Section where the shelter and care locations are and areas of the campus that have restricted access.
	4. Post essential information in Benson Center and other appropriate locations such as the shelters and medical centers. If available, post information on SCU intranet and other appropriate online locations.
	5. Implement log to track those students, staff and faculty leaving campus.
	6. Implement the communications portions of the Incident Action Plan as conveyed by the Logistics Section Chief.
	7. Supervise the Communications Branch support personnel.
	8. Provide frequent communications update status information to the Logistics Section Chief.
	9. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Logistics Section: Information Technology

Responsibilities: Evaluate and repair as necessary essential information systems to be able to address the incident response and EOC communications support. Reports to the Logistics Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Logistics Section Chief and receive a briefing on the estimated impact of the incident which will most likely be from initial reports from the Incident Commander(s) and Building Coordinators.
	3. Review existing information and communication systems for use and responsiveness.
	4. Based on the situation, activate appropriate personnel to support the Branch.
	5. Ensure adequate communication equipment is available for the Branch support personnel.
	6. Start log of key decisions and actions.
Operations Phase	
	1. Provide emergency information and communication system support to the EOC so that the Director and Section Chiefs can communicate with the Branch Leads in the field.
	2. Depending on the usability and responsiveness of the SCU information systems, develop an information system recovery plan that prioritizes the systems and provides an anticipated timeline for each system recovery.
	3. Determine if additional equipment are needed to restore necessary information and communication systems and requested additional equipment from Procurement.
	4. Implement the information and communication systems portion of Incident Action Plan as conveyed by the Logistics Section Chief.
	5. Supervise the information and communication systems Branch support personnel.
	6. Provide information and communication systems update status information to the Communications group and Logistics Section Chief frequently.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Logistics Section: Human Resources

Responsibilities: Ensure that there are adequate staff to address the incident, shelter and care of those on campus and initial repairs. Reports to the Logistics Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Logistics Section Chief and receive a briefing on the initial estimated resource needs which will most likely be from initial reports from the Incident Commander(s) and Building Coordinators.
	3. Review personnel who have reported for duty for adequacy.
	4. Based on the situation, activate appropriate personnel to support the Branch.
	5. Ensure adequate communication equipment is available for the Branch support personnel.
	6. Start log of key decisions and actions.
Operations Phase	
	1. Coordinate with the Safety Officer to ensure that response staff receive a current situation and safety briefing upon check-in.
	2. Determine the estimated time of arrival of response personnel who are not on campus yet and advise the appropriate Section Chiefs.
	3. Determine from Section Chiefs what additional personnel and technical resources are needed.
	4. Coordinate with the Volunteer Lead to determine where volunteers can be substituted for missing response staff or technical resources.
	5. Coordinate with the Mutual Aid Officer to determine where external response resources can be substituted for missing SCU response staff or technical resources.
	5. Implement the resource needs of the Incident Action Plan as conveyed by the Logistics Section Chief.
	6. Supervise the Human Resources Branch support personnel.
	7. Provide frequent update status information regarding personnel resource allocation across the incident to the Logistics Section Chief.
	8. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Logistics Section: Volunteers

Responsibilities: Organize available volunteers to address the incident, shelter and care of those on campus and initial repairs. Reports to the Logistics Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Logistics Section Chief and receive a briefing on the initial estimated resource needs which will most likely be from initial reports from the Incident Commander(s) and Building Coordinators.
	3. Review volunteers who have reported for duty for any specialized skills.
	4. Based on the situation, activate appropriate personnel to support the Branch.
	5. Ensure adequate communication equipment is available for the Branch support personnel.
	6. Start log of key decisions and actions.
Operations Phase	
	1. Coordinate with the Safety Officer to ensure that volunteers receive a current situation and safety briefing upon check-in.
	2. Create an inventory of volunteers who have reported to duty and areas of expertise.
	3. Coordinate with the HR Lead to assign volunteers as substitutes for missing response staff or technical resources or in other resource needed areas.
	4. Implement the volunteer portion of the Incident Action Plan as conveyed by the Logistics Section Chief.
	5. Supervise the Volunteer Branch support personnel.
	6. Provide frequent update status information regarding volunteer availability to the HR Lead.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Finance and Administration Section: Cost and Accounting

Responsibilities: Manages the new contracts and costs to address the incident (except for claims and personnel time and expenses). Reports to the Finance/Administration Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Finance/Administration Section Chief and receive a briefing on vendor contract requests already arriving which will most likely be from the Incident Commander(s).
	3. Review list of existing vendors (available in the EOC) for applicability and availability.
	4. Identify with SCU's bank what banking services are available (credit cards, manual checks, etc.) and implement as available.
	5. Based on the situation, activate appropriate personnel to support the Branch.
	6. Ensure adequate communication equipment is available for the Branch support personnel.
	7. Start log of key decisions and actions.
Operations Phase	
	1. Verify with the Finance/Administration Section Chief the priority of vendor contract requests.
	2. Work closely with Procurement and help to determine if requested supplies and material contracts are available with existing approved contracts.
	3. Understand the procurement spending limits set by the Logistics Chief and Finance/ Administration Section and incorporate into contracts where feasible.
	4. Review submitted invoices for adequacy and request additional information if required.
	5. Maintain a spreadsheet of invoices associated with the incident response.
	6. Implement the accounting portions of the Incident Action Plan as conveyed by the Finance/Administration Section Chief.
	7. Supervise the Cost and Accounting Branch support personnel.
	8. Provide the accounting update status information to the Finance/Administration Section Chief frequently.
	9. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Finance and Administration Section: Risk Management, Compensation, and Claims

Responsibilities: Evaluates risk and liability to SCU, evaluates and makes recommendations regarding claims and requested compensation. Reports to the Finance/Administration Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Finance/Administration Section Chief and receive a briefing incident and any claims that have already arrived which will most likely be from the Incident Commander(s).
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the Branch support personnel.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Coordinate with Section Chiefs and Safety Officer to evaluate and minimize risky actions or operations during incident response.
	2. Evaluate the validity of claims and the reasonableness of compensation requests and make recommendations to the Finance/Administration Section Chief.
	3. Collect invoices and other necessary documentation and coordinate with SCU insurance to address claims and compensation.
	5. Maintain a log of claims and compensation requests associated with the incident response.
	6. Implement the risk management, claims and compensation portions of the Incident Action Plan as conveyed by the Finance/Administration Section Chief.
	7. Supervise the Cost and Accounting Branch support personnel.
	8. Provide risk management, claims and compensation update status information to the Finance/Administration Section Chief frequently.
	9. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Emergency Operations Group Checklist

Position: Finance and Administration Section: Timekeeping

Responsibilities: Track time and travel expenses for personnel responding in the incident. Reports to the Finance/Administration Section Chief.

Check when complete	Actions
Activation Phase	
	1. Check in with the Security Officer upon arrival at the EOC (if activated).
	2. Report to the Finance/Administration Section Chief and receive a briefing incident and any expenses or timesheets that have already arrived which will most likely be from the Incident Commander(s).
	3. Based on the situation, activate appropriate personnel to support the Branch.
	4. Ensure adequate communication equipment is available for the support the Branch.
	5. Start log of key decisions and actions.
Operations Phase	
	1. Collect timesheets and expense reports and process.
	2. Review expense documentation for validity.
	3. Maintain records of time and expenses expended during the incident.
	4. Implement the timekeeping portions of the Incident Action Plan as conveyed by the Finance/Administration Section Chief.
	5. Supervise the Timekeeping Branch support personnel.
	6. Provide timekeeping update status information to the Finance/Administration Section Chief frequently.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave the EOC.
Demobilization Phase	
	1. Deactivate your assigned position and close out your position log when directed by the Planning and Assessment Section Chief.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning and Assessment Section Chief, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

Attachment 3

Mutual Aid Resource Request Form

NAME _____ Relationship _____ PHONE () _____

ASSIGNMENT INFORMATION

INSTRUCTIONS: *The following information is to be completed by the requesting jurisdiction, faxed to the Mutual Aid Agency.*

Date/Time Assignment begins _____ Release Date (anticipated) _____

Assignment/Agency _____ Position _____

Location _____ Address _____

Report to: _____ Phone No. () _____

(Person or Position)

Operational Area Contact _____ Phone No. () _____

Travel Arrangements: (When this part is completed fax to responding EMMA personnel)

To be made by ___ Responder ___ Requesting Jurisdiction

Transportation by ___ Car ___ Plane ___ Other _____

Directions (ATTACH MAP with location marked and written directions)

Flight Schedule (if applicable):

Lodging Information:

Facility _____ Confirmation No. _____

Address _____ Contact Person _____

_____ Phone No. () _____

SPECIAL COMMENTS:

Attachment 4

Incident Command System (ICS) General Information

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

ICS Functions

The five functions of the ICS organization are Command (Management), Operations, Planning/Assessment, Logistics, and Finance/Administration. The five functions are responsible for:

- Command (Management) is responsible for directing, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.
- Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.
- Planning/Assessment is responsible for developing the Incident Action Plan and the collection, evaluation, documentation, and use of information about the incident.
- Logistics is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident.
- Finance/Administration is responsible for all financial and cost analysis aspects of the incident, and/or any administrative aspects not handled by the other functions.

Incident Command System Principles

The principles of ICS provide for the following kind of operations:

- Single jurisdictional/agency involvement.
- Single jurisdictional responsibility with multiple agency involvement.
- Multiple jurisdictional responsibilities with multiple agency involvement.

The system's organizational structure adapts to any incident to which emergency response agencies would expect to respond. The system is applicable and acceptable to all user agencies. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease. The system has basic common components in organization, terminology and procedures.

ICS Components

The components of ICS are:

- Common terminology - common titles for organizational functions, resources, and facilities.
- Modular organization - method by which the ICS organizational structure develops, based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander. At all incidents there will be five functions: Management; Operations; Planning/Assessment; Logistics; and Finance/Administration. These may, as the incident grows, be organized and staffed into Sections. Initially, the Incident Commander may be performing all five

functions. Then, as the incident grows, each function may be established as a Section with Branches and Units under each Section.

- Unified command structure - unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.
- Consolidated Action Plans - identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the University.
- Manageable span-of-control - limitation on the number of emergency response or management personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.
- Comprehensive resource management - identification, grouping, assignment and tracking of resources.
- Integrated communications - use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

Attachment 5

SCU BUILDING EMERGENCY STATUS REPORT

Following a major emergency with significant operational impact to the campus, Building Evacuation Lead use this form to provide a status report of damage and injuries, and to request assistance from the SCU Emergency Operations Center (Facilities Building).

Report status by telephone if available (call 408-554-4742 or extension 4742) otherwise by designated runner.

Building#: _____ Date: _____

Building Evacuation Lead Name: _____

Emergency Phone # _____

Check if **no** major problem at this time otherwise complete the tables below

Problem/Urgent Need	Exact Location	Details
Serious Injuries		
Fire		
Explosion		
Building collapse		
People trapped		
Natural gas leak		
Hazardous material spill		
Other		

Services Functioning:

Service	Yes	No
Telephones		
Emergency Lighting		
Electrical		
Water		
Gas		
Elevators		
Emergency Generators		
Other		

Comments:

Attachment 6

Function Specific Plans:

- a. Shelter**
- b. Communications**
- c. Food (8/12)**
- d. Medical Service**
- e. Facilities**
- f. Volunteer Coordination (8/12)**

Function Specific Plan: Shelter

In the event of an emergency, the Leavey Center and Malley Center may be used as a shelter to house any/all campus residents and staff. Department of Athletics and Recreation staff will operate the shelter(s), as needed and available, with assistance of other EOG Department groups (Housing & Resident Life, Student Life).

The Sports Medicine Center may be used as an additional medical facility, depending on extent of any building damage to the Leavey Center.

The Sports Medicine staff may be utilized by the Cowell Health Center to assist with any medical situations, as needed and available. The Athletic Media Relations staff may be called upon by the University Media Relations Department to assist with media issues, as needed and as available.

Steps to Activate and Prepare Athletic Buildings for Shelter or Holding Area

Note: Automatic flush toilets in Leavey and Malley are on emergency power system. If power outage, back-up generator is to power up automatically to provide lighting and limited level power.

Upon emergency occurring or call to activate the Emergency Operations Group (EOG):

1. If earthquake or fire/accident in Malley or Leavey, building(s) are evacuated. Roll call taken of Leavey staff at Meeting Area located at Stanton Field and of Malley staff at Meeting Area located outside of front (south) entrance.
2. Buildings inspected by University Facilities staff with assistance from Athletic Facilities staff to check availability as shelter/holding area.
 - Leavey Center and Malley Center need to be inspected immediately to determine their availability as shelters or holding area. With its glass walls, Leavey Center may not be available as a shelter, especially if strong earthquake.
 - Status of Leavey or Malley availability communicated to EOG. EOG determines if buildings will be used as holding area or shelter.
3. As shelter, it is assumed that cots, blankets, water and other supplies will be needed to house people overnight.
4. As a holding area (for bomb threat, short power outage), supplies are not needed, unless called for by EOG.
5. Once call is made to use building(s) as shelters:
 - a. Call/gather staff assistance to prepare building(s). Utilize existing staff in venues (coaches, staff, and students) and/or request additional assistance from EOG.
 - b. Collect and distribute athletic department radios for use during set up of venue(s). Set channel to "Athletic 1."
 - c. Prepare buildings by clearing equipment to create most floor space.
 - d. For Malley (Malley staff will assist with preparation, as available):
 1. Raise curtains and baskets, if power is available.
 2. Roll out floor tarp.
 3. Secure Front Desk equipment and supplies.
 4. Store Multipurpose Room equipment and secure storage area.
 5. Close and secure pool (especially if power outage – no pumps).
 6. Close and secure weight room. Weight room can be open for limited use only if determined by EOG and adequately staffed.
 7. Unlock front doors for access, as needed.

<u>Space Avail.</u>	<u>Clear Space</u>
Malley Gym	20,000 sq ft
<u>Multipurpose Room</u>	<u>2,000 sq ft</u>
Total Sq footage	22,000 sq ft
Approx. Bed Cap*	733 beds

*Each cot given 30 sq ft which includes aisle space.

e. For Leavey:

1. Clear floor. Strike and store tables/chairs, if any.
2. Retract bleachers, if any. If power is out, bleachers will not retract, which will limit the amount of bed space available.

<u>Floor Space Avail.</u>	<u>Bleachers Open</u>	<u>Bleacher Closed</u>
Main Court	7,000 sq ft	10,000 sq ft
<u>Upper Court</u>	<u>0</u>	<u>3,500 sq ft</u>
Total Sq footage	7,000 sq ft	13,500 sq ft
Approx. Bed Cap*	230 beds	450 beds

*Each cot given 30 sq ft which includes aisle space.

3. Lower and store baskets, if any.
 4. Rollout floor tarp.
 5. Unlock West Side doors to Arena for access.
 6. Secure Locker Room area.
 7. Secure all offices and conference rooms.
- f. Request and receive cots, blankets, pillows, water and/or other necessary equipment, as determined by EOG, to be delivered to Leavey (old "Airlock") and/or Malley (back doors to gym on North side of building). Mattresses (100), blankets (1,000) and pillows (1,000) available from Conference Services are stored in basement of Campisi Hall. To coordinate delivery and use of equipment, contact, in order, the following:
- g. If delivery is not possible, generate staff to pick up cots, blankets, water, and other necessary equipment. Use Athletic Maintenance Carts (3) and private vehicles to pick up and deliver. Delivery to Leavey is at old "Airlock" and to Malley are back doors to gym on North side of building.
 - h. Set up cots and blankets to create most bed space possible.
6. Once call is made to use building(s) as holding area:
- a. Leavey is the best location for holding area (seating is already in place). Extra set up not needed. Exception is if emergency/disaster is strong earthquake that has caused glass panels to fall from curtain wall. In this case, Malley Center is used and people sit on the floor.
 - b. Call/gather staff assistance to prepare building(s).
 - c. Open bleachers as requested by EOG, if power is available.
 - d. Unlock West Side doors to Arena for access.
7. If emergency includes outage of power:
- a. If back-up generator has not turned on automatically, contact EOG for assistance.
 - b. Check status of automatic flush units.
 - c. Check status of sewage system and waste pumps, especially in Leavey. Contact EOG for assistance.
 - d. Coordinate re-fueling of back-up generator with EOG.
8. After Set up is complete, steps to maintain venue(s):
- a. Monitor those utilizing the shelter.
 - b. Coordinate paper re-stocking and upkeep of restrooms. Contact EOG for assistance.
 - c. Coordinate garbage disposal in venues. Contact EOG for assistance.
 - d. Monitor status of sewage system and waste pumps, especially in Leavey.
 - e. If power outage, monitor fuel in back-up generator. Contact EOG for re-fueling.
 - f. Monitor/check secured areas (offices, locker rooms, conference rooms, and weight rooms).
 - g. Log any damages or thefts to report to EOG.

Staff Needs per Shift for Leavey/Malley as Shelter:

		Leavey	Malley
Staff for:	Building Prep	2-4	2-4
	Equipment Delivery/Set up	4-6	4-6
	Maintain Venue	3	3

Also, custodial and security assistance will be needed throughout. If power and natural gas is available, laundry service (towels and blankets only) could be run from Equipment Room in Leavey.

Post Emergency and after closure of shelter/holding area:

1. Strike equipment (cots and blankets), if any. Prepare for cleaning and return to storage.
2. Clean up venue(s).
3. Review buildings and log any damages to report to EOG.

Function Specific Plan: Communications Center

Staff and Student Staff Responsibilities

- All Benson Memorial Staff personnel, students and staff, who are at work, should report immediately to the Information Desk.
- If the Information Desk is inaccessible then all staff report to the Donohoe Fountain.

Report to Work

- Unless directed by the President all full time personnel should report to work.
- Concentration of answering telephones by all staff will be a priority.
- Contacting clients if buildings are closed. PLEASE NOTE: Academic buildings will be closed before Benson Memorial Center. We may be concentrating on classroom cancellations rather than Benson Memorial Center closures.

General Information

- Emergency Operations Center (EOC) located in the Team Room of the Facilities Building.
 - a. Dean of Student Life will report to the EOC.

Benson Memorial Center Characteristics.

- Information Desk will service as the “Building Operation Center”.
- x7805 in the Event Planning Office: Operations Telephone will be the established campus telephone number for communication.
- Director of Benson Memorial Center, Director of Center for Student Leadership, and Assistant Dean of Student Life will operate out of Building Operation Center.

Communication

- Event Planning Manager: Operations computer to be turned on to the university designated web site for up-to-date information.
- Event Planning Manager: Operations to supply a minimum of two (2) rolling bulletin boards for posting Official University Communication.
- University Communication office and / or IT will set a recorded message on x4000 and be responsible for updating the message.
- Food Service: **University Food Service Contractor to provide information to the Information Desk concerning food service venue hours.**
- Shelter: Athletic facilities are the primary shelter areas. Benson Memorial Center to be used on a secondary basis.

Section 1: Assume Full Staffing

1.1. Report to Facilities Building for briefing:

1. Director OR
2. Assistant Director OR
3. Event Planning Manager: Conferences OR
4. No one.

1.2. Coordinate, assign, and Staff Information Desk:

1. Event Planning Manager: Operations
2. Student Staffs
 - a. Building Manager
 - b. Customer Service Representative
 - c. Event Associate

1.3. Making assignments for searching Benson Memorial Center Complex, Responsible: Event Planning Manager: Operations

1. Check Elevator / Check First Floor
 - A. Evacuate all events

- + Lock Doors of reservable rooms
 - B. Evacuate all people from the building
 - C. If people are trapped in the elevator, acknowledge them, and contact Campus Safety Services.
 - 2. Check Basement
 - 3. Check Second Floor
 - 4. Check Shapell Lounge
 - 5. Check Campus Bookstore (Bookstore Staff may have already done so)
- 1.4. Assume that Food Service is operating under their plan and they are securing food service areas and as necessary alter food serving hours and / or menu.
Responsible: University Food Service General Manager.
- 1.5. Assume Campus Safety Service will turn off alarm system if it's ringing.
Responsible: Event Planning Manager: Operations to call / meet Campus Safety Services Officer.
- 1.6. Once Benson Memorial Center Complex is evacuated and safe for staff (only) to return. As appropriate:
Responsible: Event Planning Manager: Operations to coordinate, assistance from Staff.
- 1. Put signs on elevator, bathrooms, and exterior doors (lock doors if appropriate).
 - 2. Put out yellow caution tape around doors to prevent people from entering into the building.
- 1.7. If Benson Memorial Center Complex is able to be occupied then place a rolling bulletin board adjacent to the Information Desk for official university information.
Responsible: Events Planning Manager: Operations to assign.
- 1. Place rolling bulletin board(s) in Paseo adjacent to Information Desk.
 - 2. If Benson Memorial Center is unable to be occupied then place rolling bulletin boards on the north side near Donohoe Fountain.
- 1.8. Once information is known, then make a telephone recording and place the telephone system on automatic response.
Responsible: Event Planning Manager: Operations.
- 1.9. Official University Statements only come from the Communication office. Don't pass along rumors.
Responsible: All.
- 1.10. On a monthly basis, the last working night of the month, the following is to be checked, tested, and certified for readiness:
Responsible: Event Planning Manager: Operations. Once check sheet is completed and signed then it is placed in Directors mailbox.
- 1. All signage
 - 2. Radio, test batteries
 - 3. Blanket
 - 4. First Aid Kit
 - 5. Yellow Caution Tape
 - 6. Duct Tape
 - 7. Flashlights (minimum of 6) and batteries
 - 8. Bull Horn
- 1.11. On a month basis, each office manager is responsible for the following:
- 1. Assistant Director: Event Planning Office.
 - 2. Event Planning Manager: Operations: Information Desk.
 - A. Flashlight for each person with batteries.
 - B. Emergency Aid Pack.
- 1.12. The use of the Williman Room as a temporary food serving areas for around the clock employees.
Responsible: University Food Service General Manager and Benson Memorial Center Director.
- 1.13. Updating information.
Responsible: Event Planning Manager: Operations.

1. Rolling Bulletin Board.
2. Information Desk.

1.14. Moving the Emergency Aid Pack.

Responsible: Event Planning Manager: Operations.

1. Move the Emergency Aid Pack to the location of where the staff is meeting.

1.15. Setting up communication flow with Communication Center.

Responsible: Event Planning Manager: Operations.

1. Computer set to University Web Site.
2. FAX machine.

1.16 Never put yourself into danger.

Responsible: All.

1.17 . Stock Emergency Aid Kit, replace missing signage, and maintain appropriate checklists.

Responsible: Event Planning Manager: Operations.

1.18. Testing and maintaining Emergency Generator.

Responsible: Facilities Department.

Section 2: Assume Partial Staff (off-hours)

2.1. Call Director, Benson Memorial Center and Event Planning Manager, Operations.

Responsible: Student Building Manager.

2.2. Report to Facilities Building for briefing.

Responsible: None – stay with Benson Memorial Center.

2.3. Coordinate, assign, and Staff Information Desk:

1. Student Building Manager
2. Remainder of Student Staff

2.4. Making the following assignments:

Responsible: Student Building Manager.

1. Check Elevator / Check First Floor
 - D. Evacuate all events
 - + Lock Doors of reservable rooms
 - E. Evacuate all people from the building
 - F. If people are trapped in the elevator, acknowledge them, and contact Campus Safety Services.
2. Check Basement
3. Check Second Floor
4. Check Shapell Lounge
5. Check Campus Bookstore (Bookstore staff may have already done so)

2.5. Assume that Food Service is operating under their plan and they are securing food service areas and as necessary alter food serving hours and / or menu.

Responsible: University Food Service General Manager.

2.6. Assume Campus Safety Service will turn off alarm system if it's ringing.

Responsible: Student Building Manager to call / meet Campus Safety Services Officer.

2.7. Once Benson Memorial Center Complex is evacuated and it is safe for staff (only) to return. As appropriate:

Responsible: Student Building Manager to Coordinate, assistance from Student Staff.

1. Put signs on elevator, bathrooms, and exterior doors (lock doors if appropriate).
2. Put out yellow caution tape around doors to prevent people from entering into the building.

2.8. If Benson Memorial Center Complex is able to be occupied then place a rolling bulletin board adjacent to the Information Desk for official university information.

Responsible: Student Building Manager to assign.

2.9. Once information is known, then make a telephone recording and place the telephone system on automatic response.

Responsible: Director.

2.10. Official University Statements only come from the Communication office. Don't pass along rumors.

Responsible: All.

2.11. The use of the Williman Room as a temporary food serving areas for around the clock employees.

Responsible: University Food Service General Manager.

2.12. Updating information.

Responsible: Student Building Manager.

1. Rolling Bulletin Board.
2. Information Desk.

2.13. Moving the Emergency Aid Pack.

Responsible: Student Building Manager.

1. Move the pack to the location of where the staff is meeting.

2.14. Setting up communication flow with Communication Center.

Responsible: Director or Building Manager.

1. Computer set to University Web Site.
2. FAX machine.

2.15. Never put yourself into danger.

Responsible: All.

Section 3. Natural Gas

The curtailment and / or shut-off of natural gas affects the following:

1. Domestic Hot Water ("the boiler")
2. Cooking Capabilities
3. Heat

3.1 Full Natural Gas Supply

1. Assume full cooking and heating capabilities.
2. May mean some curtailment of food hours.
3. Events can go on as scheduled.

3.2. Reduced Natural Gas Supply – No heating

1. May mean some curtailment of food serving hours.
2. Begin canceling scheduled events if there is no heating in the building.

3.3. No Natural Gas

1. Food Service hours will be limited.
2. All events will be cancelled.
3. Building may be closed (except during food serving hours).

Function Specific Plan: Food

Emergency Preparedness Action Plan

Bon Appétit Management Company

Estimate of the Situation

- An event has caused electricity and natural gas to become unavailable for 72 hours affecting the SCU campus and surrounding areas.
- There are approximately 3,000 people to provide food and beverages for on campus.

Planning Assumptions

- Hot food production is not available in the Benson kitchen
- BBQ's will be used to cook food on hand – use existing grills that we own and also the grills at Locatelli
- The product in the walk-ins and freezers will become unsafe after 24 hours
- We will be unable to procure refrigeration due to extreme competition
- No deliveries of food or beverages will take place
- The building temperature may become extreme in either direction
- Vehicles will be needed to transport food and equipment
- All communication will be by cell phone.
- Benson Memorial Center Command center is located in Williman Room; if the building is compromised direction will be given from the EOC on location.
- EOC location will be in the Facilities Management Building. If building is compromised, will be located in Campus Safety Building.
- Food service will take place in Marketplace unless the building is compromised
- Facilities will ensure 25,000 gallons of potable water available
- Bon Appetit, supplemented by the Adobe Lodge will maintain a three day food supply for 3000 people.
- Would require volunteer to help with food production and security of food and water. 20 volunteers per day.

Pre Planning Action

- Procurement and storage of non-perishable goods and necessary equipment.
 - Need 50 bags of charcoal in storage
 - Increase water to 5000 bottles
- Utilize storage unit located on 1st floor of Nobili Hall.
- Menu day #1: All food and beverages on hand will be used, cooked outside.
- Days #2 and #3 menu: Begin using emergency inventory, feeding three meals per day.
- Contact Facilities to arrange for turning off of pilot lights in kitchen.
- Interface with Adobe Lodge and Jesuit Community kitchens to consolidate inventories and resources.
- Purchase large first aid kit and store in the van.
- Keep cell phones charged at all times, store a car charger in the van.
- Keep golf carts charged at all times.
- Have emergency food service hours templates available for posting, store in Benson and the van.
- Have register battery packs charged at all times with all managers aware of their location and operating procedures – see attached detail.

Pre Planning Action for Unit Operating Center (UOC)

- Develop staffing plan for 24 hour operations
- Ensure all staffing plan members have emergency kits
- Establish recall plan
- Identify primary location for center operations and equipment with phones, computers, supplies, etc. necessary for effective communications – **Bon Appétit Controllers Office, 2nd Floor, Benson Memorial Center.**

During Emergencies Action for Unit Operating Center (UOC)

- AGM to act as UOC Lead. In the case of an alternate, the next level manager under the GM will act as the UOC Lead.
- Activate UOC when directed. If building is compromised, determine alternate location of UOC.
- UOC Lead to report or send a delegate immediately to the Benson Memorial Center Info Desk to collaborate with the building manager.
- Establish 24-hour staffing plan.
- Establish communications link with EOC representative
- Maintain log of all information and actions (hold all receipts separate, if applicable.)
- In the case of a power outage, locate the battery backs for the cash registers and
- Execute emergency actions as directed by EOC representative.

Notification Procedures

- Campus Safety will contact General Manager, and will have alternate contact information as well (if event dictates, GM or alternate will report to the EOC.)
- Unit Operations Center will be the Bon Appétit Office of the Controller. If building is compromised, alternate location of UOC will be communicated by GM or alternate to rest of the management team.
- All managers report to next level Supervisor (Retail, Marketing, Catering, Controller to AGM, Sous Chefs to EC) for instructions, per the direction of the General Manager or alternate.
- Unit Managers take attendance of staff on campus and report to next level Supervisor and on to GM or alternate in EOC.
- Post food service hours immediately after assessing the situation, denote location and times of service.

First four hours

Internal

- Secure the kitchen for all safety concerns
- Per the direction of the EOC representative, close all venues and consolidate food stores (secure all cash in safe room, except for registers left open for service.)
- Assemble staff and delegate responsibilities
- Empty ice machines and move to freezer
- Send home all non-essential personnel if it is safe to do so
- Contact Adobe to move product
- Set up Marketplace for food service if possible, if not, EOC contact to determine location of meal service
- In the case of a power outage, locate the battery backs for the cash registers and set up.
- Use all paper products
- Post hours of operation with locations
- Prepare food and execute service when needed

External

- Work with Building manager to determine status of the building offering assistance as needed
- EOC contact to organize student meal locations and times
- Obtain BBQ's from facilities, Alumni and Adobe
- Close and secure all other service points

Emergency Preparedness Action Plan

Menu to Feed 3000 people three meals for 3 Days

Day #1

Breakfast

Cereal with Milk

Lunch

Deli Sandwiches

Dinner

B.B.Q. Chicken, Burgers, Turkey Burgers, Garden Burgers & Hot Dogs served with Assorted Chips

Day #2

Breakfast

Granola Bars

Lunch

Pork & Beans and Vegetarian Chili

Dinner

Meat Ravioli's and Pasta with Marinara

Day #3

Breakfast

Cereal & Granola Bars

Lunch

Chili Con Carne & Vegetarian Chili

Dinner

Spaghetti

Cost for Food

#10 Can Feeds 17 – 6 oz Portions

Meat Ravioli's - $\$34.68 \times 25 \text{ cases} = \866.97

Spaghetti - $\$26.81 \times 30 \text{ cases} = \804.30

Chili Con Carne - $\$61.19 \times 25 \text{ cases} = \1529.75

Vegetarian Chili - $\$39.74 \times 15 \text{ cases} = \596.05

Pork & Beans - $\$24.20 \times 25 \text{ cases} = \605.00

Canned Fruit - $\$32.46 \times 40 \text{ cases} = \1298.58

Cereal - $\$55.90 \text{ for } 60 \text{ ct.} \times 50 \text{ cases} = \2795.10

Granola Bars - $\$36.94 \text{ for } 120 \text{ ct.} \times 75 \text{ cases} = \2770.50

Total Cost for Food = $\$11,266.25$

Non Food Items

Sterno - $\$41.76 \times 3 \text{ cases} = \125.28

5 Gallon Water - $\$47.86 \times 10 \text{ cases} = \79.86

8 oz Cups 20/50 ct. - $\$40.56 \times 30 \text{ cases} = \1216.78

Napkins 12/418 ct. - $\$55.37 \times 10 \text{ cases} = \553.70

Paper Plates 8/125 ct. - $\$53.95 \times 18 \text{ cases} = \971.17

Plastic Utensils 250 ct. - $\$54.22 \times 60 \text{ cases} = \3253.20

Garbage Bags 100 ct. - $\$63.26 \times 5 \text{ cases} = \316.29

Latex Gloves 400 ct. - $\$26.56 \times 2 \text{ cases} = \53.12

Charcoal - $\$10.82 \times 36 \text{ bags} = \389.43

Matches - $\$38.33$

Can Openers - $\$60.5$

Total Cost for Non Food Items = $\$7057.66$

Emergency Phone Numbers for Kitchen Management

Mike Brinkmann

Home -(408) 353 – 2052

Cell - (408) 242 - 2474

Bob Lubecky

Home – 408-300-1210

Cell – 216-509-0069

Vendor Phone Numbers

Sysco Food Service – (510) 226 - 3000

Facciola Meat Company – Rep. Terry Wagner – (510) 438 – 8621

Berkley Farms – (800) 553 – 6455

Bread Company – Rep. Sheila Turner - (408) 720 – 9394

Produce Company – Rep. Todd Hamilton – (510) – 755 – 3972

Equipment List

6 Metal Spatula's

6 Long Metal Tong's

6 Metal Long Handle Spoons

6 Roasting Pans

1 Box Steel Wool Pads

6 Chaffers

12 Plastic Serving Spoons

4 Bundles of Towels

Flash Lights

3 Large Lexans to Wash Equipment

2 Canopy

Function Specific Plan: Medical Service

Disaster/MCI Procedures: (Cowell Health Center Closed)

All available EMTs Report to EMS Office

- First Crew (Vet and Rookie(s)) that arrives gets on scene as quick as possible
 - Obtain radio and jump kit from Cowell
 - Notify CSS that Crew 1 is on Scene (Call sign "Crew 1")
 - Ensure Scene Safety, discern nature of disaster, determine resources needed
- Communications
 - Start Phone Tree
 - Track where EMS crews are (maybe a map in EMS office)
 - Monitor communications by land line and Radio
- Operations "Ops"
 - Borrow radios and ready them for crews
 - Make Gear ready for additional crews in Cowell
 - Station in Cowell with radio
- "Triage"
 - set up safe area for triage by MCI guidelines
 - walking wounded, delayed, immediate, dead
 - prepare for patients brought in by EMS Crews
 - communicate by radio
- "Incident Commander"
 - ensure scene safety, efficient use of crews/gear
 - communicate with ALS provider
- Additional Crews "Crew #"
 - Report to EMS office and assemble crew
 - Obtain gear
 - 1 radio per crew (if possible)
 - follow direction of incident commander or communications officer for dispatch

Advantages: Gets first crew out fast so that we have a first look at the scene and can mobilize our resources
Get as many crews as available

Disadvantages: May take too much time to mobilize more than two crews
Need 5 + # crews' radios to be able to communicate by radio

Things to work out: How we decide who fills what position
Radios
Extra trauma kit contents
Figure where Cowell fits in if open

Function Specific Plan: Facilities

Specific Support provided by SCU Backup Generators

Facilities/Support Services (Bldg. 604) This facility is completely backed up by generator with the exception of the air-cooled chiller. All systems in the bldg. are operational during a power outage including support equipment in the service yard i.e. gas pumps.

Sobrato Residence Hall (Bldg. 605) Sobrato Hall is supported by the Facilities/Support Services generator. The generator powers all residence hall emergency lighting, exit sign, and fire alarm system.

Leavey Activity Center and Pat Malley Fitness & Rec Center (Bldg. 702/715) The generator is located on the north side of Pat Malley. It supports emergency lighting and exit signs in buildings as well as fire alarms and suppression equipment. Additionally, Leavey sump pumps and air supply fans are all on generator. Leavey lighting fixtures throughout the building have been added to the generator to bring light levels up during an outage. Restroom facilities in the basement drain to sump pumps are operational during a commercial power outage.

Parking Structure/Campus Safety (Bldg. 714) Exit signs throughout the structure, as well as, lighting in Campus Safety Services is powered by the generator. The majority of Campus Safety Services operations are on generator allowing uninterrupted operation during a commercial power outage. The intrusion and fire alarm equipment will be operational.

Campisi/Sanfilippo (Bldg. 505/506) Both buildings have emergency lighting and exit signs powered by a generator installed outside of Campisi Hall. The hallways and bathrooms of both buildings are on emergency power, as well. ADA door openers on the first floor are on generator, as well as, miscellaneous outlets in the hallways in both buildings. These outlets are marked with a red cover plate. Basement restrooms drain into sump pumps that are on generator and usable. Fire Alarms are on generator.

Cowell Health Center (Bldg. 701) This building is connected to the Campisi generator by an independent transfer switch and control system. The entire Cowell building will have operational emergency lighting and exit signs. The main hallways, kitchen (refrigerator, stove, and oven) and the main fluorescent light fixture in each exam room/office are connected to the generator. Additional outlets were installed in each exam room and are marked by a red cover plate.

Bannan Engineering (Bldg. 404) This generator runs on natural gas. During an outage caused by an earthquake or during a gas curtailment this generator will not operate. During an electrical outage, the generator will power the emergency lighting, fire alarms and exit signs.

Bannan Hall [Law School] (Bldg. 405) This generator runs on natural gas. During an outage caused by an earthquake or during a gas curtailment this generator will not operate. During an electrical outage, the generator will power the emergency lighting and exit signs.

Information Technology (Bldg. 403) The generator fully supports IT and its operations, as well as, the campus phone system. All exit signs; emergency lighting, fire alarms and suppression equipment will be operational. The Computer Operations center and the main Uninterruptible Power System [UPS] are also powered by this generator.

Graham Complex (Bldgs. 501/502/503/504) The Graham complex is fully operational during a commercial outage including the elevator. This is true standby power. All power to the Graham complex is interrupted at the main service level and is connected to the generator. Campus east water pumping station is also on the Graham generator. All water east of the Alameda Mall can be kept at 80 psi during a water outage. Campus water crosstie can be opened to back feed west campus.

Arts and Sciences (Bldg. 804) The generator supports all emergency lighting, exit signs, fire and intrusion alarms.

Benson Center, Shapell Lounge and Bookstore (Bldgs. 301/302/303) These buildings have emergency lighting, exit signs, and fire alarm systems powered by the generator installed at Benson Bookstore. Basement sump pumps at Benson and basement dewatering are also on this generator allowing the facilities to be occupied during an outage. Additional lighting was installed to bring light levels up during an outage.

Heafy Law Library (Bldg. 202) The generator powers emergency lighting, exit signs, and fire alarms and pump. Provisions were made to accommodate Kenna and Walsh Admin at a later date.

Daly Science and Alumni Science Halls (Bldg. 207/208/211/210) Emergency lighting and exit signs are powered by generator installed at DS100. The generator also supports long term subzero freezers for biology materials throughout Ds100 and Alumni Science.

Music & Dance (Bldg. 114) The generator supports emergency lighting, exit signs, intrusion and fire alarms.

Mayer Theatre (Bldg. 110) This generator runs on natural gas and is a concern. During an outage caused by an earthquake or during a gas curtailment this generator will not operate. During an electrical outage, the generator will power the emergency lighting and exit signs in the theatre.

Nobili Hall (Bldg. 109) Emergency lighting, exit signs, kitchen equipment and exhaust fans are on this generator, as well as, the dining room lighting. Additional capacity was added later to accommodate the walk-in cooler and large upright freezer for long term food storage.

Walsh and McLaughlin Hall (Bldg. 304/305) The residence halls are fully operational during a commercial outage including the elevator. This is true standby power. All power to the halls is interrupted at the main service level and is connected to the generator.

Swig and Dunne Hall (Bldg. 307/308) Emergency lighting, exit signs, fire alarms and suppression equipment for both Swig and Dunne are fed from generator installed just outside of Swig in the Kennedy Mall. Bathrooms, hallway lighting and additional lobby circuits are on the generator and marked by a red cover plate. There is some concern over code compliance with this install in regards to the fire pump.

**SCU Emergency Operations Plan
Volunteer Functional Plan
Lead Department: ROTC**

PURPOSE

The purpose of this Functional Plan is to ensure the most efficient and effective use of volunteers to support SCU before, during and after emergencies.

SCOPE

This Plan provides guidance on the organization and management of volunteers during an emergency. Volunteers are individuals who offer to assist in emergency situations without official designation in the Emergency Operations Plan or with external emergency response agencies.

ASSUMPTION

Students, Faculty and Staff will volunteer to assist with emergency response and recovery.

CONCEPT OF OPERATIONS

During and following a major disaster, requirements for services may exceed local and State capabilities and Volunteers will play a major role in meeting these needs. SCU will provide leadership and direction so that Volunteer services are provided to the areas that need it and do not get in the way of relief efforts.

The Volunteer Branch Lead will set up a Volunteer sign-in station at Benson Center. Volunteers will register and indicate their training on the registration (First Aid trained, HEAT/CERT trained, Military training, and Other- specify or indicate no special training).

The Volunteer Branch Lead will assess the training of the registered volunteers and match them with the requests needed for support. Some Branches such as Food and Shelter have a standing need for volunteers. The following chart is the estimate of volunteers needed based on Branches' preplanning prior to an emergency:

Branch	Types of Volunteer Duties	Number of Volunteers (if known prior to emergency)/Preferred Skills
Food Service	Serving food, cleaning tables, dishes, maintaining queues, restricting access to food storage areas	20/No special skills for serving food, cleaning 5/Military training for maintaining queues and restricting access
Shelter	Registering people for shelter, setting up cots, maintaining queues	TBD/No special skills for registration, TBD/Military training for maintaining queues
Cowell Clinic	Initial assessment report, supply runners if Clinic has to set up outside, maintaining queues	TBD/ First aid, HEAT/CERT for initial assessment reports, TBD/No special skills for runners, TBD/Military training for maintaining queues
Building Assessment	Initial building assessments	TBD /HEAT/CERT trained
Communications	Runners	TBD/No special skills
Emergency Operations Group	Support as needed	TBD/Skills unknown until support defined

RESPONSIBILITIES

The Volunteer Branch Lead will collect the Volunteer registration forms (see attached form) and assign the Volunteers. A simple folder system will be used to place a Volunteer's registration form in the folder labeled for the work the Volunteer was assigned to. Example: if 5 Heat/Cert trained Volunteers are assigned to the Building Assessment Branch then their registrations would be placed in the Building Assessment Branch folder. The Volunteer Branch Lead is responsible for tracking who has been assigned, the location of assignment and determines if new volunteers are needed at the end of an eight hour shift.

Each Volunteer is provided with a Volunteer vest and an informational sheet (see attached informational sheet) that expresses SCU's appreciation for their service and explains the registration process and types of assignments.

The Volunteer Branch Lead works with the Communications Branch to inform Students, Faculty and Staff remaining on campus of the Volunteer opportunities and needs to ensure a flow of new Volunteers.

SUPPLIES NEEDED

The following are the supplies needed for the Volunteer Branch:

Sign-in table

8 Clip boards (2 each for First Aid trained, HEAT/CERT trained, Military trained, and Other)

200 Volunteer registration forms

200 Volunteer informational sheets

200 Volunteer vests

50 flash lights (for night use only)

Box of file folders and file box

Chalk board to list Branch requests

10 Folding chairs for Volunteers

SCU VOLUNTEER REGISTRATION FORM

Thank you for volunteering to help in this time of need. Please complete the information below to help us place you to provide needed support.

Name (please print)	
Indicate if Student, Faculty or Staff	
Cell Phone Number (in case we need to reach you)	
How many hours available to volunteer (8 hour shifts are preferable)	
Time of registration	
Training? (First Aid, HEAT/CERT, Military, Other)	

I desire to volunteer to provide emergency services for Santa Clara University and engage in the activities related to offering these services. I understand that the activities may include, but are not limited to, moving and lifting heavy objects; serving food; clean dishes and tables; set up cots; organize queues; restrict access; and working and inhabiting environments that may be without power, sanitation, or are otherwise damaged by the disaster event.

Signature **Date**

For Volunteer Branch use below

Branch Assignment:

Specific Duty (if so, indicate duty)?

Time checked back in:



Volunteer Information Sheet

Santa Clara University truly appreciates that you are volunteering to assist during this emergency.

An emergency can occur at any time with little or no warning. Disasters may affect widespread areas; therefore, city, county, and federal emergency assistance may not be available to us for as long as 72 hours. The nature and extent of this emergency will govern what elements of emergency support will be needed.

You will be asked to complete a simple registration form so that we might be able to best match you with your prior training. However, depending on the immediate needs, your particular training may not be utilized and you may be asked to support needs where no training is required. We prefer Volunteers to accept 8 hour assignments (or until released by the requesting emergency service branch). However if you can only serve less than 8 hours please indicated as such on the registration form. Once you are assigned to an emergency support service, we will provide you with a Volunteer vest that you are requested to wear the entire time you are volunteering. If it is night hours, we will provide you with a flashlight also. We try to send Volunteers to their assignments in groups of no less than two if possible. Please report to your assigned location as quickly as safe to do so and follow the directions of those in charge at the assigned location. You may be asked to move or lift heavy objects; serve food, clean tables or dishes; set up cots; organize queues; restrict access; and work and inhabit environments that may be without power, sanitation, or are otherwise damaged by the disaster event.

Remember, you are a Volunteer and are not expected to perform heroic tasks. If at any point, you feel unsafe in performing the tasks that you have been assigned, please inform the management at your assigned location and if you continue to be concerned, do not hesitate to return to the Volunteer office.

At the end of your assignment, please return to the Volunteer office to check out and return your vest (and flashlight if you were given one). It is important that you check out so that we can provide you with any messages that might have come in while you were working and so that we can collect your vest and flashlight for the next shift of Volunteers.

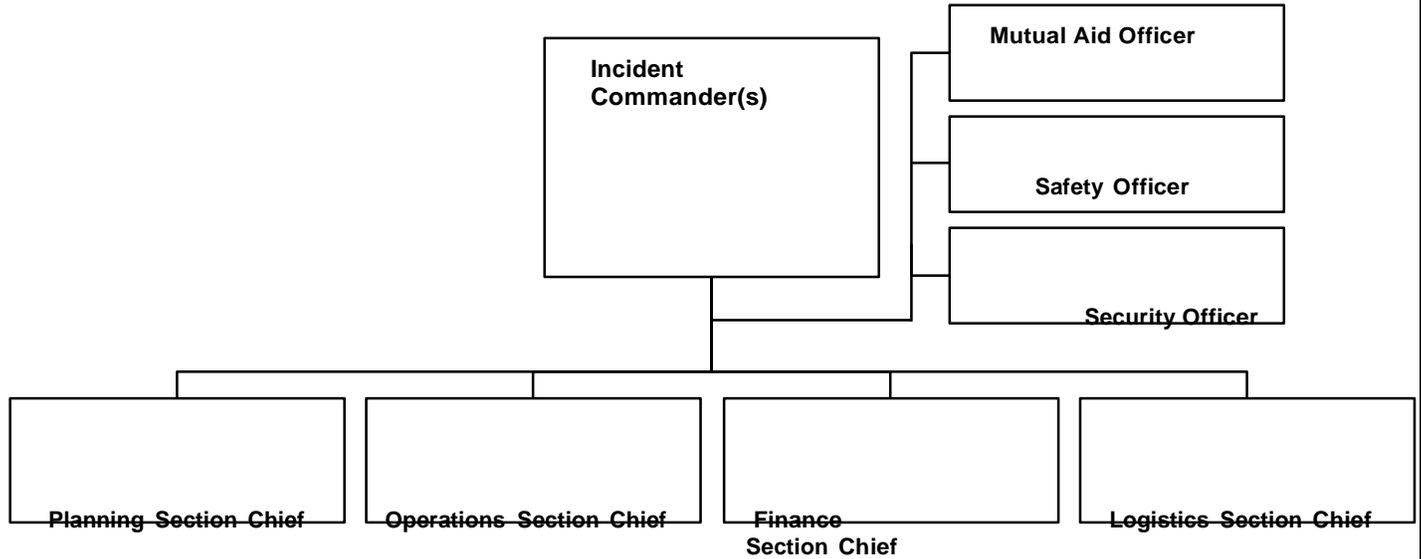
If you have any questions, please ask the Volunteer Branch Lead when you register.

Once again, Santa Clara University thanks you for volunteering in this time of need.

INCIDENT ACTION PLAN FORM (ICS 201/202)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
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9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
ICS 201, Page 3	Date/Time: _____	

INCIDENT ACTION PLAN FORM- OBJECTIVES (ICS 201/202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____												
3. Objective(s):													
4. Operational Period Command Emphasis:													
General Situational Awareness													
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:													
6. Incident Action Plan (the ICS forms checked below are included in this Incident Action Plan): <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> ICS 202</td> <td><input type="checkbox"/> ICS 206</td> </tr> <tr> <td><input type="checkbox"/> ICS 203</td> <td><input type="checkbox"/> ICS 207</td> </tr> <tr> <td><input type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> </tr> <tr> <td><input type="checkbox"/> Other Attachments:</td> <td></td> </tr> </table>		<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> Other Attachments:	
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206												
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207												
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208												
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart												
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents												
<input type="checkbox"/> Other Attachments:													
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____													
8. Approved by Incident Commander: Name: _____ Signature: _____													
ICS 202	IAP Page _____ Date/Time: _____												

Incident Action Plan Form (ICS 201/202) Directions

Purpose. The Incident Action Plan Form (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24- hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident’s location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • E n t e r on the organization chart the names of the individuals assigned to each position. • M o d i f y the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • I f Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	<ul style="list-style-type: none"> • Resource 	Enter the number and appropriate category, kind, or type of resource ordered.
	<ul style="list-style-type: none"> • Resource Identifier 	Enter the relevant agency designator and/or resource designator (if any).
	<ul style="list-style-type: none"> • Date/Time Ordered 	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	<ul style="list-style-type: none"> • ETA 	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	<ul style="list-style-type: none"> • Arrived 	Enter an "X" or a checkmark upon arrival to the incident.
	<ul style="list-style-type: none"> • Notes (location/assignment/status) 	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

Incident Action Plan- Objectives (ICS 202)

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

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

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

Notes:

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

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	<p>Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.</p> <p>Objectives should follow the SMART model or a similar approach:</p> <p>Specific – Is the wording precise and unambiguous?</p> <p>Measurable – How will achievements be measured?</p> <p>Action-oriented – Is an action verb used to describe expected accomplishments?</p> <p>Realistic – Is the outcome achievable with given available resources?</p> <p>Time-sensitive – What is the time frame?</p>
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	<p>Incident Action Plan (the ICS Forms checked below are included in this Incident Action Plan):</p> <p><input type="checkbox"/> ICS 202</p> <p><input type="checkbox"/> ICS 203</p> <p><input type="checkbox"/> ICS 204</p> <p><input type="checkbox"/> ICS 205</p> <p><input type="checkbox"/> ICS 205A</p> <p><input type="checkbox"/> ICS 206</p> <p><input type="checkbox"/> ICS 207</p> <p><input type="checkbox"/> ICS 208</p> <p><input type="checkbox"/> Map/Chart</p> <p><input type="checkbox"/> Weather Forecast/ Tides/Currents</p> <p><u>Other Attachments:</u></p>	<p>Check appropriate forms and list other relevant documents that are included in the IAP.</p> <p><input type="checkbox"/> ICS 202 – Incident Objectives</p> <p><input type="checkbox"/> ICS 203 – Organization Assignment List</p> <p><input type="checkbox"/> ICS 204 – Assignment List</p> <p><input type="checkbox"/> ICS 205 – Incident Radio Communications Plan</p> <p><input type="checkbox"/> ICS 205A – Communications List</p> <p><input type="checkbox"/> ICS 206 – Medical Plan</p> <p><input type="checkbox"/> ICS 207 – Incident Organization Chart</p> <p><input type="checkbox"/> ICS 208 – Safety Message/Plan</p>
7	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>
8	<p>Approved by Incident Commander</p> <ul style="list-style-type: none"> • Name • Signature • Date/Time 	<p>In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.</p>

Attachment 8

EMERGENCY OPERATIONS GROUP MESSAGE FORM (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

Emergency Operations Group Message Form (ICS 213)

Purpose. The Emergency Operations Group Message Form (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post, the Emergency Operations Group and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center. This form is also used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other emergency personnel.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Emergency Operations Group for transmission.

Notes:

- The sender completes the form, sends to the recipient and retains a copy. The recipient responds and retains a copy.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit after the incident is over.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders.

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none"> • Name • Signature • Position/Title 	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).