

CSUCI Emergency Management Plan Sections Guide

Section 1:

- CSUCI Campus Emergency Management Plan

Section 2:

- Emergency Mgmt. Roster (alternate EOC locations)
- Emergency Operations Section Assignments

Section 3:

- Appendices A-C
- Each section has a separate cover sheet listing the contents

Section 4:

- Emergency Procedures pages 1-15
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- Vicinity Map
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- OES Admin Regions
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CSUCI Emergency Management Plan Sections Guide

Section 7:

- EO 921
- Emergency Preparedness News Vol. 26 No. 1 pgs 1-8; Vol. 26 No. 2 pgs 916; Vol. 26 No. 3 pgs 17-24; Vol. 26 No. 5 pgs 33-40. *
- OES Statewide Daily Report dated 4/2/2002 pgs. 1-3. *
- OES Joint Information Center Activities Summary pgs. 1-5. *

Section 8:

- FEMA publication "Recovering from Disaster"

* Available in hard copy from CSUCI University Police Department by request

Section 1

CSUCI Campus Emergency Management Plan

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INTRODUCTION

The California State University Channel Islands *Campus Emergency Management Plan* is a basic guide that will be used to for responding to emergencies and disasters that may occur on our campus. All personnel assigned responsibility under this plan, are expected to know and understand the policies and procedures outlined in the plan. The emergency response to any major disaster will be conducted within the framework of this plan. Exceptions or changes to this plan must be approved by the Emergency Operations Director prior to implementation.

PURPOSE

The *Campus Emergency Management Plan* is designed to effectively coordinate the use of University and community resources to protect life and campus facilities immediately following a major disaster. The plan clearly defines the emergency management command structure as well as the priorities and responsibilities for each position within the structure. It is activated whenever an emergency affecting the campus cannot be managed through normal channels. Examples of the types of emergencies where the plan may be activated include:

- | | |
|--------------------------------|--------------------------|
| √ Earthquakes | √ Fires and Explosions |
| √ Hazardous Materials Releases | √ Extended Power Outages |
| √ Floods | √ Civil Disturbances |

This plan has been structured so that it is consistent with the state of California's "Standardized Emergency Management System", and therefore complies with regulations outlined in the California Code of Regulations Title 19 §8607.

ORGANIZATION

The emergency organization is composed of two separate groups:

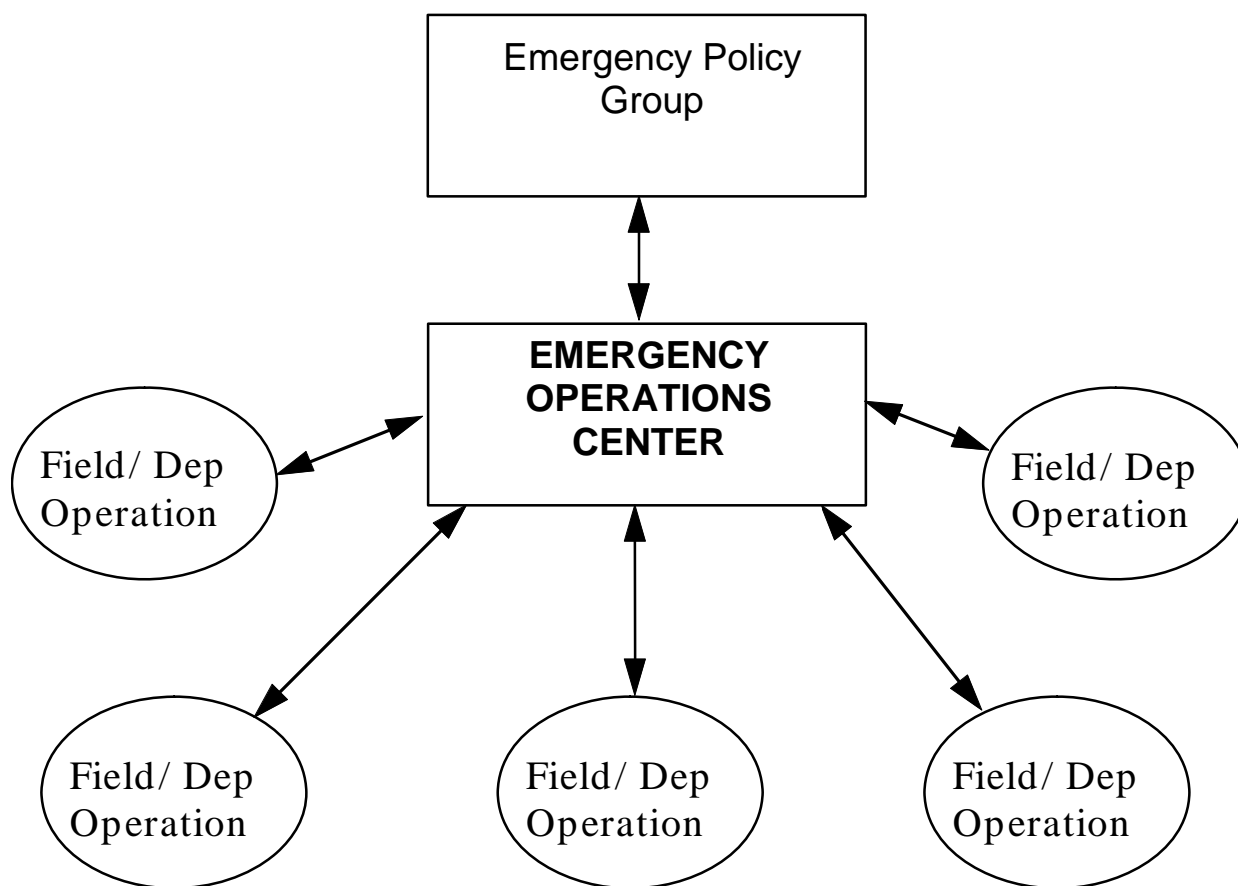
1. **Emergency Policy Group:** Reports to the Emergency Policy Executive (President) and is composed of the senior university executives and special support staff. The policy decisions of this group will be implemented by the Emergency Operations Group.
2. **Emergency Operations Group:** Reports to the Emergency Operations Director and includes campus emergency operations representatives who will carry out the tactical and operational aspects of the response

The organizational structure of our emergency management team (composed of both groups) is consistent with the National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS). The use of NIMS/SEMS is required by all public agencies in the state and is intended to facilitate priority setting, interagency cooperation, and the efficient flow of resources and information during an emergency. NIMS/SEMS utilizes the Incident Command System (ICS) which groups the emergency management team into five sections which all report to the Emergency Operations Director:

- **Management:** directs the EOC sections during the incident.
- **Operations:** implements priorities established by management.
- **Planning/Intelligence:** gathers and assesses information.
- **Logistics:** obtains the resources to support the operations.
- **Finance:** tracks all costs related to the operations.

Following are organizational charts and rosters which illustrate and detail how California State University Channel Island's emergency management team and the campus response are structured.

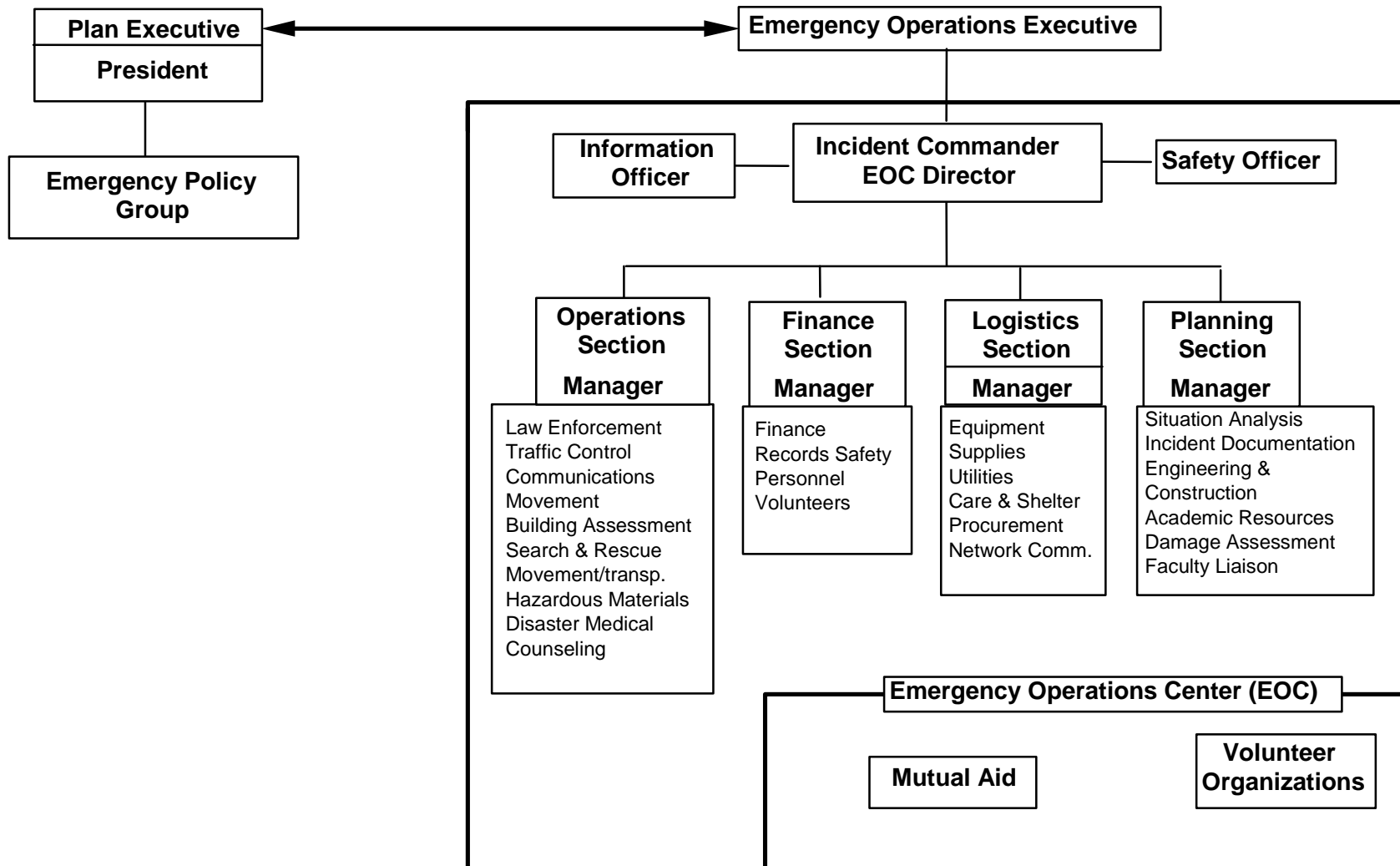
Emergency Management Structure



Examples of and/or department operations include, but are not limited to, activities conducted by:

- Operations, Planning and Construction
- Police
- Public Affairs
- Student Health Center
- Fire Department

California State University Channel Islands Emergency Response Organization



EMERGENCY OPERATIONS GROUP ASSIGNMENTS

Assignment/Function

Emergency Operations Executive
EOC Director/Incident Commander
Public Information Officer
Safety Officer

Designee

AVP, Operations, Planning and Construction
Chief of Police
Director, Marketing and Communications
Director, Environment, Health and Safety

Operations Section

Manager

Law Enforcement/Traffic Control
Communications
Building Assessment/Search and Rescue
Movement/Transportation
Hazardous Materials
Disaster Medical
Counseling

Sgt., University Police
Sgt./Corporal, University Police
Mgr., Police Communication & Support Services
Associate Architect/OPC
Director, Transportation & Parking
Biology Technician
Police Officer
Dean, Student Life

Logistics Section

Manager

Equipment/Supplies/Utilities
Care and Shelter
Procurement
Network Communications

Associate Director, Engineering/OPC
Construction Administrator
Associate Director, Building & Grounds/OPC
Manager, Procurement & Support Services
Director, Information Management

Finance Section

Manager

Finance/Records Safety/Documentation
Personnel and Volunteers

Manager, General Accounting
Supervisor, General Accounting
Manager, Human Resources

Planning/Intelligence

Manager

Academic Resources
Situation Analysis
Incident Documentation
Construction/Engineering
Damage Assessment
Faculty Liaison

Director, Facilities/OPC
Coordinator, Academic Resources
Police Officer, University Police
Public Safety Support Staff
Supervising, Building Services Engineer/OPC
Project Manager/OPC
Professor

EMERGENCY POLICY GROUP MEMBERS

Assignment/Function

Emergency Policy Executive
Emergency Policy Group Member
Emergency Policy Group Member
Emergency Policy Group Member
Emergency Policy Group Member

Designee

President
Provost and Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Finance and Administration
Vice President for Advancement

RESPONSIBILITY AND CONTROL

Executive Control for the *Campus Emergency Management Plan* and all activities conducted during its activation are the responsibility of the President (Emergency Policy Executive) or in his/her absence, the highest ranking senior executive on campus. Operational Direction of activities conducted under the plan are the responsibility of the Director of Public Safety (Emergency Operations Director) or in his/her absence the highest ranking member of the University Police Department.

ACTIVATION OF PLAN

Activation of the *Campus Emergency Management Plan* must be authorized by the President or their designee. Upon activation of the Plan, the Emergency Operations Director, or in his/her absence the highest ranking member of the University Police Department, will commence activation of the Emergency Operations Center (EOC),

The EOC is a central location where all members of the campus emergency management team gather to coordinate the response to a disaster. Our EOC is currently located in the Police Building.

Members of the emergency management team will be notified of a campus disaster in the following ways:

Situation #1: If telephone services are operational:

1. The Emergency Operations Director will open the Emergency Operations Center.
2. The EOC Dispatcher will immediately begin calling the members of the Emergency Operations Group. If the assigned individuals are not available, the designated alternate will be contacted.
3. The EOC Dispatcher will periodically advise the Emergency Operations Director of the availability and estimated time of arrival of the emergency management staff.
4. After notifying the Emergency Operations Group, the Dispatcher will call the members of the Emergency Policy Group and advise them to come to the EOC.

Situation #2: If the telephone services ARE NOT operational:

1. Designated members of the Emergency Operations Group and Emergency Policy Group will immediately travel to the EOC as soon as they are aware that a major emergency has effected the campus. This includes individuals who may be off campus.
2. If designated emergency management personnel do not report to the EOC in a reasonable amount of time, messengers may be dispatched.

Appointment of Emergency Operations Group Representatives

Until designated emergency operations personnel arrive, the Emergency Operations Director will immediately appoint available individuals to fill the critical Emergency Operations Group Assignments. The first four appointments will be:

- √ Operations Section Manager
- √ Planning and Intelligence Manager
- √ Logistics Manager
- √ Finance Manager

These appointments will remain in effect until the individual designated for the position arrives or a more suitable temporary appointment is made by the Emergency Operations Director.

MANAGEMENT OF THE EMERGENCY**PRIORITIES**

California State University Channel Islands response to an emergency on campus will be guided by the following fundamental priorities:

- 1. Life safety**
- 2. Secure and preserve infrastructure and facilities**
- 3. Restoration of the academic program**

More specific emergency response priorities will follow from these goals and the Emergency Operations Group will use these priorities when determining how university personnel and equipment will be utilized. While the contextual characteristics of a particular emergency event (such as the time or day when an incident occurs) may require some adjustments, the following response priority categories should be used by the Emergency Operations Group:

- √ **Buildings used by dependent populations**
 - Residences & leased spaces
 - Occupied classrooms and work areas
 - Occupied stadiums, special event venues
- √ **Buildings critical to health and safety**
 - Student Health Center
 - Potential shelters, food supplies
 - Sites containing potential hazards
- √ **Facilities that sustain the emergency response**
 - Energy systems
 - Information & communication systems
 - Transportation systems
- √ **Classrooms and academic space**
- √ **Administrative buildings**

INFORMATION FLOW

Under the Incident Command System (ICS), information within the EOC is transferred via the communication paths depicted in the “Emergency Response Organization” chart shown on page 2. It is particularly important for EOC team members to use their respective Section Managers for communicating with the Incident Commander. For example, the persons responsible for Traffic Control and Public Health would send and receive information to/from the Incident Commander through the Operations Section Manager. This rigid system for managing the flow of information and resources ensures that no one person is given control for more information than they can effectively manage.

EMERGENCY CHECKLISTS

To assist EOC team members review their responsibilities and duties for their position, a position specific “Emergency Checklist” has been developed for most of the EOC Positions. For those positions that do not have specific checklists, the “General” checklist will be used. These checklists are intended to provide a good starting point for issues that might need be considered and/or addressed during an emergency.

GENERAL APPROACH FOR EOC TEAM MEMBERS

The approach for conducting business in the EOC may be much different than the approach used by EOC members in the course of normal (non-emergency) university business. It is quite likely that persons in the EOC will have to collect and analyze tremendous amounts of information and then have to make decisions based on this information in a very short period of time. To help function in this type of an environment the following general approach should be used:

1. **COLLECT INFORMATION**
2. **SHARE INFORMATION**
3. **PRIORITIZE**
 - Life safety
 - Property
 - Restore academic function
4. **PLAN AND THINK FOR AN OPERATIONAL PERIOD OF TIME (e.g. “the next two hours”)**

This approach, coupled with the “Emergency Checklist” for your assigned function, will provide the basic tools for operating in the EOC.

DEPARTMENT OR SPECIAL TEAM EMERGENCY PLANS

Departments and designated special teams that will have an active role in responding to a campus emergency have developed Emergency Plans which describe the actions they will take. These plans are specific to their department or team and are consistent with *Campus Emergency Management Plan*. The emergency activities of these departments and special teams will be coordinated through the EOC under the appropriate Section Manager or branch coordinator (in many cases this person will be from the department or special team).

To ensure consistency with the *Campus Emergency Management Plan* all plans will have the following basic elements:

- √ Roster of key personnel in department which includes work and home telephone numbers, as well as pager and cell phone numbers.

- √ List of emergency equipment, supplies and resources including any agreements with vendors for service or equipment. Location of equipment will also be indicated.
- √ Primary objectives for the department or special team during an emergency and how the department/special team will achieve those objectives.
- √ Organizational structure that will be used during an emergency.
- √ Method for assembling and communicating with emergency team.
- √ Method for communicating with Emergency Operations Center (EOC).

The following are the departments and special teams that have separate emergency plans:

- Operations, Planning and Construction
- _____
- _____
- Information & Technology
- _____

A copy of these plans are maintained in the EOC.

RECOVERY

PLAN DEACTIVATION

When emergency conditions have stabilized and normal university operations resume, the *Campus Emergency Management Plan* will be deactivated. If the nature of the incident requires an extension of certain emergency services, then special task groups may be established to coordinate these continuing activities. These groups may need to consider:

- √ Academic or administrative space reallocations
- √ Support services for impacted students, faculty or staff
- √ Cost recovery issues

PLAN EVALUATION

Immediately following the cessation of emergency operations, a survey of the Emergency Policy Group and the Emergency Operations Groups will be conducted to evaluate the effectiveness of the response effort. Results of the survey will be used to determine whether the *Campus Emergency Management Plan* must be modified to address any deficiencies which were discovered during its activation. A written "After-Action Report" will be compiled and will be distributed to members of the emergency management team.

PRE-PLANNING

TRAINING

To ensure that all members of the emergency management team understand how to effectively and safely exercise their designated roles during an emergency, the following training program is used:

<u>Emergency Role</u>	<u>Type of Training</u>	<u>Frequency</u>
Emergency Policy Group Member	Review of <i>Campus Emergency Management Plan</i> and their role in plan; Use of SEMS	Upon assignment of emergency role; bi-annual refresher training
Emergency Operations Group Member	Review of <i>Campus Emergency Management Plan</i> and their role in plan; Use of SEMS	Upon assignment of emergency role; annual refresher training
Post earthquake Building Damage Assessment Team member	1 day ATC-20 post earthquake building damage assessment course	Upon assignment of of emergency role
Chemical Emergency Response Team member	40 hr HAZWOPER training	Upon assignment of emergency role; 8 hr annual refresher
Campus Emergency Response Team (Urban Search & Rescue)	Fire Department 18 hour course, if available	Upon assignment of emergency role; 4 hr annual refresher
Floor or Building Warden	Review of Floor and Building Warden Program and their role in the program	Upon assignment; annual evacuation drill

MUTUAL AID

If it is determined that local, state, or federal aid will be needed to respond to the emergency, a request will be made to the jurisdiction in which the campus is located to proclaim a "Local Emergency." Subsequently, a formal request will be sent to the State Office of Emergency Services (OES) requesting that the Governor proclaim a State of Emergency. Under SEMS, mutual aid requests are coordinated by the OES manager for our Region. All requests for mutual aid from OES must be coordinated with the Emergency Operations Executive.

The university also maintains mutual aid agreements with other California State University campuses for additional Police personnel (Critical Response Unit) and for Chemical Emergency Response. Requests for these resources should be coordinated through the Law Enforcement Branch Coordinator (Police) and the Hazardous Materials Branch Coordinator (Chemical Emergency Response).

VITAL RECORDS PROTECTION

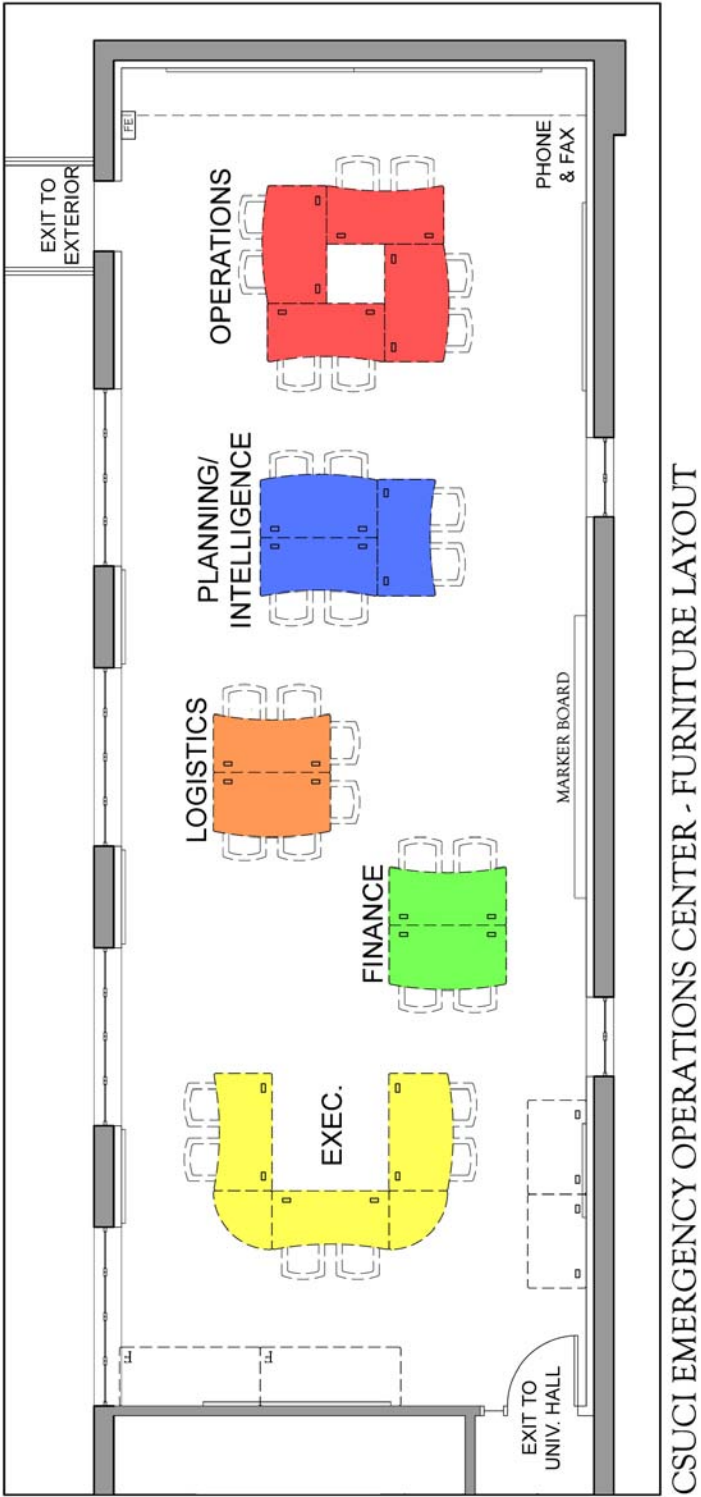
Vital records are records that are essential to the operation of the university. Examples of Vital Records include: Academic records, payroll and personnel records, and current contracts or legal agreements. A majority of these records are utilized and maintained electronically via the university's main computer system. The data in this system is backed up in the following manner:

1. **Daily:** Any data that has been changed within the last 24 hours is backed up. The backed up data is stored _____
2. **Weekly:** Two backup copies of all data on the system are generated. One copy is kept in the data safe, and the other is maintained off site at a commercial safe data storage location.

Vital source documents and/or documents that are not converted to an electronic format are protected in the following ways:

- **Student Records:** All student records are stored off site at a commercial safe data storage location. If these records are needed for any reason (e.g. the student re enrolls in the university) the records are converted to the electronic format.
- **Personnel Records:** All non-electronic personnel records are stored in locked, fire proof document cabinets.

EOC Setup and Design



Section 2

Emergency Mgmt. Roster (alternate EOC locations)

Emergency Operations Section Assignments

ASSIGNMENT/FUNCTION	DESIGNEE	CONTACT NUMBERS	ALTERNATE	CONTACT NUMBERS
EMERGENCY POLICY GROUP MEMBERS - WHITE				
Emergency Policy Executive	Richard R. Rush University President		Therese Eyermann	
Emergency Policy Group Member	Dawn Neuman Academic Affairs VP		Steve Lefevre	
Emergency Policy Group Member	Greg Sawyer Student Affairs VP		Ed Lebioda	
Emergency Policy Group Member	Joanne Coville Finance & Administration VP		Eddie Washington	
Emergency Policy Group Member	Julia Wilson University Advancement VP		Nichole Ipach	
Chief Information Officer (CIO)	(Vacant)		Herb Aquino	

ASSIGNMENT/FUNCTION	DESIGNEE	CONTACT NUMBERS	ALTERNATE	CONTACT NUMBERS
MANAGEMENT SECTION - YELLOW				
Emergency Operations Executive	Deborah Wylie		John M. Reid	
EOC Director/ Incident Commander	John M. Reid		Lt. Mike Morris	
Public Information Officer (PIO)	Nancy Covarrubias Gill		Cecilia "Ceal" Potts	
Safety Officer	Bill Kupfer		Katharine Richert	

ASSIGNMENT/FUNCTION	DESIGNEE	CONTACT NUMBERS	ALTERNATE	CONTACT NUMBERS
OPERATIONS SECTION - RED				
MANAGER	Lt. Mike Morris		Sgt. Jeff Cowgill	
Law Enforcement/Traffic Control	Sylvia Morales		Danny Haws	
Police Communications	Trae Dunn		Colleen Mitchell	
OPC Building Assessment	David Carlson		Deborah Wylie	
Movement/Transportation	Ray Porras		Nathan Avery	
Hazardous Materials	Michael Mahoney		Cathy Hutchinson	
Disaster Medical	Dr. Sheri Dickstein		Dr. Alan Pasternak	
Counseling	Dr. Alan Pasternak		Dr. George Morten	
			Nolein Blizzard	
			Ruben Rodriguez	
			Sarah Hawkins	
			Josh Wade	

ASSIGNMENT/FUNCTION	DESIGNEE	CONTACT NUMBERS	ALTERNATE	CONTACT NUMBERS
LOGISTICS SECTION - ORANGE				
MANAGER	Scott Jacobsen		Tim Berndtson	
OPC Equipment/ Supplies/ Utilities	Wayne Wayland		Ron Pierce	
OPC Care and Shelter	Raudel Banuelos		Caroline Doll	
Procurement	Valerie Patscheck		Brian Berry	
Network Communications	Mike Long		Marc Dubransky	
			Yovanni Lopez	
			Romy Calica	
			Jim Walsh	
			Aaron Hart	
FINANCE SECTION - GREEN				
MANAGER	Emily Deakin		Missy Jarnagin	
Finance/Records/Safety/Documentation	Maribeth Bradberry		Debra Tucker	
Personnel and Volunteers	Anna Pavin		Diana Enos	

ASSIGNMENT/FUNCTION	DESIGNEE	CONTACT NUMBERS	ALTERNATE	CONTACT NUMBERS
PLANNING/ INTELLIGENCE SECTION - BLUE				
MANAGER	Dave Chakraborty		John Gormley	
Academic Resources	Kris Muller		Rosario Cuevas	
Situation Analysis	Debbie Gravelle		Damien Pena	
Incident Documentation	Cindy Derrico		Toni Rice	
OPC Construction Engineering and Damage Assessment	Wayne Wayland		Terry Belote	
Faculty Liasion	Renny Christopher		Dennis Muraoka	
University Glen	Erik Blaine		Stephanie Barbabosa	
			Damon Blue	
			Lisa Racine	

Section 3

Appendices A-C

Each section has a separate cover sheet listing the contents

APPENDICES A - C

EOC CHECKLISTS

Appendix A – EOC Area Checklists

Emergency Operations Executive
Emergency Operations Center Director
Public Information Office
Safety Officer
Operations Section Manager
Finance Section Manager
Logistics Section Manager
Planning Section Manager

Emergency Operations Executive - Checklist

Designee: Operations, Planning & Construction Administrator

Reports to: Emergency Policy Executive (President)

EOC Phone #: 805/482-9028

Function: Advise the President, ensure that the emergency organization performs in accordance with established procedures, oversees the operation of the emergency plan and serves as the primary liaison between the Emergency Policy Group and the EOC.

Actions to Consider:

- Notify and brief the University President of the incident.
- Obtain authorization from the President to activate the emergency plan. Consider a declaration of campus emergency, activation of the EOC, (if not already activated), evacuation, sheltering in place, and/or campus closure.
- If not already activated, direct activation of EOC if required.
- Establish communication with the EOC.
- Ensure that all appropriate emergency notifications have been made.
- Ensure that the Emergency Operations Group implements measures authorized by the President and Emergency Policy Group.
- Authorize emergency messages and dissemination of public information to the University community.
- Obtain situation reports and updates regarding the incident from the EOC Director and brief the President and Emergency Policy Group.
- In consultation with the President and Emergency Policy Group, establish priorities for emergency response.
- As appropriate, when the emergency is over or as the incident stabilizes, advise the EOC Director to demobilize unnecessary response sections and notify affected emergency organizations and the University community.

EOC Director / Incident Commander Checklist

Designee: Director, Public Safety

Reports to: Emergency Operations Executive

EOC Phone #: 805/482-9028

Function: Exercise overall management responsibility for the coordination of the response efforts during an emergency. Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required. In consultation with the EOE, assist in setting priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established. Keep the Emergency Operations Executive informed on all matters regarding the allocation of resources from outside of the jurisdictional area.

Actions to be Considered:

Activation:

- Consult with Emergency Operations Executive and determine appropriate level of activation based on the situation as known (if time permits).
- Mobilize appropriate personnel for initial activation of the EOC.
- Respond immediately to the EOC and determine operational status.
- Obtain briefing from whatever sources are available.

Start-up Actions:

- Assign staff to initiate check-in procedures.
- Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.
- Ensure that the EOC is properly set up and ready for operation.
- Ensure that Section Managers are in place as soon as possible and are staffing their respective sections (as required).
- Ensure that the management function is staffed as soon as possible at the level needed (Information, Operations, etc.).
- Ensure that telephone and/or radio communications with other facilities are established and tested.

- o Open and maintain a position log.
- o Schedule the first planning meeting.
- o If appropriate, confer with Operations Section Manager (if activated and assigned) and other general staff to determine what representation, if any, is needed at the EOC from other agencies.
- o Request additional personnel support as needed for the organization.

Operational Duties:

- o Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- o Monitor section activities to ensure that all appropriate actions are being taken.
- o Establish operational schedules and, in consultation with the EOE, establish response priorities.
- o Thoroughly brief all incoming EOC and Section personnel on the emergency.
- o Provide periodic status updates to EOE as requested or required.
- o When authorized by the EOE, direct and review media releases and conduct news briefings as appropriate.
- o Hold action planning meetings with key staff (section managers and branch coordinators) as appropriate.

Deactivation / Demobilization:

- o Authorize deactivation of sections, branches or units when they are no longer required.
- o Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- o Notify adjacent jurisdictions/agencies as necessary of planned time for deactivation.
- o Ensure that all required forms or reports are complete prior to deactivation.

Public Information Officer Checklist

Designee: Director, Communication & Marketing

Reports to: EOC Director

EOC Phone#: 805/482-9028

Function: The PIO is responsible for developing and releasing information about the incident to the news media, and other outside agencies and organizations. The PIO is also responsible for developing and releasing information about the incident to the Campus community. Only one PIO will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The PIO may have assistants as necessary who may also represent assisting agencies or jurisdictions.

Actions to Consider:

Start-Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set up Unit work area to include maps and status boards if appropriate.
 - Unit work area should not be established in the EOC, but in a separate area.
- Review organization in place and know where to go for information or support.
- In coordination with the Emergency Operations Executive (EOE) and EOC Director, clarify any questions you may have regarding your assignment.

Operational Duties:

- Determine from EOC Director and EOE if there are any limits on information releases.
- Carefully coordinate media releases regarding law enforcement tactical or criminal information issues with the Operations Section Manager and EOC Director to ensure Government Code mandates and restrictions are followed.

- o Develop material for use in media briefings.
- o Ensure the on-campus community is adequately informed about the incident and any impact the incident may have on their operation.
- o Consider establishing an ongoing communications program for members of campus community
- o Obtain EOC Director's and EOE's approval of media releases.
- o Notify media and conduct media briefings.
- o Arrange for tours and other interviews or briefings that may be required.
- o Obtain media information that may be useful to incident planning.
- o Periodically, or as requested, provide media relations briefings to the EOC Director and EOE.

Deactivation / Demobilization:

- o Obtain authorization to deactivate the Unit from the EOC Director.
- o Release subordinate staff when no longer required.
- o Insure that any required reports or forms are completed prior to your release and/or departure.

Safety Officer Checklist

Designee: Director of Environmental Health, Safety & Risk Mgmt

Reports to: EOC Director

EOC Phone #: 805/482-9028

Function: The Safety Officer's responsibilities include developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations. Only one Safety Officer will be assigned for each incident. Subordinate elements or personnel may be assigned by the Safety Officer as needed. Assistants may represent assisting agencies or jurisdictions.

Actions to Consider:

Start-Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your authority and assignment.
- Review the organization in place and know where to go for information or support.
- If additional Unit staff are required, coordinate with the EOC Director on obtaining additional personnel.

Operational Duties:

- Identify hazardous situations associated with the incident.
- Establish reporting procedures with Sections to insure receipt of information regarding operational safety hazards from field teams.
- Review any operational action plans for safety implications.
- Exercise delegated emergency authority to stop and/or prevent unsafe acts.
- Periodically, or as requested, brief the EOC Director on operational safety issues.

- o Coordinate the investigation of accidents that have occurred within the incident area.
- o In consultation with the Medical Services Branch Director, review and approve the medical plan.
- o Participate in the EOC Director's planning meetings.

Deactivation / Demobilization:

- o Obtain authorization from the EOC Director to deactivate Unit operations.
- o Release subordinate and volunteer elements when no longer required.
- o Insure that open actions are handled by the Unit or transferred to other Sections as required.
- o Insure that any required reports or forms are completed prior to your release and departure.

Operations Section Manager Checklist

Designee: Lieutenant, University Police Department

Reports to: EOC Director

EOC Phone #: 805/482-9028

Function: Ensure that the Operations function is carried out including the coordination of response for all operational functions assigned to the EOC. Ensure that operational objectives and assignments identified in the EOC action plan are carried out effectively. Establish the appropriate level of branch organization within the section and continuously monitor the effectiveness of that organization. Make changes as required. Exercise overall responsibility for the coordination of branch activities within the section. Report to the EOC Director on all matters pertaining to section activities.

Actions to be Considered:

Start-Up:

- o Check-in upon arrival at the EOC.
- o Report to the EOC Director.
- o Obtain a briefing on the situation.
- o Review your position responsibilities.
- o Determine if other section staff are at the EOC.
- o Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
- o Review organization in place at the EOC. Know where to go for information or support.
- o Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- o Meet with the Communications Unit Coordinator (if the unit is established).
 - Obtain briefing regarding on-site and external communications capabilities and restrictions.

- o Work closely with Planning / Intelligence Section in the development of action plans.
- o Insure all resource needs for your Section are coordinated through the Logistics Section.
- o Insure that intelligence information gathered by Operations is made available to the Planning / Intelligence Section.
- o Insure all fiscal and administrative requirements are coordinated through the Finance / Administration Section. Examples:
 - Notification of any emergency expenditures.
 - Daily time sheets.
- o Brief EOC Director on major problems that need or will require solutions.
- o Brief Branch Coordinators periodically on any updated information received.
- o Continuously share status information with other sections as appropriate.

Deactivation / Demobilization:

- o Authorize deactivation of organizational elements within the section when no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- o Deactivate the Section when authorized by the EOC Director.
- o Ensure any open actions are assigned to the appropriate agency or element for follow-up support.
- o Ensure required forms or reports are completed prior to your departure.

Finance Section Manager Checklist

Designee: General Accounting Manager

Reports to: EOC Director

EOC Phone #: 805/482-9028

Function: The Finance Section is responsible for managing all financial aspects of an incident to include: Financial and cost analysis, tracking and recording of personnel time, ensuring all obligation documents initiated at the incident are properly prepared and completed, briefing administrative personnel on all incident related financial issues needing attention or follow-up, maintain periodic contact with administration on financial /administrative matters, processing purchase orders and contracts in coordination with the Logistics Section, processing worker's compensation claims, handling travel and expense claims and the maintenance of all financial records of the emergency.

Actions to Consider:

Start-Up:

- Check-in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up section work station, including maps and status boards.
- Determine if other section staff are at the EOC.
- Review organization in place and know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Open and maintain accurate and detailed section logs.
- Determine appropriate purchasing limits to delegate to Logistics Section and brief the Logistics Section Manager.
- Meet with Operations and Logistics Section Managers and determine financial and administrative support needs.
- Based on the situation as known or forecast, determine likely future Finance section personnel and support needs.

- o Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o Ensure that section logs and files of all activities are maintained accurately and in detail.
- o Anticipate potential situation changes, such as severe aftershocks and develop contingency plans for all procedures requiring off-site communications.
- o Maintain current displays associated with your section and ensure that such displays and/or information reports are clear and understandable.
- o Provide situation and resource information to the Planning/Intelligence Section on a periodic basis or as required.
- o Ensure all media contacts are fully coordinated with the EOC Director, the Emergency Operations Executive and the PIO.
- o In coordination with the Planning and Logistics Sections, collect and develop cost estimates of damage to facilities. (Insure both written and photographic documentation of damages is obtained).
- o In the event of an evacuation, take necessary organizational actions to insure the security of records and university funds.
- o Insure all Branch Coordinators utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.
- o Provide the EOC Director with updates on cost related information as requested.
- o Periodically brief the Emergency Operations Executive on all incident related business management issues needing attention.
- o Insure that all time and cost expenditure records kept current and logged in a timely fashion.
- o Conduct periodic section briefings. Ensure staff are aware of priorities.
- o Monitor section activities and adjust as appropriate.
- o Brief EOC Director on major problem areas that now need or will require solutions.
- o Share status information with other sections as appropriate.

- o Keep EOE apprised of the overall financial situation.

Deactivation / Demobilization:

- o Authorize deactivation of organizational elements when no longer required. Ensure that open actions are handled by the section or transferred to other EOC elements as appropriate.
- o Deactivate the Section and close out all logs when authorized by the EOC Director.
- o Ensure that any required forms or reports are completed prior to your release and departure.

Logistics Section Manager Checklist

Designee: Asst Director, Logistical Services; Operation, Planning and Construction

Reports to: EOC Director

EOC Phone #: 805/482-9028

Function: All incident support needs are provided by the Logistics Section. Ensures that the logistics function is carried out including telecommunications, transportation, medical, supplies, facilities, food and ground support. Provides logistical support to the EOC. Standard ICS Logistics Section units may include: Supply, Facilities, Ground Support, Network communications, Food and Medical. Reports to the EOC Director on all matters pertaining to Section activities.

Action to Consider:

Start-Up:

- Check in upon arrival at the EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up Section work station, including maps and status boards.
- Determine if other Logistics Section staff are in the EOC and meet with them.
- Review the organization that is in place in the EOC and know where to go for support and information.
- Clarify any issues you may have with regards to your authority, assignment and what others in the organization do.
- Open and maintain accurate and detailed section logs.
- Establish contact with adjacent EOC's and determine status of logistical functions. Determine status of any requests for assistance.
- Periodically meet with the other Section Managers and obtain updated information on the incident, resource needs of other Sections and determine your level of purchasing authority.
- Based on the situation as known or forecast, determine likely future logistics needs for resources and personnel.

- o Review the responsibilities for the units in your section.
- o Activate organizational elements as needed and designate coordinators.
- o Make a list of key issues facing your Section and establish action items to be accomplished within the next _____ hour operational period.
- o Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o Ensure section logs and files are maintained.
- o Anticipate potential situation changes, such as after-shocks, and plan accordingly.
- o Maintain current section status at all times.
- o Maintain current displays associated with your section. Ensure information reports or displays are clear and understandable.
- o Hold planning meetings with your Branch/Unit Coordinators.
- o Ensure that orders for additional resources necessary to meet known or expected demands have been placed, and are being coordinated.
- o Make sure that all media contacts or requests for information are fully coordinated with the EOC Director, the Emergency Operations Executive and the PIO.
- o As required, provide situation and resource information to the Planning/Intelligence Section.
- o Conduct periodic briefings for section. Ensure staff are aware of priorities and determine unmet needs or problems.
- o Brief EOC Director on major problem areas that now need or will require solutions.
- o Share status information with other sections as appropriate.

Deactivation / Demobilization:

- o Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC elements as appropriate.
- o Deactivate the Section and close out logs when authorized by the EOC Director.
- o Ensure that any required forms or reports are completed prior to your release and departure.

Planning / Intelligence Section Manager Checklist

Designee: Dir Planning, Design & Construction; Operation, Planning & Construction

Reports to: EOC Director

EOC Phone#: 805/482-9028

Function: The Planning/Intelligence Section collects, evaluates, processes and disseminates information for use at the incident. Determines need for specialized resources in support of the incident. Planning Section units may include: Resources, Situation, Documentation and Demobilization. Establishes special information collection activities as necessary, i. e., weather, environmental, hazardous materials, etc. Assembles information on alternative strategies. Provides periodic predictions on incident potential. Reports significant changes in incident status. Compiles and displays incident status information. Oversees preparation of the incident demobilization plan.

Actions to Consider:

Start-Up:

- Check-in upon arrival at EOC.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Set up section work station, including maps and status boards.
- Determine if other section staff are at the EOC.
- Review organization in place in the EOC and know where to go for information or support.
- Clarify any issues you may have regarding your assignment, and what others in the organization do.
- Open and maintain accurate and detailed section logs.
- Establish contact with other adjacent EOC's. Determine status of Planning/Intelligence Sections at other EOC's.
- Periodically obtain and review status and incident reports and other reports from adjacent areas that have arrived at the EOC.

- o Periodically meet with other Section Managers and exchange available situation information.
- o Based on the situation as known or forecast, determine likely future information and personnel support needs.
- o Develop a plan for carrying out all Section responsibilities.
- o Activate organizational elements and their coordinators as needed.
- o Make a list of key issues facing your section and establish action items to be accomplished within the next _____ hour period.
- o Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o Ensure that section logs and files are maintained.
- o Anticipate potential situation changes, such as severe aftershocks. Develop backup plans for all procedures requiring off campus communications.
- o Maintain current displays. Ensure reports and displays are clear and understandable.
- o Ensure that all media contacts are fully coordinated with the EOC Director, Emergency Operations Executive and the PIO.
- o Conduct periodic briefings with section staff, emphasize current priorities.
- o Share status information with other sections as appropriate.

Deactivation / Demobilization:

- o Authorize deactivation of section elements when no longer required. Ensure open actions are handled by section or transferred to other EOC elements as appropriate.
- o Deactivate the section and close out logs when authorized by the EOC Director.
- o Ensure that any required forms or reports are completed prior to your release and departure.

Appendix B – EOC Branch Manager Checklists

Building Assessment/Search and Rescue Branch Coordinator

Care and Shelter Branch Coordinator

Construction/Engineering Branch Coordinator

Disaster Medical Branch Coordinator

Equipment/Supplies/Utilities Branch Coordinator

Law Enforcement/Traffic Branch Coordinator

Movement Branch Coordinator

Personnel Branch Coordinator

Procurement Branch Coordinator

General EOC Checklist

Building Assessment/Search and Rescue Branch Coordinator Checklist

Designee: Associate Architect, Operation, Plan & Const

Reports to: Operations Section Manager

EOC Phone #: 805/482-9028

Function: Coordinate the assessment of university buildings and utilities following a major disaster. Coordinate the location and removal of persons trapped in damaged or collapsed structures or other locations. Coordinate rescue and recovery operations through the Operations and Logistics Sections in conjunction with rescue resources provided by local Fire and heavy rescue teams.

Actions to Consider:

Start-Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment.
- Consult with Operations Section Manager and EOC Director for assignment of rescue personnel.
- Insure accurate and detailed records are maintained on all search and rescue operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Assess situation and determine need and feasibility of building assessment and rescue operations.
- In coordination with the Operations Section Coordinator and the EOC Director, establish building assessment and search and rescue priorities. Consider the following:

- Children's Center
 - Residence Halls
 - Classrooms
 - Faculty / Staff office areas
- o Request additional resources through the Operations Section Manager.
 - o Consider using CERT volunteers for coordinating field assessment and SAR operations.
 - o Coordinate all rescue efforts with the Safety Officer. Insure that:
 - Appropriate safety equipment is provided for rescue team personnel, (i.e., head protection, safety goggles, gloves, etc.)
 - Appropriate rescue equipment for the assigned tasks, (i.e., ropes, levers, shoring timber, pry bars, etc.)
 - Ensure rescue personnel are not assigned operations beyond their capabilities.
 - o Establish a staging area and command post for rescue personnel and equipment.
 - o Request that employees training in ATC-20 building assessment techniques be assigned to rescue scenes to advise on structural, electrical and mechanical hazards during rescue operations.
 - o Closely coordinate rescue resource needs with the Operations, Planning and Logistics Sections.
 - o Insure receipt of and evaluate reports from patrol and field assessment teams for possible locations of trapped individuals.
 - o Thoroughly brief and update rescue personnel on a continuing basis.
 - o Establish procedures for marking and posting structures which have been searched and cleared.
 - o Coordinate rescue operations with the Medical Services Branch to insure injured victims receive appropriate medical care.
 - Mark the location of fatalities. When feasible, cover but do not remove unless deemed necessary for health or other compelling reasons.

- o Periodically, or as requested, brief and update the Operations Section Manager and EOC Director on building assessment and search and rescue operations.
- o Ensure radio communications are established between all rescue teams and the EOC and Search and Rescue Command Post.
- o Ensure volunteer rescue workers are appropriately registered and signed in with the Personnel Branch.
- o Carefully assess and/or prohibit the use of volunteer rescue workers in extremely hazardous conditions, i.e., fires, hazardous materials incidents, severely damaged or completely collapsed structures.
- o Coordinate with the Shelter Care Branch for the establishment of a reception area for reuniting rescued persons and families.

Deactivation / Demobilization:

- o Obtain authorization from the EOC Director to deactivate Branch operations.
- o As appropriate, close down staging areas and field command posts.
- o Release subordinate and volunteer elements when no longer required.
- o Ensure that open actions are handled by normal public safety operations or transferred to other EOC Sections as required.
- o If Mutual Aid resources were used, release personnel and equipment as appropriate.
- o Insure that any required reports or forms are completed prior to your release and departure.

Care and Shelter Coordinator Checklist

Designee: Associate Director Buildings & Grounds, Operation, Plan & Const

Reports to: Logistics Section Manager

EOC Phone #: 805/482-9028

Function: Coordinate the provision of food and emergency shelter to disaster victims with the American Red Cross and available and appropriate university resources. Insure shelter care and food resources are available to the university community in the event sheltering in place is called for. Coordinate shelter care and the use of university facilities for disaster victims from the local community. Coordinate use of university personnel and volunteer services in support of shelter care operations.

Actions to Consider:

Start-Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Manager and obtain a briefing on the situation.
- Review your position responsibilities.
- If unable to be stationed in normal work area due to damage or unsafe conditions, advise the EOC Director.
- Set-up Branch work area to include maps and status boards if appropriate.
- Call out subordinate staff as appropriate.
- Review organization in place and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o Determine the number of university community members (students, faculty, and staff) that will require emergency care and shelter.
- o When appropriate, and in coordination with the Logistics Section and the EOC Director, request formal assistance from the American Red Cross.
- o In coordination with the Logistics Section Manager, determine status and structural safety of university facilities designated as care and shelter locations.
- o In coordination with the Logistics Section Manager, determine which designated university facilities will be needed for emergency care and shelter.
- o If insufficient designated Shelter Care Branch personnel are available, request additional volunteer support through the Personnel Branch Coordinator.
- o When normal water and sanitation facilities are unavailable, consider the following shelter planning guidelines:
 - (1) toilet per (40) persons.
 - 40 sq./ft. for sleeping areas, (5'x8' space) per person.
 - (1) qt. of drinking water (minimum per person, per day). (5) gals, of water, per person per day for all uses.
 - 2500 calories per person per day. (Approximately 3.5 lbs. of unprepared food).
- o Insure household pets and animals are prohibited from shelter facilities other than seeing eye dogs.
- o When feasible and as appropriate, and in coordination with the EOC Director, establish direct communications between university care centers and the EOC.
- o In coordination with established Mutual Aid Guidelines and Red Cross representatives, arrange care and sheltering for university students without resources in the event of a university evacuation.
- o In coordination with the Logistics Section, the EOC Director and the Operational Section, arrange for the evacuation and relocation of mass care facilities endangered by hazardous conditions. Relocation resources may include:
 - American Red Cross
 - Salvation Army

- Local church groups
- State and Federal military units
- City and County Parks and Recreation Departments
- o Obtain, maintain, and update lists of designated and available shelter care facilities in the immediate area. Insure this information is provided to the EOC Director and Logistics Section Manager for distribution.

Deactivation / Demobilization:

- o Close down care centers and release subordinate elements when no longer required. Insure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- o Insure that any required reports or forms are completed prior to your release and departure.

Construction / Engineering Branch Coordinator Checklist

Designee: Assistant Director, Operation Planning & Construction

Reports to: Planning/Intelligence Section Manager

EOC Telephone #: 805/482-9028

Function: Inspect university structures, facilities and grounds for damage, obstructions, and utility infrastructure failures. Assess use and occupancy availability of university structures. Prioritize assessments for essential repair operations and perform emergency debris clearance. Coordinate and supervise structural engineering assessment teams.

Actions to be Considered:

Start-Up:

- o Check in upon arrival at the EOC.
- o Report to the Planning/Intelligence Section Manager and obtain a briefing on the situation.
- o Review your position responsibilities.
- 0 Set-up Branch work area to include maps and status boards if appropriate.
- o If unable to be stationed in normal work area due to damage or unsafe conditions, advise the Logistics Section Manager.
- o Call out subordinate support staff as appropriate.
- o Review the organization and know where to go for information or Support.
- o Clarify any questions you may have regarding your authority and assignment.
- o Open and maintain accurate and detailed logs on your Branch's activity.
- o Adopt a proactive attitude, think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o Coordinate with Building Assessment Branch Coordinator to assign field teams to survey university structures and grounds for damage, hazards and debris problems, and report the findings to the EOC.
- o Following an earthquake, assessment teams ideally would be composed of one structural engineer and one university employee trained in ATC-20 building damage assessment.
- o Coordinate and correlate damage reports from university police and PPM personnel.
- o Insure detailed lists and logs of damage are maintained. This documentation should include detailed written descriptions and both still photographs and video tape.
- o Field teams should be directed to check for and report chemical and electrical hazards as soon as possible.
- o Periodically, or as requested, update the EOC Director on damage status and information reported by field personnel.
- o Determine resources required for emergency repairs and debris clearance.
- o If university resources are insufficient to handle incident requirements, advise the Logistics Section Manager and EOC Director and request a Mutual Aid response.
- o Coordinate and arrange for contractor assistance and services through the Procurement Branch Coordinator.
- o Coordinate hazard posting by field assessment teams on all university structures.
 - Red - Condemned or unsafe for entry.
 - Yellow - Damaged, short term, controlled and authorized entry only. Unsafe for permanent occupancy.
 - Green - Minor damage, building safe for occupancy.
- o Following earthquakes which cause extensive, visually observable damage, all structures are to be Red Posted until cleared by structural engineers.
- o Coordinate with Operations Section to post and close roads and walkways as required.

- o In consultation with other Section Managers, the Emergency Operations Executive and the EOC Director, establish priorities for debris clearance and repairs.
- o Call-out subordinate support staff as appropriate.
- o If insufficient support staff available, request volunteer support through the Personnel Branch Coordinator.
- o Determine status and availability of hand tools and heavy equipment for debris removal and facility repair.
- o Determine fuel requirements for university vehicles and equipment used in the emergency and take action to insure that sufficient amounts are available.
- o In the event of flooding, assign personnel to assist in moving critical equipment and material from endangered areas to upper floors or high ground.
- o In the event of flooding or potential flooding conditions, insure affected or at risk electrical systems that could present a hazard, are shut down.

Deactivation / Demobilization:

- o Release subordinate elements when no longer required. Insure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- o Insure that any required reports or forms are completed prior to your release and departure.

Disaster Medical Branch Coordinator Checklist

Designee: Medical Supervisor, University Health Center

Reports to: Operations Section Manager

EOC Phone #: 805/482-9028

Function: Is responsible for directing the university's medical emergency response during critical incidents and major disasters. Is responsible for coordinating campus disaster medical operations with city and county agencies; coordinates the transportation of casualties to medical facilities and casualty collection points. The Student Health Center is the primary university unit for medical operations in the event disaster or critical incident needs exceed the immediate response capabilities of the local EMS system.

Actions to Consider:

Start - Up:

- Check-in upon arrival at the EOC.
- Report to the Operations Section Manager and obtain a briefing on the situation.
- Review your position responsibilities.
- Call out subordinate support staff as appropriate.
- Clarify any questions you may have regarding your authority and assignment.
- Review the organization in place and know where to go for information or support.
- When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, including maps and status boards are in place.
- If the Health Center is unusable because of severe damage or hazards, advise the Operations Section Manager and EOC Director to obtain an alternate location.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o In consultation with the EOC Director and Operations Section Manager, assess the extent of university casualties and the resources needed to handle them.
- o Organize and coordinate Emergency Medical Response Teams.
- o Insure briefings of medical staff include:
 - Triage guidelines.
 - Arrest of severe bleeding.
 - Use of intravenous solutions.
 - Pain relief.
 - Tagging the injured.
 - Patient tracking.
 - Identification and handling of fatalities.
- o Determine number and location of persons needing medical assistance.
- o Consider using CERT teams to respond to reports of injured persons.
- o Insure updated status reports of injured and deceased are provided to the Personnel Branch Coordinator.
- o If there are insufficient university medical staff to adequately respond to the incident, request Mutual Aid support through the EOC and the Personnel Branch for volunteer assistance.
- o Periodically, or as requested, brief the EOC Director and Operations Section Manager on the status of injured and dead, and the overall medical response.
- o Determine ongoing emergency medical support needs and submit requests through the EOC. Include the following:
 - Medical Supplies
 - Portable generators
 - Emergency radios
 - Transportation for medical personnel to aid locations

- Food and water supplies for patients and staff.
- o Depending on the severity of the incident and resources available, establish a Casualty Collection Point (CCP).
- o Insure that injured requiring supplemental treatment are taken to the CCP.
- o When applicable, determine the following:
 - The number of injured, by triage category, and location.
 - The location and helicopter accessibility of CCPs on or near the university.
 - Surface roadway status information to determine accessibility to the university, and from the university to local medical facilities and CCPs.
 - The medical resource needs of the university.
 - The location and capabilities of operational medical facilities adjacent to the university.
 - The status of personnel, facilities and services of local medical clinics.
- o Maintain updated status reports on injured, dead and estimated long-range medical needs for provision to City/County authorities.
- o Direct the activities of university medical and health personnel in assisting local responders on campus.
- o Coordinate the university's disaster medical response and transport of casualties with the County Health Officer.
- o In consultation with the Logistics Section, determine which on-campus facilities can be used for emergency aid locations.
- o Establish liaison with local Red Cross representatives for additional resources as required.
- o Establish temporary casualty care facilities and aid stations.
- o Be prepared for requests from nearby areas for medical support.
- o In coordination with the County Health authorities and the EOC Safety Officer, identify sanitation, potable water and other potential health hazards, and initiate remedial actions as feasible.
- o Insure accurate and detailed records, logs and tracking information are maintained on patients.

- o As required, coordinate with the County Coroner's Office and County Health Officer for the establishment of temporary morgue facilities.
 - Temporary morgue facilities should be establish away from the triage area.

Deactivation / Demobilization:

- o Release subordinate elements when no longer required. Insure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- o Insure that any required reports or forms are completed prior to your release and departure.

Equipment/Supplies/Utilities/Branch Coordinator Checklist

Designee: Facilities Project Supervisor, Operation, Planning & Construction

Reports to: Logistics Section Manager

EOC Phone #: 805/482-9028

Function: Determine available university equipment/supply/utility/transportation resources for response to emergency. Coordinate and supervise the allocation of these resources for use in support of disaster response operations. Oversee and insure procedures for maintenance and refueling of transportation equipment.

Actions to Consider:

Start-Up:

- o Check in upon arrival at the EOC.
- o Report to the Logistics Section Manager and obtain a briefing on the situation.
- o Review your position responsibilities.
- o Set-up Branch work area to include maps and status boards if appropriate.
- o Assign subordinate support staff as needed.
- o Review organization in place and know where to go for information or support.
- o Clarify any questions you may have regarding your assignment.
- o Open and maintain accurate and detailed logs on your Branch's activities.
- o Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o Determine operational status and location of all available university owned equipment/supplies and vehicles.
- o Determine status of existing university utilities including electricity, gas, water and sewer.

- o Determine availability of emergency equipment and supplies including generators, flashlights, hand tools and PPE.
- o Determine amounts of available fuel in storage at Facilities Management.
 - Take steps to insure fuel reserves are sufficient to keep vehicles operational.
 - Determine operational status of fuel storage and pumps, insure emergency power is available in the event of area wide power outages.
- o Establish system for maintaining inventory of emergency supplies and equipment.
- o Consult and coordinate with the Movement Branch Coordinator for use of university vehicles.
- o Coordinate expenditures and acquisitions with the Logistics Section and Finance Section Managers.
- o Attempt to determine the requirement for additional or special purpose vehicles during the initial response period, (i.e., flatbeds, skiploaders, buses, etc.)
- o If available university owned equipment and vehicles are insufficient to handle emergency operational needs, coordinate with the Logistics Section and the EOC Director for a Mutual Aid request.
- o Coordinate the prioritization and use of transportation resources with the Movement Branch Director.
- o As needed, obtain briefings from the Movement Branch Coordinator and the Planning/Intelligence Section on local roadway status and designated route information.

Deactivation / Demobilization:

- o Obtain authorization to deactivate Branch from the EOC Director.
- o If Mutual Aid resources were used, release drivers and equipment as appropriate.
- o Insure that any required reports or forms are completed prior to your release and departure.

Law Enforcement / Traffic Control Branch Coordinator Checklist

Designee: Parking Officer Supervisor, Public Safety Department

Reports to: Operations Section Manager

EOC Phone #: 805/482-9028

Function: Maintain law and order, the protection of life and university property and insure adherence to university policies and regulations by the university community. Manage police operations. Coordinate the provision of security for university based and related activities as part of the emergency response. Coordinate disaster related traffic control issues to include checkpoints, priority routing of emergency vehicles, traffic control and roadway closures.

Actions to be Considered:

Start-Up:

- o Check in upon arrival at the EOC.
- o Report to the Operations Section Coordinator and obtain a briefing on the situation.
- o Review your position responsibilities.
- o Set-up Branch work area to include maps and status boards if appropriate.
- o Assign subordinate law enforcement staff as operationally required.
- o Review organization in place and know where to go for information or support.
- o Clarify any questions you may have regarding your assignment.
- o Insure accurate and detailed records are maintained on all law enforcement and traffic control operations.
- o Consider initial 24 hour shift coverage.
- o Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o Initiate Emergency Operations Center staff call-out if not already accomplished.
- o Initiate Public Safety call-back procedures.
- o In consultation with the Operations Section Manager and EOC Director, establish priorities for emergency response and assignments.
- o Insure that procedures have been initiated to establish communications with local EOCs and emergency response agencies.
- o When appropriate, designate a Communications Unit Officer and Traffic Control Unit Officer.
- o Thoroughly brief all subordinate personnel.
- o Insure accurate and detailed records of law enforcement disaster related assignments and time are maintained.
- o Consult with other Branches and Sections to determine special security needs or problems.
- o Receive and evaluate status reports from patrol and field personnel and determine appropriate law enforcement response.
- o Determine law enforcement staffing needs and assign and schedule as appropriate.
- o If insufficient public safety personnel are available coordinate through the Operations Section Manager and Personnel Branch Coordinator for additional Mutual Aid or volunteer support.
- o As required, assist the Operations Section Coordinator and EOC Director in developing emergency action plans.
- o Provide recommendations for traffic control procedures to the Operations Section Manager and EOC Director.
- o Provide recommendations for roadway and route debris clearance priorities.
- o Based upon field reports and requests, insure that hazardous areas are appropriately marked and barricaded to prevent entry.
- o If insufficient public safety personnel are available, coordinate the use of volunteer staff to man static locations and checkpoints.

- o Supervise law enforcement and traffic field units and adjust operations as required.
- o When conditions require, or an evacuation is ordered, assign appropriate units to assist in notification and evacuation.
- o Depending on the nature of the incident or secondary hazards, insure appropriate safety precautions are taken, (i.e., approach upwind/upstream in HazMat incidents, do not enter contaminated areas, flooded areas or collapsed structures cordoned off, etc.)
- o Insure operational staging areas and command posts are sited or repositioned as required.
- o Establish traffic and perimeter control as required for the effected area.
- o Periodically, or as requested, brief and update the Operations Section Manager and the EOC Director on the status of law enforcement and traffic operations.
- o Insure requests for medical assistance from field personnel are coordinated with the Medical Services Branch.
- o When feasible and appropriate, assign field personnel to assist in search and rescue operations.
- o Coordinate assistance by field personnel to relocate persons near hazardous or threatened areas to safe locations.
- o If established, provide law enforcement and crowd control services at shelter care locations.
- o In the event of an evacuation, and in coordination with the Movement Branch Coordinator, assign personnel to:
 - Assist in warning persons in the affected area.
 - Provide traffic control.
 - Insure evacuated / searched buildings are marked as cleared.
 - Coordinate security and access control for evacuated areas.
 - Consider placing a local towing vendor on standby to assist in removing disabled vehicles blocking evacuation routes or roadways.
- o Establish communications with co-jurisdictional agencies and the Operational Area and obtain status checks on area law enforcement or traffic conditions.

- o Insure priorities for movement in impacted areas are provided to essential operations, i.e., law enforcement, EMS, fire and the delivery of essential provisions and resources.
- o Establish a primary checkpoint for check in by those entering university property.
 - Establish a pass/I.D. card for issuance to authorized personnel.
 - Assist in establishing criteria pursuant to Penal Code Section 409.5 for access to university property.
 - Procedures should be established with field personnel for challenging those without appropriate authorization.

Deactivation / Demobilization:

- o Obtain authorization from the EOC Director to return to normal law enforcement operations.
 - As appropriate close down staging areas and field command posts.
 - Release subordinate and volunteer elements when no longer required.
 - Insure that open actions are handled by normal public safety operations or transferred to other EOC Sections as required.
- o If Mutual Aid resources were used, release personnel and equipment as appropriate.
- o Insure that any required reports or forms are completed prior to your release and departure.

Movement Branch Coordinator Checklist

Designee: Director Transportation & Parking Services

Reports to: Operations Section Manager

EOC Phone #: 805/482-9028

Function: In consultation with the EOC Director, Operations and Logistics Sections Coordinators, coordinate movement activities concerned with the evacuation of all or part of the university. Consult with other Sections and Branches to determine the number of persons to be evacuated or moved. Determine safe routes, destinations, the number of persons needing transportation assistance and the available means of transportation to accomplish the needed movements.

Actions to Consider:

Start-Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Manager and obtain situation briefing.
- Review your position responsibilities.
- Set-up Branch work area to include maps and status boards if appropriate.
- Call out and/or arrange for subordinate support staff for assistance as needed.
- Review organization and know where to go for information or support.
- Clarify any questions you may have regarding your assignment.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Insure sufficient Branch personnel assigned to maintain an initial two-shift operation.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- o In coordination with the Operations and Planning/Intelligence Sections and local and Operational Area Movement Coordinators, establish and/or determine:
 - Identify officially designated movement and evacuation routes.
 - Designated university staging area(s) for persons needing transportation.
 - Locations of local reception and care centers for evacuees.
- o When appropriate, coordinate the placement of evacuation route signs with the Logistics Section.
- o Consult with the Medical Services Branch to determine needs for medical evacuees.
- o Consult with Child Care Center to determine needs for evacuation of children and/or staging area for parents and guardians to respond for pick-up.
- o As needed, coordinate assignment of police personnel at traffic control points with the Operations Section.
- o Ensure that drivers are thoroughly briefed on:
 - The location of university staging areas
 - Designated transportation and evacuation routes
 - Local community collection points and shelter care locations
- o Ensure the mass movement of university evacuees is coordinated through the EOC Director.
- o When appropriate, in coordination with the Logistics Section, insure sanitation facilities and potable water are available if staging areas are to be occupied for extended periods of time.
- o If insufficient university vehicles are available for transportation / evacuation, in coordination with the Transportation Branch Coordinator, request Mutual Aid from the Operational Area through the Logistics Section and the EOC Director.
- o When appropriate, consider staging all transportation vehicles in a centralized vehicle park.
- o Establish a dispatch desk and driver pool.

- o When feasible, establish direct communications between the transportation dispatch and the EOC.
- o When appropriate and as needed, coordinate with the Operations Section for assignment of police personnel to staging areas for assistance and information.
- o Establish and designate secondary staging locations in the event the primary locations become unusable due to developing hazards or unsafe conditions.
- o Periodically, or as requested, brief the Operations Section Manager and the EOC Director on the status of movement and/or evacuation operations.
- o As feasible, establish direct communications between assigned staging area personnel and the EOC.
- o If an evacuation order is given, provide the following information to university evacuees when feasible:
 - Reason for the evacuation.
 - Designated evacuation routes to take including appropriate information regarding road conditions, bridge and overpass collapses.
 - What to do if their vehicle breaks down.
 - The location(s) of university staging areas for those needing transportation.
 - When appropriate, the location of local community mass care locations where support and assistance may be obtained.
- o Insure the Public Information Officer is kept fully briefed on all movement operations. Coordinate media releases with the EOC Director and PIO to insure that university closure and evacuation information is provided to the public.
- o Coordinate with Disabled Student Services to ensure special transportation needs of disabled persons are addressed.
- o Maintain updated rosters of evacuees and the off campus care or staging areas they were transported to.
- o Maintain close liaison with the Transportation Branch Coordinator and coordinate Movement and Transportation Branch operations

Deactivation / Demobilization:

- o Obtain authorization to deactivate Branch from the EOC Director.

- o Close down staging areas and release subordinate elements when no longer required. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- o If Mutual Aid resources were used for transportation, coordinate with the Transportation Branch Director for the release of drivers and vehicles as appropriate.
- o Insure that any required reports or forms are completed prior to your release and departure.

Personnel Branch Coordinator Checklist

Designee: Human Resources Manager

Reports to: Finance Section Manager

EOC Phone#: 805/482-9028

Function: Maintain a roster of disaster service workers, allocate appropriate personnel to various sections and activities in accordance with established priorities. Establish and manage the volunteer worker program. Insure accurate records are maintained on use of time, and worker's compensation claims related to the incident.

Actions to Consider:

Start-Up:

- Check in upon arrival at the EOC.
- Report to the Finance Section Coordinator and obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up Branch work area to include maps and status boards if appropriate.
- Call out subordinate support staff as appropriate.
- Review organization in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Adopt a proactive attitude, think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Contact Section Managers and determine:
 - Number of personnel needed and skills required.
 - Number of injured and their status.
 - Number of fatalities.

- Any outstanding family needs of university personnel.
- o Perform an incident assessment with regards to personnel staffing. Coordinate with Section Managers on the best procedure for shift assignments for university staff.
- o Maintain master file of shift schedules and work assignments submitted by Section Managers for their respective staffs.
- o Establish a pool of available volunteers - use established procedures (part of the Personnel Branch Plan) for registering each volunteer.
- o In coordination with the Logistics Section Manager, establish a staging area for volunteers to be temporarily located while awaiting assignments.
- o Instruct all volunteers on Disaster Worker status and provide:
 - I. D. cards
 - Volunteer employment certification
 - Information on worker's compensation coverage
 - Briefing and emergency data concerning the incident.
- o Personnel priorities should be based on greatest health and safety needs.
- o Maintain records of all volunteer work assignments.
- o Instruct volunteers to report back to staging area upon completion of assignment.
- o Debrief volunteers after assignments to obtain information on possible operational improvements.
- o Coordinate with Logistics Section to provide food and drink for volunteers.
- o Demobilize/release volunteers as soon as practicable.
- o In the event of an evacuation, take the necessary organizational actions to insure the security of personnel records.
- o Brief the EOC Director on major problem areas that now need or will require solutions.
- o Share status information with other Sections and Branches as appropriate.

Deactivation / Demobilization:

- o Release subordinate elements when no longer required. Insure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- o Insure that any required forms or reports are completed prior to your release and departure.

Procurement Branch Coordinator Checklist

Designee: Manager, Procurement & Support Services

Reports to: Logistics Section Manager

EOC Phone #: 805/482-9028

Function: Responsible for the procurement of essential supplies and services. Oversees and coordinates all operations concerned with obtaining resources. In coordination with the Finance Section, provides appropriate means of payment for contracted emergency services.

Actions to be Considered:

Start-Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Manager and obtain a briefing on the situation.
- Review your position responsibilities.
- Set up Branch work area to include maps and status boards if appropriate.
- Call out subordinate support staff as appropriate.
- Review organization in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- In consultation with the EOC Director and other Section Managers, assess resources currently available and any additional supplies or services required for emergency operations.
- Coordinate and process requests for needed equipment, supplies and material.

- o If insufficient procurement support staff are available, request additional personnel through the Personnel Branch.
- o Maintain an updated status of available resources and periodically, or as requested, brief the EOC Director and other Section Managers.
- o When and if appropriate, establish a staging area for the storage of supplies and equipment.
- o When possible and appropriate, establish a vendor/contractor reporting and staging area in an easily accessible location.
- o Interpret contracts / agreements and resolve claims or disputes as necessary.
- o Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.
- o Periodically, or as requested, brief the EOC Director and Finance Section Manager on the status of all procurements and contracts in support of the emergency.
- o In the event of an evacuation or campus closure, coordinate with the Operations Section and take the necessary organizational actions to insure the security of supplies, equipment and material.
- o Share status information with other Sections and Branches as appropriate.

Deactivation / Demobilization:

- o Release subordinate elements when no longer required. Insure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- o Insure that any required forms or reports are completed prior to your release and departure.

General EOC Checklist

Position: _____

Reports to: _____

EOC Phone#: 805/482-9028

Actions to Consider:

Start-Up:

- Check in upon arrival at the EOC.
- Determine which Section Coordinator your position reports to and make contact with your Section Manager to obtain briefing on situation.
- Review your position responsibilities.
- Set-up Branch work area to include maps and status boards if appropriate.
- Call out subordinate support staff as appropriate.
- Review organization in place and know where to go for information or support.
- Clarify any questions you may have regarding your authority and assignment.
- Open and maintain accurate and detailed logs on your Branch's activities.
- Adopt a proactive attitude, think and plan ahead. Attempt to anticipate situations and problems before they occur.

Appendix C – Start up Checklists

EOC Activation Checklist

Emergency Policy Advisory Group

Management Section Chief

Operation Section Chief

Planning Section Chief

Logistics Section Chief

Finance Section Chief

EOC ACTIVATION CHECKLIST

**Time and Date
Action Taken**

<input type="checkbox"/>	Determine whether to activate EOC in consultation with the President Or designee	_____
<input type="checkbox"/>	Determine staffing level and assign responsibility to call in EOC staff.	_____
<input type="checkbox"/>	Set up EOC according to diagram on next page.	_____
<input type="checkbox"/>	Connect telephones, computers and faxes.	_____
<input type="checkbox"/>	Inform the County of Ventura and other supporting agencies that EOC is operational and provide phone numbers.	_____
<input type="checkbox"/>	Mount appropriate charts, maps, and assign responsibility for date collections and display.	_____
<input type="checkbox"/>	Ensure appropriate supplies are available for each section.	_____
<input type="checkbox"/>	Ensure EOC checklists are passed out to Section Chiefs.	_____
<input type="checkbox"/>	Inspect generator and fuel stocks and ensure that generator is checked regularly.	_____
<input type="checkbox"/>	Begin filling essential positions based on the following guidelines:	
	Position #1 – EOC Director	_____
	Position #2 – EOC Personnel Check In	_____
	Position #3 – EOC Communications	_____
	Position #4 – Situation Analysis	_____
	Position #5 – Policy Liaison	_____
	Position #6 – Public Information Officer	_____
	Position #7 – Operations Section Chief	_____
	Position #8 – Plans Section Chief	_____
	Position #9 – Logistics/Finance Section Chief	_____
<input type="checkbox"/>	Request briefings from Operations and/or Planning Section Situation Status Unit Coordinator.	_____

EMERGENCY POLICY ADVISORY GROUP STARTUP CHECKLIST

**Time and Date
Action Taken**

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Obtain Policy/Advisory group bin from EOC supply room. In conjunction with the Director of Emergency Services (Chief of Police), determine which room within PPM will be utilized for this team. | _____ |
| <input type="checkbox"/> | Check in at the EOC sign-in area and ensure names are added to the EOC organization chart. | _____ |
| <input type="checkbox"/> | Remove work materials and set up the Policy/Advisory group work space. | _____ |
| <input type="checkbox"/> | Put on White vest. | _____ |
| <input type="checkbox"/> | Determine who will take notes for this section. | _____ |
| <input type="checkbox"/> | Consult with the Director of Emergency Services for a situation status update. | _____ |
| <input type="checkbox"/> | Determine if Chancellor's Office has been notified of the situation status and whether or not other CSU assistance is required. | _____ |
| <input type="checkbox"/> | Begin chronological log (include time and date) for activities of this group. | _____ |
| <input type="checkbox"/> | Determine Public Relations strategies and short and long term university operating objectives.
a. Who will meet with the President
b. What information will be provided
c. How often will updates be provided
d. Where will the medial be staged | _____ |
| <input type="checkbox"/> | Frame emergency-specific policies as needed. | _____ |
| <input type="checkbox"/> | Interface with external agencies and the community as needed. | _____ |
| <input type="checkbox"/> | Determine whether the Policy/Advisory Group will remain on scene throughout the emergency or reconvene at periodic intervals. Advise director of Emergency Services (Chief of Police) of decision. | _____ |
-
-

MANAGEMENT SECTION CHIEF STARTUP CHECKLIST

**Time and Date
Action Taken**

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Check-in at EOC sign-in area and ensure name is on EOC organization chart. | _____ |
| <input type="checkbox"/> | Ensure that Section Chiefs have been notified of activation and are in place as soon as possible and are staffing their respective sections. | _____ |
| <input type="checkbox"/> | Obtain briefing from available sources; assess situation and formulate appropriate response objectives and priorities. | _____ |
| <input type="checkbox"/> | Acquire work materials and set-up work station. | _____ |
| <input type="checkbox"/> | Put on Yellow vest. | _____ |
| <input type="checkbox"/> | Open and maintain a position log. | _____ |
| <input type="checkbox"/> | Schedule the first planning meeting. | _____ |
| <input type="checkbox"/> | Establish and maintain contacts with adjacent jurisdictions/agencies as appropriate. | _____ |
| <input type="checkbox"/> | Brief members of EOC on situation, instructions and actions taken by local area responders (as known). | _____ |
| <input type="checkbox"/> | Provide oversight for strategic and operational response. | _____ |
| <input type="checkbox"/> | Coordinate with Public Information Officer about internal and external emergency bulletins. | _____ |
| <input type="checkbox"/> | Request additional personnel support as needed. | _____ |
| <input type="checkbox"/> | Provide periodic status updates to the Advise Policy/Advisory Group as requested or required. | _____ |
| <input type="checkbox"/> | Hold action planning meetings with key staff as appropriate. | _____ |
-

OPERATIONS SECTION CHIEF STARTUP CHECKLIST

Time and Date
Action Taken

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Check-in at EOC sign-in area and ensure name is on EOC organization chart. | _____ |
| <input type="checkbox"/> | Report to EOC Director and obtain briefing on situation. | _____ |
| <input type="checkbox"/> | Acquire work materials and set up work station. | _____ |
| <input type="checkbox"/> | Put on Red vest. | _____ |
| <input type="checkbox"/> | Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. | _____ |
| <input type="checkbox"/> | Clarify issues regarding assignment and authority. | _____ |
| <input type="checkbox"/> | Review position responsibilities. | _____ |
| <input type="checkbox"/> | Open and maintain the section log. | _____ |
| <input type="checkbox"/> | Based on the situation as known or forecast, determine likely future operation section needs. | _____ |
| <input type="checkbox"/> | Prepare a list of key issues currently facing your section. | _____ |
| <input type="checkbox"/> | Activate organizational elements within the Section as appropriate and needed. | _____ |
| <input type="checkbox"/> | Provide briefing of the tactical situation to the EOC Director. | _____ |
| <input type="checkbox"/> | Meet with other Section Chiefs to disseminate information and coordinate response efforts. | _____ |
| <input type="checkbox"/> | Conduct periodic briefings with staff and set objectives for forthcoming operational periods. | _____ |
| <input type="checkbox"/> | Attend and participate in EOC Director's planning meetings. | _____ |
-

PLANNING SECTION CHIEF STARTUP CHECKLIST

Time and Date
Action Taken

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Check-in at EOC sign-in area and ensure name is on EOC organization chart. | _____ |
| <input type="checkbox"/> | Report to EOC Director and obtain briefing on situation. | _____ |
| <input type="checkbox"/> | Acquire work materials and set up work station. | _____ |
| <input type="checkbox"/> | Put on Blue vest. | _____ |
| <input type="checkbox"/> | Ensure that the Planning Section is set up properly and that appropriate personnel, equipment and supplies are in place. | _____ |
| <input type="checkbox"/> | Clarify issues regarding assignment and authority. | _____ |
| <input type="checkbox"/> | Review position responsibilities. | _____ |
| <input type="checkbox"/> | Open and maintain the section log. | _____ |
| <input type="checkbox"/> | Based on the situation as known or forecast, determine likely future Planning Section needs. | _____ |
| <input type="checkbox"/> | Prepare a list of key issues currently facing your section. | _____ |
| <input type="checkbox"/> | Activate organizational elements within the Section as appropriate and needed. | _____ |
| <input type="checkbox"/> | Meet with other Section Chiefs to disseminate information and coordinate response efforts. | _____ |
| <input type="checkbox"/> | Conduct periodic briefings with staff and set objectives for forthcoming operational periods. | _____ |
| <input type="checkbox"/> | Attend and participate in EOC Director's planning meetings. | _____ |
-
-

LOGISTICS SECTION CHIEF STARTUP CHECKLIST

Time and Date
Action Taken

- | | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Check-in at EOC sign-in area and ensure name is on EOC organization chart. | _____ |
| <input type="checkbox"/> | Report to EOC Director and obtain briefing on situation. | _____ |
| <input type="checkbox"/> | Acquire work materials and set up work station. | _____ |
| <input type="checkbox"/> | Put on Orange vest. | _____ |
| <input type="checkbox"/> | Ensure that the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place. | _____ |
| <input type="checkbox"/> | Clarify issues regarding assignment and authority. | _____ |
| <input type="checkbox"/> | Review position responsibilities. | _____ |
| <input type="checkbox"/> | Open and maintain the section log. | _____ |
| <input type="checkbox"/> | Based on the situation as known or forecast, identify service and support requirements for expected operations. | _____ |
| <input type="checkbox"/> | Prepare a list of key issues currently facing your section. | _____ |
| <input type="checkbox"/> | Activate organizational elements within the Section as appropriate and needed. | _____ |
| <input type="checkbox"/> | Meet with other Section Chiefs to disseminate information and coordinate response efforts. | _____ |
| <input type="checkbox"/> | Conduct periodic briefings with staff and set objectives for forthcoming operational periods. | _____ |
| <input type="checkbox"/> | Attend and participate in EOC Director's planning meetings. | _____ |
| <input type="checkbox"/> | Coordinate and process requests for additional resources. | _____ |
-
-

FINANCE SECTION CHIEF STARTUP CHECKLIST

Time and Date
Action Taken

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Check-in at EOC sign-in area and ensure name is on EOC organization chart. | _____ |
| <input type="checkbox"/> | Report to EOC Director and obtain briefing on situation. | _____ |
| <input type="checkbox"/> | Acquire work materials and set up work station. | _____ |
| <input type="checkbox"/> | Put on Green vest. | _____ |
| <input type="checkbox"/> | Ensure that the Finance Section is set up properly and that appropriate personnel, equipment and supplies are in place. | _____ |
| <input type="checkbox"/> | Clarify issues regarding assignment and authority. | _____ |
| <input type="checkbox"/> | Review position responsibilities. | _____ |
| <input type="checkbox"/> | Open and maintain the section log. | _____ |
| <input type="checkbox"/> | Provide input in all planning sessions on financial and cost analysis matters. | _____ |
| <input type="checkbox"/> | Prepare a list of key issues currently facing your section. | _____ |
| <input type="checkbox"/> | Ensure that the Time Unit track and records all CSUCI response staff time. | _____ |
| <input type="checkbox"/> | Meet with other Section Chiefs to disseminate information and coordinate response efforts. | _____ |
| <input type="checkbox"/> | In coordination with the Logistics Section, ensure that the Purchasing/Supply Process purchase orders and develops contracts in a timely manner. | _____ |
| <input type="checkbox"/> | Conduct periodic briefings with staff and set objectives for forthcoming operational periods. | _____ |
| <input type="checkbox"/> | Attend and participate in EOC Director's planning meetings. | _____ |
-
-

Section 4

Emergency Procedures pages 1-15
First Aid Guide with basic guidelines

EMERGENCY PROCEDURES

INTRODUCTION

This guide is intended to help faculty, staff, and students respond to emergency situations which may occur on the CSUCI campus.

The guide will serve as a quick reference for efficient action and should be posted in a conspicuous location inside all rooms. Faculty and staff are requested to read and become thoroughly familiar with the contents of this guide before an emergency occurs.

Questions or comments regarding the contents of this guide should be directed to Bill Kupfer, Director, Environment, Health, and Safety, (805) 437-8847.

CRIMINAL OR VIOLENT BEHAVIOR

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons or situations and by reporting them.
2. If you witness a criminal act or if you notice a person(s) acting suspiciously on campus, immediately notify the Police Department: dial 911
3. If you are the victim of or are involved in any on-campus violations of the law such as assault, robbery, theft, overt sexual behavior, etc., **DO NOT TAKE ANY UNNECESSARY CHANCES!** Notify the Police Department by dialing 911 as soon as possible.

EMERGENCY SIGNALS AND REPORTING

1. The quickest way to obtain professional emergency help for any type of emergency is to dial 911. All campus phones should be posted with emergency phone number labels.
2. When calling the emergency number, stay calm, and carefully explain the problem and location. Do not hang up until told to do so.
3. Report any observed conditions which may interfere with the evacuation of your building to the Police Department.
4. EMERGENCY SIGNALS:
 - Building Alarm: When an area fire alarm is activated, all occupants are required to evacuate the building. Follow routes posted in hallways.
 - Voice Command: Building occupants may also be instructed to evacuate by voice command. This command will come from a University official or an emergency authority (e.g., police or fire personnel, building marshal).

CIVIL DISTURBANCES OR DEMONSTRATIONS

1. Most campus demonstrations will be peaceful and everyone should attempt to carry on with business as normal as possible. Avoid provoking or obstructing demonstrators.
2. Should a disturbance occur, call the Police Department (dial 911). To avoid confrontation, use a telephone located away from the disturbance if possible.
3. A threatening disturbance should be reported immediately to the Police Department. The following action should also be taken:
 - Alert all employees in the area to the situation.
 - Lock all doors and secure all files, documents, and equipment.
 - When ordered by a Police Officer or area manager, cease operations and evacuate; and
 - Stand by for further instructions.
4. The Police Department will assess the situation and confer with management if time permits. Participants who refuse to disperse will be arrested if any laws have been violated.
5. If a class or lecture is disrupted, call the Police Department (dial 911).

BOMB THREATS

IMPORTANT: REPORT **ALL** BOMB THREAT CALLS TO THE POLICE (dial 911).

1. Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE. LISTEN CAREFULLY TO THE CALLER AND TRY TO DETERMINE AND RECORD THE FOLLOWING:

- Date and time of the call
 - Exact words of the caller
 - Age and sex of the caller
 - Speech pattern and/or accent
 - Emotional state
2. University staff will make a preliminary investigation and report to police, who will perform a comprehensive search, if necessary. Faculty and staff are requested to make cursory inspections of their areas for suspicious objects and to report their locations to the Police. DO NOT touch the object!
 3. If you observe a suspicious object or potential bomb on campus, DO NOT handle the object! Clear the area immediately!

The President or designee shall order an evacuation of the building whenever there are sufficient facts to indicate that the bomb threat is valid or whenever a foreign object or package has been discovered during a preliminary search. The Police Department will be contacted for the removal of any suspected bombs or explosive devices. The order to evacuate will be communicated through the Floor and Building Marshals or the fire alarm.

FIRE INCIDENT

- In all cases of fire, the Fire Department must be notified immediately (dial 911). Give your name and describe the location of the fire.
- Know the location of the fire extinguishers in your area, and know how to use them. Training and information are available through the Operations, Planning, and Construction Department.
- For minor fires that appear controllable, cautiously follow these steps:
 1. IMMEDIATELY dial 911 or send someone else to call
 2. Locate fire extinguisher, which are marked by signs
 3. Remove pin from extinguisher
 4. Aim extinguisher at base of flames and use a back and forth motion while discharging; continue until fire is out
- For large fires that do not appear controllable, IMMEDIATELY dial 911. Evacuate all affected rooms by pulling a fire alarm. If you are the last person out of a room, close the door behind you – do not lock the door.
- If you become trapped inside a building during a fire and a window is available, place an article of clothing outside the window as a marker for emergency personnel. If no window is available, stay near the floor (more breathable oxygen will be available) and shout at regular intervals to alert emergency personnel to our location.

EXPLOSION, AIRPLANE CRASH, OR SIMILAR INCIDENT

- In the event of a violent accident, such as an explosion or airplane crash, occurs on or near the campus, take the following protective actions:
 1. Immediately take cover under tables, desks, or other sturdy objects which will give protection from falling debris.
 2. After the effects of the explosion and/or fire have subsided, dial 911. Give your name and describe the location and nature of the emergency.

BUILDING EVACUATION

1. Building evacuation will occur via one of the following mechanisms:
 - When a building fire alarm sounds; or
 - Upon notification by order of the President, or
 - Upon notification by emergency responders
2. Identify all marked exits and exit routes from your building and know the location of the nearest two exits.
3. If necessary, activate the building fire alarms in hallways.
4. When building evacuation is required, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist disabled students in exiting the structure. Refer to the section of “Disabled Consideration” for more details.
6. Once outside the structure, stay at least 200 feet away from any affected building or structures. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist Floor and Building Marshals, who will be wearing orange vests and hardhats.
8. DO NOT return to an evacuated structure unless directed to do so by an emergency authority or a Building Marshal.
9. At the beginning of each semester (or upon initial receipt), instructors should review evacuation routes and the posted Emergency Procedures with their students. During an evacuation, instructors will be responsible for insuring that their students know how to evacuate.
10. Emergency Procedures and Evacuation Routes should also be reviewed with all campus employees at least once a year (or upon initial receipt). Extra copies of this information can be obtained from the Environment, Health, and Safety Office.

DISABLED CONSIDERATIONS

Evacuation Procedures:

- **VISUALLY IMPAIRED PERSONS**
Most visually impaired persons will be familiar with their immediate surroundings. In the event of an emergency, tell the person the nature of emergency and offer to guide him/her (this is the preferred method when acting as a “sighted guide”). As you walk, tell the person where you are and advise of any obstacles. When you have reached the designated Evacuation Area, orient the person to where he/she is and ask if any further assistance is needed.
- **HEARING IMPAIRED PERSONS**
The building is equipped with audible and visual evacuation alarms, nevertheless persons with impaired hearing may not notice emergency alarms and will need to be notified by an alternate method. Turn room lights off and on to gain attention, and then indicate emergency through hand gestures or writing.
- **PERSONS USING CRUTCHES, CANES, OR WALKERS**
Such persons should be treated as if they were injured for evacuation purposes. Carrying options include using a two-person lock-arm position or having the person sit in a sturdy chair, preferably with arms.
- **NON-AMBULATORY PERSONS**
Some people have minimal ability to move and lifting them may be dangerous to their well being.

Frequently, non-ambulatory persons have respiratory complications: Remove them from smoke and fumes immediately. Non-ambulatory persons' needs and preferences will vary. Always consult the person as to his/her preference with regard to:

- Ways of being removed from a wheelchair
- The number of people needed for assistance
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- If a seat cushion or pad should be brought along with him/her if he/she is removed from the chair
- After care if removed from the wheelchair (i.e., stretcher, chair with cushion pad, car seat, or paramedic assistance is needed)

ADDITIONAL CONSIDERATIONS:

1. Wheelchairs have many movable or weak parts which were not constructed to withstand the stress of lifting (e.g., the seat bar, foot plates, wheels, movable arm rests).
2. Some people in wheelchairs may have electric artificial respirators attached. They should be given priority assistance if there is smoke or fumes as their ability to breathe is seriously in danger.
3. Some people have no upper trunk or neck strength.
4. If a wheelchair is left behind, do not leave it in an exit path or doorway.
5. If attempting to move a power wheelchair, remove the batteries. Make sure the foot rests are locked and motor is off.
6. If a seatbelt is available, secure their position in the chair.

EARTHQUAKE

OUTDOORS:

1. Move quickly away from buildings, utility poles, and structures. The safest place to be is in the open. CAUTION: Always avoid power or utility lines as they may be energized.
2. If in an automobile, stop in the nearest safe place possible, preferably an open area away from structures, power lines, and trees. Stop as quickly as safety permits, and stay in the vehicle as it offers good shelter. Tune to a local radio station for emergency information.

INDOORS:

1. Duck, Cover, and Hold. Take cover under the nearest sturdy object such as a desk or a table.
2. Keep away from book shelves, file cabinets, and overhead fixtures.
3. Shut off gas and electricity to any equipment being used (e.g., hot plate.)
4. Help injured. Give first aid and protect injured individuals from aftershocks.
5. Put out small fires with available fire extinguishers.

EVACUATE TO THE NEAREST EXIT.

Watch for downed power lines and fallen or unstable debris (e.g., roof tiles). Building Marshals will provide additional information at the evacuation areas.

PLAN AHEAD:

Do not store heavy items on high shelves. When possible, locate book cases and file cabinets away from areas where people normally sit for long periods of time (i.e., work desk). Know your evacuation route. If you are an instructor, make sure your students know how to evacuate.

FIRE WATCH

Building Fire Watch Procedure

1. A fire watch would be instituted when a fire alarm system in an occupied building is off line or compromised.
2. In the event a fire watch is necessary the designated personnel from Operations Planning and Construction (OPC) will notify the CSU Dispatch Center and request implementation of a fire watch.
3. The Dispatch Center will notify the Building Marshal(s) and designated Fire Watch personnel in the specified building(s) where the fire watch is to begin. The roster of Building Marshals and Fire Watch personnel are maintained in the university Emergency Operations Plan. The Dispatch Center will notify the Fire Watch personnel to begin using the designated fire watch log.
4. When the fire watch is completed the designated OPC personnel will notify the Dispatch Center. The Dispatch Center will contact the fire watch personnel and advise the fire watch has been terminated and to forward the completed fire watch logs to the university Risk Manager.

EMERGENCY INSTRUCTIONS FOR FLOOR AND BUILDING MARSHALS

For further information contact Bill Kupfer, ext. 8847

BUILDING MARSHAL INSTRUCTIONS

- Put on identifying clothing (i.e., helmet, vest).
- Do not use elevators.
- Wait at the front entrance to the building to receive floor marshal reports (only if safe).
- Floor marshal reports and alarm station information dial 911 and give building report.
- At front entrance to the building, find emergency responders; report status on building, injured persons, and evacuation help needed.
- If no emergency responders at meeting location, dial 911 again and give building report.
- Assign floor marshals as building security to keep people out of building if necessary.

FLOOR MARSHAL INSTRUCTIONS

- Put on identifying clothing (i.e. helmet, vest).
- Assess problems in your area. Look for damage, injured persons, persons requiring evacuation help, etc.
- Instruct occupants to evacuate; check restrooms.
- Assign people to assist handicapped evacuation.
- If handicapped person is not ambulatory, assign someone to stay with them while help is obtained.
- Do not use elevators.
- Close doors to rooms and stairwells when leaving.
- At front entrance to building, find building marshal, report, and await further instructions. Building Marshals will report to 911.

EMERGENCY SIGNALS

- **Fire alarms are located in most rooms.**
- **The alarms have an audible buzzer and a flashing strobe.**

**For an emergency contact
the Police Department by dialing 911**

Hazardous Materials Incidents Prevention and Preparedness Emergency Response

1. Introduction

It is the intention of CSUCI to implement prevention and preparedness measures for hazardous materials incidents, and to respond quickly and appropriately should an emergency arise. The University attempts to anticipate and prevent problems based on hazards, risks and vulnerabilities. In the event of a hazardous materials incident the University will respond by minimizing the impact of a release, performing proper clean up and appropriately disposing of the spill residuals.

This document defines the general procedures to be implemented in order to prepare for, prevent, and respond to hazardous materials incidents.

2. Definitions

Hazardous Materials Incident – The release of any chemical gas, liquid or solid to the environment or to an area where there would be potential impact to CSUCI personnel and or property. This does not include insignificant amounts of chemicals spilled during normal use.

Environmental Health and Safety/Risk Management (EH&S/Risk) – The Campus office responsible for ensuring compliance with environmental and safety regulations.

Emergency Coordinator – The individual who will be authorized to carry out the plan and commit the necessary resources. The Incident Commander within the campus Emergency Operations Center will be the emergency coordinator in the event of a large scale hazardous materials incident. Smaller scale incidents that do not require activation of the campus EOC will be coordinated by the Director of Environment, Safety and Risk Management.

3. Authority/References

CFR Title 40 Part 265.30, subpart C (Preparedness and Prevention) and Part 265.50, subpart D (Contingency Plan and Emergency Procedures)

CFR Title 29 Part 1919.120 (Training)

Hazardous Materials Business Plan, CA Health and Safety Code Chapter 6.95

4. Campus Resources

The Campus has internal resources for responding to hazardous materials incidents. These resources are briefly described below. In addition, further information on internal resources and procedures can be found in the University Emergency Plan. Information in that document of particular interest in the context of hazardous materials includes the emergency response organization and procedures for the Emergency Operations Center (EOC).

Department of Public Safety

Public Safety is responsible for law enforcement, traffic control and overall emergency management. The department operates a 24 hour/day, seven-day/week 911-enabled dispatch center with Police on duty 24 hours/day. The department will secure a location, oversee evacuations and direct the EOC in the event of a serious hazardous materials incident. Both State Police Officers and Parking Officers are available for emergency services. Most Police Officers are trained as Emergency Medical Technicians.

Environmental Health and Safety/Risk Management (EH&S/Risk)

This office is responsible for the assessment, containment, clean up and disposal of waste due to a hazardous materials incident.

Student Health Center

A health care facility operates on a part time basis on Campus. The Center has personnel on site and can provide immediate care capability, however, surgery and serious hazardous materials exposures will require transport to a local hospital.

Operations, Planning and Construction (OPC)

OPC is responsible for the operation, maintenance and construction of Campus facilities. Personnel will be available for utility shut off, provision of access, logistical support and a variety of construction related functions as needed.

Emergency Operations Center (EOC)

The EOC coordinates emergency response under the Incident Command System. A full description of capabilities and procedures is available in the Campus Emergency Plan.

5. Prevention and Preparedness Procedures

Facilities must be maintained and operated in a manner that minimizes the possibility of fire, explosion, or release of hazardous substances that could threaten human health or the environment.

Waste accumulation area

Hazardous waste will be transported off site at maximum intervals of ninety days. The primary hazardous waste accumulation area for the Campus is equipped as specified below.

- Fire suppression; sprinklers, extinguishers
- Inherently safe electrical systems
- Adequate ventilation of enclosed spaces
- Spill control materials (limited)
- An adequate fire fighting water supply will be provided near the location
- Secondary containment will be provided to prevent release of materials from leaking containers
- Waste will be secured in such a way as to prevent public access

Access

Emergency access will be maintained to all areas, campus-wide, where hazardous materials are used.

Prior Arrangements

Prior arrangement will be made with fire, medical and private sector responders for chemical emergency response. Prior arrangements will also be made with the University Relations function in the event that an incident attracts media attention.

Hazardous Materials Inventory and Map

A Campus-wide hazardous materials inventory will be performed and updated periodically. The inventory will include site maps showing the locations of hazardous materials.

Training

University Employees who use hazardous materials will be trained in hazardous materials handling and emergencies at a level appropriate for their use.

6. Emergency Response Procedures

6a. Notifications and reporting

Any CSUCI employee observing a spill incident must contact Public Safety and report the spill by dialing 911. Public Safety will secure the following information:

- Nature of spilled material
- Location of incident
- Time of incident
- Estimated quantity spilled
- Name of caller and callback number

The dispatcher is responsible for contacting the Director of EH&S/Risk. Once notified the Director EH&S/Risk has the responsibility for initial spill evaluation and containment. If it is determined that the spilled material could be released to the environment through air, water soil, storm or sanitary sewer the Director of EH&S/Risk will notify the Director of Public Safety. The Director of EH&S/Risk will also have the responsibility of determining if the type or quantity of release is sufficient to mandate reporting to government agencies. If such a reportable quantity is released the Director EH&S/Risk will inform the Director of Public Safety. Appendix A contains more detailed information on reporting requirements. Either the Director of EH&S/Risk or the Director of Public Safety will make agency notifications.

The following agencies will be contacted, when appropriate, and provided an immediate verbal report:

VENTURA COUNTY FIRE DEPARTMENT (VCFD) :	911
VENTURA COUNTY ENVIRONMENTAL HEALTH:	Business Hours: (805) 660-5474
	After Hours: 911
STATE OFFICE OF EMERGENCY SERVICES (OES) :	(800) 852-7550 or
	(916) 427-4341
NATIONAL RESPONSE CENTER	
if off-site health threat or surface water contamination)	(800) 424-8802

6b. Mitigation and Abatement

- The Director EH&S Risk will make a determination, by inspection or report, if the event is particularly hazardous to life or the environment. If the event is deemed serious the Director of EH&S/Risk will ask Public Safety to call appropriate external resources and provide other direct support as necessary.
- External resources for chemical emergency clean up are listed below.

Stericycle Inc.
2775 East 26th Street
Vernon CA 90023 **(323) 362-3000**

- ENVIRONMENTAL HEALTH AND SAFETY/RISK MANAGEMENT

7. Security

The Department of Public Safety will isolate the affected area, provide security, prevent public access, perform evacuations, control traffic and perform any other functions as required for site security.

8. Medical Procedures

The University has several medical resources. First Aid and immediate care will be provided by Public Safety and/or the Student Health Center. Further care will be provided at local hospitals (listed below). If an injury is caused or related to a hazardous material a data sheet (MSDS) for the material should be attached to the patient before they are transported.

U S Healthworks (805) 983-2234
(for non- emergency employee outpatient services)
1851 Lombard St., Suite 100
Oxnard CA 93030

Saint Johns Pleasant Valley Hospital (805) 389-5810
2309 Antonio Ave.
Camarillo CA 93012

Saint Johns Regional Medical Center (805) 988-2663
1600 North Rose Ave.
Oxnard CA 93030

9. Training

In general, chemical emergency preparedness training is provided at a level that is appropriate for an employee to perform their tasks as required under this plan. Training related to chemical emergency response is provided in several ways. All employees attend an Injury and Illness Prevention training which covers the following: hazardous materials safety, what to do in an emergency, emergency equipment and supplies, and evacuation. The Campus community is further educated by "Emergency Procedures" postings throughout the Campus.

Employees with responsibilities that involve hazardous materials receive additional training, i.e. they receive Hazard Communication training that includes a component on first-responder awareness. Laboratory personnel receive Chemical Hygiene training covering: chemical safety, emergency response, hazardous waste, personal protective equipment, etc. Employees who generate hazardous waste receive training covering all aspects of hazardous waste management including emergency response and first-responder awareness. Hazardous waste training is customized by job category; we offer different types of hazardous waste training to ensure appropriate and relevant information is provided to employees.

Training is also provided in support of the University "Emergency Plan" and the related Emergency Operations Center. This training covers a variety of emergency situations, including those involving hazardous materials.

APPENDIX A EMERGENCY NOTIFICATIONS

Note: The quantity, dispersal and specific material spilled will determine required notifications.

SARA Title III Notifications 40CFR355.40(b)

In case of a spill of any amount of an extremely hazardous substance (40CFR355 appendices) or a Reportable Quantity (RQ) of a hazardous substance under CERCLA (RQ list of hazardous substances in 40CFR302.4) immediately telephone:

- Local Emergency Planning Committee, Region I., (562)795-2902
- CA. Emergency Planning and Response Commission (916) 845-8741 or
(CEPRC is in the State Office of Emergency Services (800) 852-7550)

Written follow up required, elements specified in 40CFR355.40

Also inform local administering agency,

- Ventura County Environmental Health (805) 654-2813 or 911 after hours
- and the local Emergency Response Agency,
- Ventura County Fire Department -911

CERCLA (Dec. 1980) 40CFR302 and section 103 (a&b) Notifications

If it is a release to the environment (i.e. not entirely contained within the building, 50FR13462) of a CERCLA RQ, in less than 24 hrs, then also inform the:

- National Response Center (800) 424-8802.

Follow up the telephone notification with written notification.

Contingency Plan, 40CFR265 subpart D, Notifications

Must assess any chemical spill, specifically identify:

- the characteristics of the spilled material
- the exact source
- the amount
- the aerial extent
- if it may effect human health and the environment outside the facility

If the results of this assessment indicate that a release might threaten human health or the environment outside the facility we must:

- if evacuation of adjacent areas is advisable then must immediately notify;
 - LEPC (same as above)
 - CEPRC (same as above)
 - Ventura County Fire Department (same as above)
 - Ventura County Environmental Health
 - NRC (same as above) with the following information;
 - name and telephone of caller
 - name and address of the facility
 - time and type of incident
 - name and quantity of materials
 - injuries
 - possible hazards to human health and the environment outside the facility

Before resuming normal activities, the emergency coordinator must inform EPA regional administrator (DTSC region 3, (818) 551-2800) and the other State and local authorities that the facility is ready to resume operations according to 40CFR265.56 (h)

Follow up written report to EPA regional administrator within two weeks with information specified in 40 CFR265.56(j).

RCRA Notifications

If the release could threaten human health and the environment outside the facility, notify NRC (same as above)

- A written report is due to the EPA regional office within 15 days.

Other possible notifications depending on the type of release:

Regional Water Quality Control Board, if the spill originates from a tank or may impact State waters (213) 266-7651

Cal-OSHA for serious injury or harmful exposures to workers: (805) 654-4581

California Highway Patrol, (911) if the spill occurs on the highway.

**APPENDIX B
CSU MUTUAL AID CONTACTS
Southern Group**

Bakersfield
(661) 664-3194 or 364-3416

Dominguez Hills
(310) 243-3639 or 516-4259

Fullerton
(714) 278-3572 or 278-1110 or 278-2900

Long Beach
(562) 985-8533 or 985-4101

Los Angeles
(323) 343-3727 or 343-3737

Northridge
(818) 667-2201 or 677-5973

Pomona
(909) 869-4909 or 869-6981

San Bernardino
(909) 537-7022 or 537-7359

San Diego
(619) 594-6657 or 594-1980

San Luis Obispo
(805) 756-2171 or 756-2091

San Marcos
(760) 750-3208 or 750-4503



First Aid Guide

First aid is everyone's responsibility.

To be prepared to react confidently and without wasting time in either a life-threatening situation or a minor accident, we suggest you study this guide before an emergency occurs. It has been carefully prepared to offer you basic emergency information, with topics listed below for quick and easy reference.

It is vital that you keep emergency telephone numbers on-hand so that they are available for immediate use. It is also important that you keep your medical supplies in a safe and convenient place where you can find them when needed.

Remember, it is important to remain calm and use common sense in any emergency situation.

For Medical Emergencies, Seek Professional Help

**For Additional Information Contact:
Your Local Area Office of the American National Red Cross**

FIRST AID TOPICS:

Assessing the Situation

MINOR FIRST AID SITUATIONS

Burns & Scalds
Cuts & Scrapes
Splinters
Stings

WEATHER-RELATED SITUATIONS

Cold Exposure
Frostbite
Heat Exhaustion
Sunburn
Sunstroke

EMERGENCY / TRAUMA SITUATIONS

Bleeding
Breathing Problems
Broken Bones
Chemical Burns
Choking, Airway Obstruction
Penetrating Objects
Poisoning
Severed Body Parts (Avulsion)
Shock
Sprains
Transporting an Injured Person
Unconsciousness
Wounds (Severe)



ASSESSING THE SITUATION

What to Treat First

1. **Don't panic.** You will be able to assess the situation more effectively. Remember, psychological support is also important.
2. **Remember the ABCs of Life Support:**
 - Airways open** – Open and maintain victim's airway.
 - Breathing restored** – If victim is not breathing, begin rescue breathing techniques immediately.
 - Circulation maintained** – If no pulse is present, get assistance from a person certified in cardiopulmonary resuscitation (CPR) techniques.REMEMBER, to be able to perform CPR effectively, it is essential to be properly trained.
3. **Check for bleeding.** Apply direct pressure and elevate injured limb.
4. **Look for signs of shock and broken bones (fractures).**
5. **Check for emergency medical identification on the victim.**
6. **Get professional medical help quickly.** Know emergency numbers, such as 0 or 911. Telephone appropriate authorities (rescue squad, ambulance, police, poison control center or fire department) and describe the problem. Be sure to give your name, location and the number of persons involved.
7. **Loosen any clothing** that may restrict victim's breathing or interfere with circulation.
8. Never give an unconscious person anything by mouth.
9. **DO NOT move injured persons** unless situation is life-threatening. Keep victim still, quiet and warm (except heat exhaustion and sunstroke). Victims with broken bones (fractures) should not be moved until a splint has been properly applied.

MINOR FIRST AID SITUATIONS



BURNS & SCALDS

CAUTION

DO NOT clean burns or break blisters. DO NOT remove any clothing that sticks to burn. DO NOT apply grease, ointment or medication to a severe burn. DO NOT use cotton or material with loose fibers to cover burns.

TREATMENT

First degree burns – redness or discoloration of skin surface; mild swelling and pain.

1. Apply cool, wet cloths or immerse in water. DO NOT use ice.
2. Blot gently; apply a dry, sterile pad if necessary.
3. Usually medical treatment is not necessary; however, if severe exist, call for professional medical help. Be alert for signs of shock.

Second degree burns – deep burn with red or mottled appearance; blisters; considerable pain and swelling; skin surface appears wet. See treatment for first degree burns. If arms and legs are affected, elevate above heart level. Burns may be deep and potentially serious, requiring medical treatment depending on extent and location. Be alert for signs of shock and infection.

Third degree burns – deep tissue destruction with a white or charred appearance; no pain. Call for professional medical help immediately. Be alert for signs of shock.



CUTS & SCRAPES

BEFORE INITIATING ANY FIRST AID TO CONTROL BLEEDING, BE SURE TO WEAR HEALTH CARE GLOVES TO AVOID CONTACT OF THE VICTIM'S BLOOD WITH YOUR SKIN.

1. **CLEAN...** wound and surrounding area gently with mild soap and rinse. Blot dry with sterile pad or clean dressing.
2. **TREAT...** to protect against contamination.
3. **PROTECT...** and cover to absorb fluids and prevent further contamination. (Handle only the edges of sterile pads or dressings.) Secure with first aid tape to help keep out dirt and germs.



SPLINTERS

Slender Pieces of Wood, Bone, Glass or Metal Objects that Lodge In or Under Skin

SYMPTOMS

May Include: Pain, redness, swelling

TREATMENT

1. First wash your hands thoroughly, then gently wash affected area with mild soap and water.
2. Sterilize needle or tweezers by boiling for 10 minutes; wipe with a sterile pad before use.
3. Loosen skin around splinter with needle; use tweezers to remove splinter. If splinter breaks or is deeply lodged, consult professional medical help.
4. Cover with adhesive bandage or sterile pad, if necessary.



STINGS

CAUTION

In highly sensitive persons, do not wait for symptoms to appear. Get professional medical help immediately. If breathing difficulties occur, start rescue breathing techniques; if pulse is absent, begin CPR.

SIGNS

Signs of allergic reaction may include: Nausea; severe swelling; breathing difficulties; bluish face, lips and fingernails; shock or unconsciousness.

TREATMENT

1. For mild or moderate symptoms, wash with soap and cold water. Remove stinger or venom sac with tweezers or by gently scraping with fingernail (DO NOT squeeze).
2. For multiple stings, soak affected area in cool bath. Add one tablespoon of baking soda per quart of water.

EMERGENCY / TRAUMA SITUATIONS



BLEEDING

BEFORE INITIATING ANY FIRST AID TO CONTROL BLEEDING, BE SURE TO WEAR HEALTH CARE GLOVES TO AVOID CONTACT OF THE VICTIM'S BLOOD WITH YOUR SKIN.

TREATMENT

1. **Act quickly.** Have victim lie down. Elevate injured limb higher than heart unless you suspect a broken bone.
2. **Control bleeding by applying direct pressure on the wound** with a sterile pad or clean cloth.
3. **If bleeding is controlled by direct pressure**, bandage firmly to protect wound. Check pulse to be sure bandage is not too tight.
4. **If bleeding is not controlled by use of direct pressure**, apply a tourniquet only as a last resort.
5. Call for professional medical help immediately.
6. **If you are bleeding and have no one to help you**, call for professional medical help.
Lie down, so your body weight applies pressure to the bleeding site.



BREATHING PROBLEMS

ESTABLISH NON-RESPONSIVENESS AND ACTIVATE EMERGENCY MEDICAL SERVICES (EMS) OR CALL FOR HELP.

SYMPTOMS

May include: Shortness of breath, dizziness, chest pain, rapid pulse, bluish-purple skin color, dilated pupils, unconsciousness.

TREATMENT

For victim who has stopped breathing:

1. Lay victim flat on back. Tilt the head back with one hand to open airway, while placing two fingers of the other hand under the chin.
2. Clear airway, using your fingers in a hooked fashion to remove any solid or liquid obstructions.
3. Look, listen, and feel for respiratory movement for 5 seconds. If breathing is absent, pinch victim's nostrils closed, take a deep breath, completely cover victim's mouth, and give two slow, full breaths.
4. Check for carotid pulse in neck and for signs of breathing.
5. If pulse is present:
 - For adults** – continue rescue breathing at a rate of one strong every five seconds. Re-check for pulse and breathing every twelve breaths.
 - For infants and small children** – breathe shallow breaths at a rate of one every three seconds or 20 per minute.
6. If pulse is not present, begin Cardiopulmonary Resuscitation (CPR).
 - For adults...** Exert enough pressure to depress the breastplate 1 1/2 to 2 inches. Continue compressions at a rate of "one and two and..." Every fifteen compressions should be followed with a pause by two rescue breaths.

For children... Use the heel of only one hand to depress the breastplate 1 to 1 1/2 inches. Continue compressions at a rate of 100 per minute "one, two, three..." Every five compressions should be followed without a pause by one rescue breath.

For infants... Use only fingertips. Apply moderate pressure to depress breastplate 1/2 to 3/4 inches. Continue compressions at a rate of at least 100 per minute. Every five compressions (3 seconds) should be followed without a pause by one rescue breath.



BROKEN BONE (FRACTURE)

Break or Crack in a Bone

SYMPTOMS

May include: The victim hearing or feeling the bone break; area tender to touch with pain in one spot; swelling noted around suspected fracture; limb in an unnatural position; painful movement; abnormal motion; loss of function; grating sensation; discoloration of affected area.

TREATMENT

1. Keep victim warm and still, treat for shock if necessary. **DO NOT move victim until a splint has been applied** unless there is danger of a life-threatening emergency.
2. **If bone is suspected to be broken but does not pierce the skin** (closed fracture), splint the limb before the victim is moved, immobilizing the joint above and below the suspected fracture site.
3. **If broken bone pierces the skin** (open or compound fracture), apply pressure to appropriate pressure point to control bleeding. DO NOT try to straighten limb, return it to a natural position, or replace bone fragments. DO NOT touch or clean the wound. Secure a sterile pad or clean cloth firmly in place over the wound and tie with strong bandages or cloth strips.
4. If victim **must** be moved, apply a splint to prevent further damage. Use anything that will keep the broken bones from moving, including broomsticks, boards or rolled magazines. Pad splints with cotton, clothes or clean cloths tied firmly (but not tightly) in place. If victim complains of numbness, loosen splint.
5. Get professional medical help immediately.



CHEMICAL BURNS

TREATMENT

1. Remove contaminated clothing.
2. Flush burned area with cool water for at least 5 minutes.
3. Treat as you would any major or minor burn.
4. If eye has been burned:
 - A. Immediately flood face, inside of eyelid and eye with cool running water for at least 15 minutes. Turn head so water does not drain into uninjured eye. Lift eyelid away from eye so the inside of lid can also be washed.
 - B. If eye has been burned by a dry chemical, lift any loose particles off the eye with the corner of a sterile pad or clean cloth.
 - C. Cover both eyes with dry sterile pads, clean cloths, or eye pads; bandage in place.
5. Consult professional medical help.



CHOKING, AIRWAY OBSTRUCTION

Partial Obstruction with Good Air Exchange

SYMPTOMS

May include: Forceful cough with wheezing sounds between coughs.

TREATMENT

Encourage victim to cough as long as good air exchange continues. DO NOT interfere with attempts to expel object.

Partial or Complete Airway Obstruction in Conscious Victim with Poor Air Exchange

SYMPTOMS

May include: Weak cough; high-pitched crowing noises during inhalation; inability to breathe, cough or speak; gesture of clutching neck between thumb and index finger; exaggerated breathing efforts; dusky or bluish skin color.

TREATMENT

For Adult Victim

If victim is standing or sitting:

1. Stand slightly behind victim.
2. Place your arms around victim's waist; place your fist, thumb side in, against victim's abdomen, slightly above the navel and below the rib margins.
3. Grasp fist with your other hand and exert a quick upward thrust. Repeat (five times in a rapid succession) if necessary (Heimlich Maneuver or manual thrust.)

Complete Airway Obstruction in Unconscious Victim

1. Activate EMS system first. Follow breathing problems section



PENETRATING OBJECTS

Such as Sticks or Pieces of Metal Protruding from Body

SYMPTOMS

May include: Profuse bleeding; swelling and redness of injured tissue.

CAUTION

DO NOT remove penetrating object.

TREATMENT

1. Get professional medical help immediately.
- 2A. If victim is fixed to object (impaled), cut it off at a safe distance from skin. Immobilize object with

thick dressings made from sterile pads or clean cloths secured in place with first aid tape, a belt or a bandage.

- B. If object is protruding from victim, DO NOT move it. Immobilize object with thick dressings made from sterile pads or clean cloths secured in place with first aid tape, a belt or a bandage. Do not apply bandage so tightly that breathing is restricted.
3. If object penetrates chest and victim complains of discomfort or pressure, quickly loosen bandage on one side and reseal. Watch carefully for recurrence. Repeat procedure if necessary.
4. If breathing problems develop, begin rescue breathing techniques immediately.
5. Treat for shock.



POISONING

CALL 911, YOUR LOCAL FIRST AID SQUAD, OR POISON CONTROL CENTER IMMEDIATELY, BEFORE ADMINISTERING FIRST AID.

TREATMENT

1. DO NOT give any other first aid if victim is unconscious or is having convulsions. Begin rescue breathing techniques or CPR if necessary. If victim is convulsing, protect from further injury; loosen tight clothing if possible.
2. If professional medical help cannot be reached immediately:
 - A. DO NOT induce vomiting if poison is unknown, a corrosive substance (i.e., acid, cleaning fluid, lye, drain cleaner), or a petroleum product (i.e., gasoline, turpentine, paint thinner, lighter fluid). DO NOT use activated charcoal.
 - B. Induce vomiting if poison is known and is not a corrosive substance or petroleum product. To induce vomiting: Give adult one ounce of syrup of ipecac (1/2 ounce for child) followed by four or five glasses of water. If victim has vomited, follow with one ounce of powdered, activated charcoal in water, if available.
3. Take poison container (or vomitus if poison is unknown) with victim to the hospital.



SEVERED BODY PARTS (AVULSION)

Tissue is Partially or Completely Cut or Torn from Body

CAUTION

Wrap the detached part of the body in something clean, and send it to the hospital with the victim so that it may be reattached if possible. Ice may be used to keep the detached part cool; however, prevent it from direct contact with ice and/or from freezing.

TREATMENT

1. Stop the bleeding immediately.
2. Treat for shock if necessary. If breathing problems are present, begin rescue breathing techniques.
3. If wound is not deep or is not bleeding severely, gently cleanse with mild soap and warm water. Cover with a sterile dressing or clean cloth and bandage.
4. Get professional medical help immediately.



SHOCK

Disturbance in the Circulation of the Blood That Can Upset All Body Functions

CAUTION

Shock is a dangerous condition and can be fatal. Expect some degree of shock in any emergency. DO NOT give anything by mouth.

SYMPTOMS

May include: Unusual weakness or faintness; cold, pale, clammy skin; rapid, weak pulse; shallow, irregular breathing; chills; nausea; unconsciousness.

TREATMENT

1. Treat known cause of shock as quickly as possible (i.e., breathing difficulties, bleeding, severe pain).
2. Maintain an open airway. If victim vomits, gently turn head to side.
3. Keep victim warm and lying flat. (In cases of head or chest injuries, with no chance of broken neck or back, elevate head and shoulders 10 inches higher than feet if possible.)
4. Get professional medical help immediately.
5. DO NOT give anything by mouth.



SPRAINS

Injury to Soft Tissue Surrounding Joint Due to Wrenching or Laceration of Ligaments, Muscles, Tendons or Blood Vessels

SYMPTOMS

May include: Painful movement, swelling, discoloration and tenderness around injured joint.

CAUTION

Victim may have a broken bone (fracture) and should be examined by a medical professional.

TREATMENT

1. If ankle or knee is affected, do not allow victim to walk. Loosen or remove shoe; elevate leg.
2. Protect skin with thin towel or cloth. Then apply cold, wet compresses or cold packs to affected area. Never pack joint in ice or immerse in icy water.
3. Consult professional medical assistance for further treatment if necessary.



TRANSPORTING AN INJURED PERSON

If injury involves neck or back, DO NOT move victim unless absolutely necessary. Call for professional medical help.

If victim must be pulled to safety, move body lengthwise, not sideways. If possible, slide a coat or blanket under the victim:

- A. Carefully turn victim toward you and slip a half-rolled blanket under back.

- B. Turn victim on side over blanket, unroll, and return victim onto back.
- C. Drag victim head first, keeping back as straight as possible.

If victim must be lifted:

- A. Support each part of the body. Position a person at victim's head to provide additional stability. Use a board, shutter, table top or other firm surface to keep body as level as possible.



UNCONSCIOUSNESS

Victim Is Not Mentally Aware; Does Not Respond to Sensory Stimuli, Such as Sound or Light

TREATMENT

1. Call for professional medical help.
2. DO NOT move victim or give anything by mouth.
3. Keep victim warm; loosen any tight clothing.
4. Maintain an open airway. If breathing difficulties develop, begin rescue breathing techniques immediately.
5. Check for emergency medical identification tag to help determine cause of unconsciousness.



WOUNDS (SEVERE)

Breaks in Skin or Mucus Membrane (Open) or Injuries to Underlying Tissue Breaks in Skin (Closed)

CAUTION

Some wounds, such as small cuts or minor scrapes, require only simple first aid measures; others, however, require immediate first aid followed by professional medical treatment.

Before treating any serious incision, abrasion or laceration with extensive bleeding, act quickly to control bleeding. Get professional medical help immediately.

Any wound can become contaminated and infected.

WEATHER-RELATED SITUATIONS



COLD EXPOSURE

TREATMENT

1. Move victim into warm room as soon as possible.
2. Be alert for breathing difficulties; start rescue breathing techniques if necessary.
3. Remove wet or frozen clothing. Immediately rewarm victim by wrapping in blankets or placing in tub of warm, not hot, water. Dry victim thoroughly after bath.

4. Give victim hot liquids to drink, only if conscious (not alcohol).
5. Follow treatment for frostbite.
6. Consult professional medical help if indicated.



FROSTBITE

CAUTION

DO NOT break blisters, rub affected area, or apply heat lamps or hot water bottles. DO NOT attempt rapid thawing if refreezing is a possibility.

TREATMENT

1. Warm affected areas as quickly as possible by covering with clothing and blankets or immersing frozen part in warm, not hot, water. If frostbitten area has been thawed and refrozen, then warm at room temperature.
2. Discontinue warming techniques as soon as affected area becomes flushed. Expect swelling and pain after thawing. Victim may require an analgesic.
3. Gently exercise affected area after it has been rewarmed.
4. DO NOT apply dressings or clothing unless transportation is required for medical help. If fingers or toes are affected, separate with sterile pads or clean cloths.
5. Elevate frostbitten areas, but not higher than heart.
6. Get professional medical help.



HEAT EXHAUSTION (Heat Prostration)

SYMPTOMS

May include: Fatigue; irritability; headache; faintness; weak, rapid pulse; shallow breathing; cold, clammy skin; profuse perspiration.

TREATMENT

1. Instruct victim to lie down in a cool, shaded area or an air-conditioned room. Elevate feet.
2. Massage legs toward heart.
3. Only if victim is conscious, give cool water or electrolyte solution every 15 minutes until victim recovers.
4. Use caution when letting victim first sit up, even after feeling recovered.



SUNBURN

TREATMENT

1. Treat for first or second degree burns.
2. Treat for shock if necessary.
3. Cool victim as rapidly as possible by applying cool, damp cloths or immersing in cool, not cold, water.

4. Give victim fluids to drink.
5. Get professional medical help immediately for severe cases.



SUNSTROKE *(Heat Stroke)*

SYMPTOMS

May include: Extremely high body temperature (106°F or higher); hot, red, dry skin; absence of sweating; rapid pulse; convulsions; unconsciousness.

CAUTION

Sunstroke is a life-threatening emergency.

TREATMENT

1. Get professional medical help immediately.
2. Lower body temperature quickly by placing victim in partially filled tub of cool, not cold, water (avoid over-cooling). Briskly sponge victim's body until temperature is reduced; then towel dry. If tub is not available, wrap victim in cold, wet sheets in well-ventilated room or use fans and air conditioners until body temperature is reduced.
3. DO NOT give stimulating beverages, such as coffee, tea, or soda.

Section 5

Zero Dollar Agreement

EOC phone and FAX numbers

CSU PD contact list

Vendor	PO/Agreement #	Commodity	Contact	After hours phone#	Vendor Phone Number	Vendor Fax Number	Signed on file
Batteries Plus	2642	All types of batteries	Jeff Genzel	Jeff 805-390-7787 or Steve 805-794-7633 or 805-443-6011	805-383-7100	805-484-0840	Yes
California Electric Supply	2645	Electrical supplies	Dave Echols		805-642-2181	805-642-8629	Yes
Ferguson Enterprises	2656	Plumbing, sewer & water pipes/supplies	Mike Nichols		805-644-8871	805-642-6113	Yes
Hertz Equipment Rental Corp	2641	Everything from heavy equip. to little stuff	Mark Lamberton		805-658-9100	805-658-0592	Yes
Mac Valley Oil Co.	2639	Diesel fuel for generators	Jim McCaslin		805-485-6900	805-988-0685	Bill Allen ? -use them or another vendor
Oilfield Electric Co	2644	Repairs to campus electrical transmission	Alan Fletcher		805-648-3131	805-648-4806	Yes
Quinn Power Systems	2638	Generators, motors, heavy equipment etc.	John Spohn		805-278-8724	559-891-6701	Vendor couldn't address logistical issues due to their hierarchy and items being specific to each division
Ventura Rental Party Center	2640	Tents, chairs, tables, cots, misc. stuff	Heidi Whitcomb		805-644-4496	805-644-4574	Yes
		Ventura Rental Party Center was responsible					
		for supplying emergency crews at La Conchita					
		with tents, cots etc. during the recent slide.					
WW Grainger	2636	All types of items from respirators to tents to custodial supplies...just about anything you can think of they carry.	Robert Ramirez		818-341-2808	323-225-2216	Yes
Stock Building Supply	2952	Building materials	Butch Corrington		805-482-4621	805-388-5287	Yes
Arrowhead	2794	Bottled water	Mike Padmos		805-653-0253x303		Yes
JW Enterprises	2731	Portable toilets	Jim Cox		800-350-3331		Yes
Sodexo	Under UGC Corp	Food	Mike		x8917		Will contact after rush of new semester
Home Depot Supply	2736	Building materials note: this isn't your	Jeff 805-660-6739		800-431-3000	800-859-8889	Emailed agreement to Dominic 7/14
		local Home Depot store, this is their					9/7 follow up email: still in HDS legal
		commercial warehouse where they sell to					
		govt. agencies and deliver direct to us from					
		their Santa Fe Springs warehouse.					
Roadrunner Shuttle	2784	Vehicles for emergency evacuation	Charles Sandlin		805/389-8196	805/389-8198	Yes
Integrated Design Concepts	2979	All types of batteries, conditioners, etc	Rad Darling		619-203-6991	858-292-9909	Yes

EOC Phone Numbers
University Hall Training Room

Analog phone line: 805 482-9028
FAX number: 805 484-0963

Section 6

Campus Map

Vicinity Map

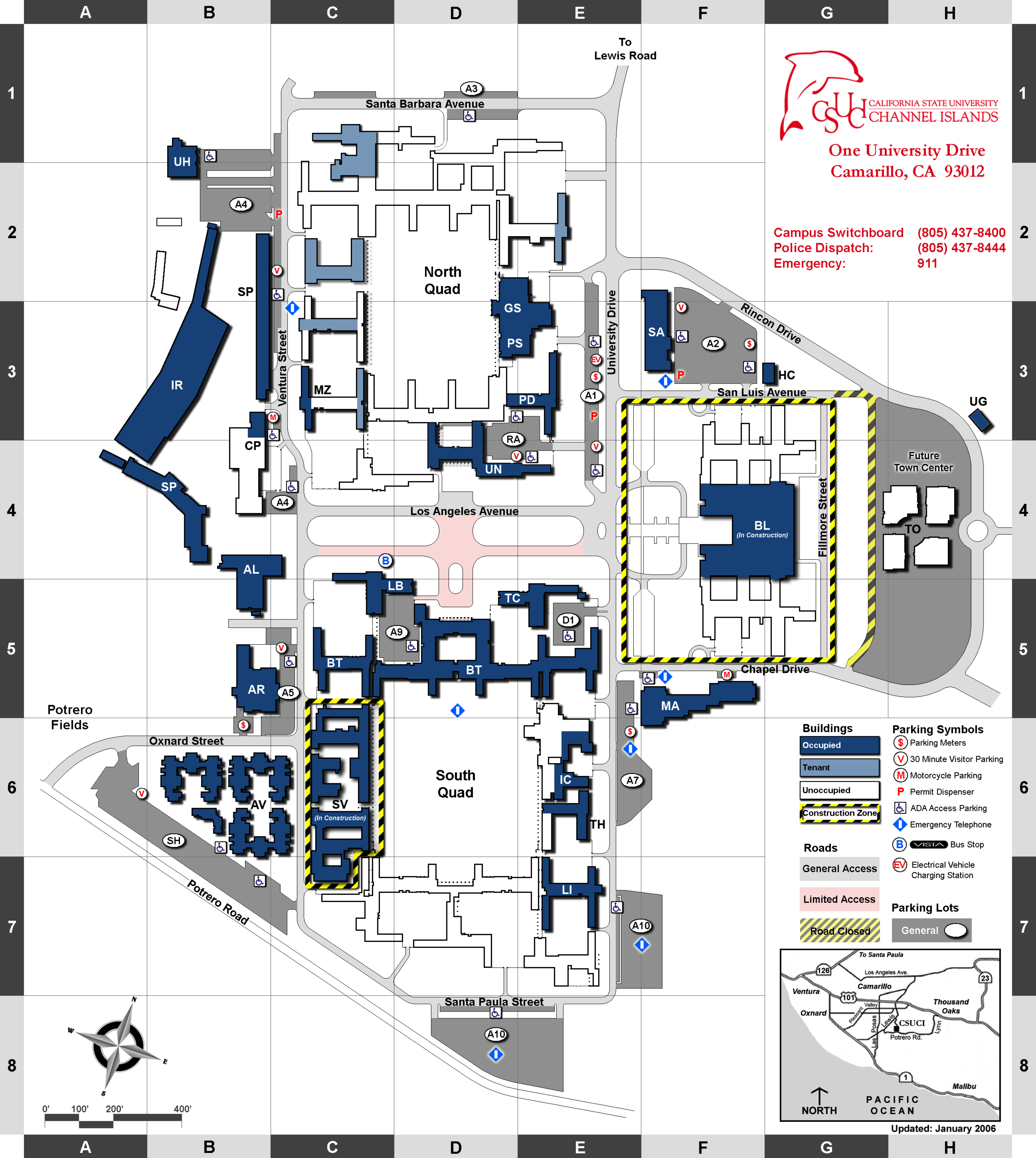
Core Map

Freeway map

OES Admin Regions

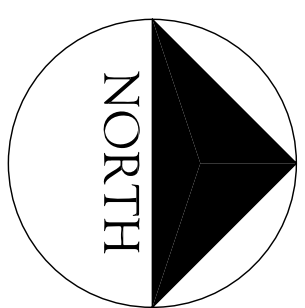
Southern Region

Region phone contacts list



Building	Address	Grid
AL	Aliso Hall	47 Ventura St. B4
AR	Arroyo Hall	57 Ventura St. B5
AV	Anacapa Village	73 Ventura St. B6
BL	Broome Library (in construction)	50 University Dr. F4
BT	Bell Tower	46 Los Angeles Ave. C5 - E5
CP	Chaparral Hall	35 Ventura St. B3
GS	Grand Salon	North Quad E3
HC	Health Center	21 San Luis Ave. G3
IC	Islands Cafe	71 University Dr. E6
IR	Ironwood Hall	Corporation Yard B3
LB	Library	54 Los Angeles Ave. C4
LI	Lindero Hall	81 University Dr. E7
MA	Malibu Hall	20, 22, 24 Chapel Dr. F5

Building	Address	Grid
MZ	Manzanita Hall	34 Ventura St. C3
PD	Public Safety/Parking Services	33 University Dr. E3
PS	Petit Salon	North Quad E3
SA	Sage Hall	26 University Dr. F3
SP	Shops	Corporation Yard B3
SV	Santa Cruz Village (in construction)	74 Ventura St. C6
TH	Topanga Hall	71 University Dr. E6
TC	Technology Center	38 Los Angeles Ave. E5
TO	Town Center	45 Rincon St. H4
UG	University Glen Sales	36 Rincon St. H3
UH	University Hub	9 Ventura St. B1
UN	University Hall	45 Los Angeles Ave. D4



SHEET
SITE-2
OF

PROJECT: CAMPUS SITE MAPS

SHEET TITLE: CAMPUS VICINITY MAP

SCALE: 1"=400'-0"

DATE:

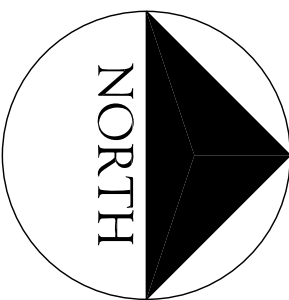
JOB #:

REVISIONS

Δ	DESCRIPTION	DATE	DRAWN

CSU CHANNEL ISLANDS
ONE UNIVERSITY DRIVE
CAMARILLO, CA 93012
(805) 437-8400
www.csuci.edu





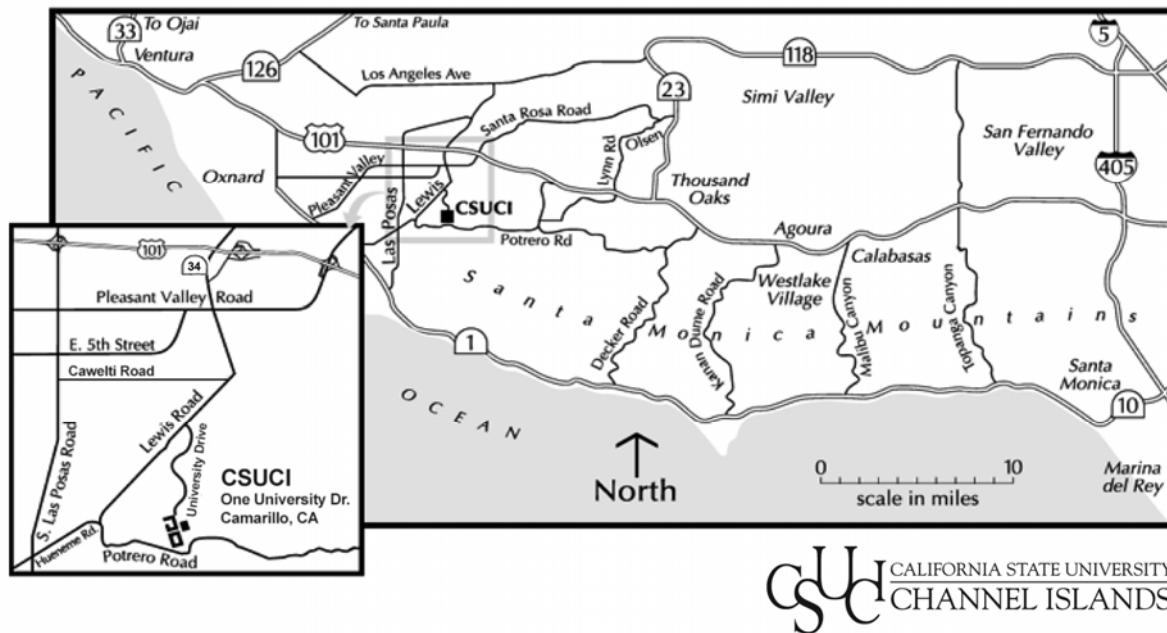
SHEET SITE-1 OF	PROJECT: CAMPUS SITE MAPS		
	SHEET TITLE: CAMPUS ACADEMIC CORE MAP		
SCALE: 1"=150'-0"	DATE:	JOB #:	

REVISIONS			
	DESCRIPTION	DATE	DRAWN

CSU CHANNEL ISLANDS
ONE UNIVERSITY DRIVE
CAMARILLO, CA 93012
(805) 437-8400
www.csuci.edu



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS



Directions to CSU Channel Islands:

Traveling North on the US 101 Ventura Freeway (to Camarillo):

- exit at the Lewis Road/State Route 34 off-ramp from US 101
- turn right onto Daily Drive
- turn right onto Lewis Road and continue until you see the CSU Channel Islands sign
- turn left at University Drive and continue for approximately 2 miles (upon entering the campus, park in the appropriate area)

Traveling South on US 101 Ventura Freeway (to Camarillo)

- exit at Las Posas Road from US 101
- turn right onto Las Posas Road and continue approximately 1 mile and go past the railroad tracks and Fifth Street, to Cawelti Road
- turn left onto Cawelti Road
- at the stop sign, turn right onto Lewis Road and continue until you see the CSU Channel Islands sign.
- turn left at University Drive and continue for approximately 2 miles (upon entering the campus, park in the appropriate area)

Traveling from the greater Los Angeles area you may also take the Pacific Coast Highway as follows:

- take the 10 Santa Monica West Freeway and continue until the freeway ends in Santa Monica
- take Pacific Coast Highway 1 North to Oxnard (stay to the left) upon the conclusion of the 10 Santa Monica West
- exit PCH 1 at the Las Posas Road/USN Point Mugu off-ramp, at the stop sign make a right onto Las Posas Road
- turn right onto Hueneme Road which will then turn into Lewis Road when you go over the bridge
- turn right at University Drive and continue for approximately 2 miles (upon entering the campus, park in the appropriate area)

One University Drive – Camarillo, CA 93012 – TEL (805) 437-8400 – www.csuci.edu

OES Administrative Regions





Southern Region

Region Contacts

COASTAL REGION (OAKLAND)

1300 Clay Street, Suite 400
Oakland, CA 94612
(510) 286-0895
(510) 286-0853 FAX

INLAND REGION NORTH

1740 Walnut Street
Red Bluff, CA 96080
(530) 529-0409
(530) 529-5079 FAX

INLAND REGION

3650 Schriever Avenue
Mather, CA 95655
(916) 845-8470
(916) 845-8474 FAX

INLAND REGION SOUTH

2550 Mariposa Mall, Room
181
Fresno, CA 93721
(559) 445-5672
(559) 445-5987 FAX

SOUTHERN REGION

(LOS ALAMITOS)
4671 Liberty Avenue
Los Alamitos, CA 90720
(562) 795-2900
(562) 795-2877 FAX
Greg Renick (562) 795-2941

OES HEADQUARTERS

3650 Schriever Avenue
Mather, CA 95655
(916) 845-8400
Eric Lamoureux
Sheryl Tankersley
Dale Chessey

CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI)

P.O. Box 8104
San Luis Obispo, CA 93403-8104
(805) 549-3535
(805) 544-7103 FAX

OES PLANNING/TECH. HAZARDS

3650 Schriever Avenue
Mather, CA 95655
(916) 845-8731
(916) 845-8734

OES HAZARDOUS MATERIAL

3650 Schriever Avenue
Mather, CA 95655
(916) 845-8743

DISASTER ASSISTANCE BRANCH

3650 Schriever Avenue
Mather, CA 95655
(916) 845-8280
(916) 845-8384 FAX

FIRESCOPE-RIVERSIDE

2524 Mulberry Street
Riverside, CA 92501
(951) 782-4174
(951) 782-4239 FAX

Section 7

EO 921

Emergency Preparedness News Vol. 26 No. 1 pgs 1-8; Vol. 26 No. 2 pgs 9-16; Vol. 26 No. 3 pgs 17-24; Vol. 26 No. 5 pgs 33-40.

OES Statewide Daily Report dated 4/2/2002 pgs. 1-3

OES Joint Information Center Activities Summary pgs. 1-5

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR

November 12, 2004

BAKERSFIELD

CHANNEL ISLANDS

CHICO

DOMINGUEZ HILLS

FRESNO

FULLERTON

HAYWARD

HUMBOLDT

LONG BEACH

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

POMONA

SACRAMENTO

SAN BERNARDINO

SAN DIEGO

SAN FRANCISCO

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed
Chancellor



SUBJECT: Executive Order No. 921
California State University Emergency Management Program

Attached is a copy of Executive Order No. 921 relating to CSU's Emergency Management Program. This executive order delegates to each president, or his/her designee, the implementation and maintenance of an emergency management system on each campus that will be activated when an event has the potential for reaching proportions beyond the capacity of routine operations.

In accordance with the policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

Should you have any questions, please contact Ms. Charlene M. Minnick, Sr. Director, Office of Risk Management at 562-951-4580.

CBR:mtl

Attachment

cc: Executive Vice Chancellor and Chief Academic Officer
Executive Vice Chancellor and Chief Financial Officer
Vice Chancellors
Vice Presidents for Administration
Vice Presidents for Academic Affairs
Risk Managers
Chiefs, Public Safety
Emergency Preparedness Coordinators
Environmental Health and Safety Directors
Chancellor's Office Divisional Heads

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4580

Executive Order: 921

Effective Date: November 12, 2004

Supersedes: Executive Order 696

Title: California State University Emergency Management Program

This executive order is issued under Chapter II of the Standing Orders of the Board of Trustees of the California State University and in concert with the California Emergency Service Act in Chapter 7, commencing with Section 8550 of Division 1 of Title 2 of the Government Code. The purpose of this executive order is to maintain an emergency management system on each campus that will be activated when a hazardous condition or natural disaster reaches or has the potential for reaching proportions beyond the capacity of routine operations.

This executive order supersedes and replaces Executive Order No. 696 to incorporate revisions to further define the responsibilities and needs of an effective campus emergency management program.

The president of each campus is delegated the responsibility for the implementation and maintenance of an emergency management system program on campus. The campus shall write each emergency plan in accordance with and as described in the California State Emergency Management System (SEMS) developed by the State Office of Emergency Services. The responsibility of the Office of Emergency Services in this matter is described in the Governor's Executive Order D-25-83, and Section 8607 of the Government Code.

Each president shall ensure the following management activities are accomplished in support of emergency management:

1. Designate or assign a primary and a secondary person with responsibility for campus-wide emergency management. Activities are to include but not be limited to development of a building marshal program for evacuation, development of action plans for campus-wide response to emergencies, and provision of training in skills used to respond in emergency situations.

9. Establish and equip a functional campus emergency operations center (EOC) consistent with SEMS guidelines. Attachment A is a list of minimum equipment and supplies needed in an EOC.
10. Develop an emergency management plan that is compliant with Standardized Emergency Management Systems (SEMS) and review/update it at a minimum every year.
 - A. Train campus community on SEMS compliant plan to include, at a minimum:
 1. Overview training of every employee within one year of employment.
 2. Specialized training for employees who will operate as building marshals and for those designated as members of the campus emergency management team. Training attendance records shall be kept for a minimum of seven years.
 - B. Conduct periodic testing of simulated emergency incidents, and emergency communications including the periodic testing of mutual aid and assistance agreements. Administrative review of the campus emergency plan shall be conducted annually by members of the emergency management organization. Testing shall be conducted utilizing one of the following formats and varying the type of event:
 1. Orientation/Seminar – Informal, no simulation, discussion of roles and responsibilities, introduction of policies, procedures, plans and responsibilities.
 2. Tabletop – Informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility.
 3. Drill – Single emergency response function, single agency involvement, often a field component.
 4. Functional – Policy and coordination personnel practice emergency response, stressful, realist simulation, takes place in real time, emphasizes emergency functions, EOC is activated
 5. Full scale – Takes place in real time, employees treat real people and use emergency equipment, coordinates many agencies, tests several emergency functions, EOC is activated, produces high stress.

As well, a program of campus evacuation drills should be conducted on a regular basis.

At the completion of each exercise or simulated emergency incident, full documentation of test results and lessons learned shall be reviewed with the campus emergency planning team and maintained by the emergency planner for a period of not less than five years.

- C. Develop a roster of campus resources and memoranda of understanding for materials and services that may be needed in an emergency situation including equipment, emergency power, communications, food and water, and update at least annually. The “updated as of date” should appear on each roster.
 - D. Ensure determination, acquisition and maintenance of facilities, equipment and related supplies required for emergency management activities.
 - E. Communicate the SEMS compliant plan to the campus community in a variety of methods on a continuous basis through public education, e.g. web posting of the campus emergency plan or other mechanisms for regular dissemination of hazard planning.
4. On an annual basis by December 1st, provide the systemwide Office of Risk Management and the systemwide Office of Human Resources at the Chancellor’s Office a roster of personnel as well as their designated back-up essential to the operation of the emergency management plan such as:
- President
 - Emergency Executive
 - EOC Director
 - Emergency Coordinator
 - Public Information Officer
- The roster shall include name, office and emergency telephone numbers. These lists will be kept confidential and used only in emergency situations.
5. Support the systemwide Emergency Preparedness Taskforce (SWEPT) assigned oversight responsibility for CSU systemwide emergency management. SWEPT is a multi-discipline committee charged with improving communication between police chiefs, emergency coordinators, risk managers and environmental health and occupational safety directors; propose and establish mechanisms/systems for coordinating a response to emergencies; study and propose solutions to systemwide issues such as emergency communications, mutual assistance protocols, and training.
6. Interact and coordinate comprehensive emergency management activities, on a regular basis, with appropriate city, county, operational area, state, federal government and private agencies to increase the readiness of the university. Attendance can be verified by meeting agendas and notes and shall be kept for a minimum of two years.
7. Business continuity planning is an integral part of a comprehensive emergency management model that encompasses mitigation, response and recovery.

As the scope of business continuity planning is beyond both the authority and capability of campus emergency planners, responsibility for campus-wide continuity planning should be assigned to senior management personnel. It is also recommended that each campus form a Business Continuity Planning Committee that should include senior management from each campus functional area.

- A. Develop a Business Continuity Plan for the campus and review at a minimum every year. The “reviewed as of date” shall appear on the plan after each annual review. Although each plan must be unique and designed for your campus, almost all plans contain common elements including the following:
1. Establish goals and objectives that reflect the needs of your campus and its operating units.
 2. Identify functions and assets that are critical to operation continuity and needed to support your campus’ mission. Evaluate critical needs and prioritize business requirements.
 3. Review existing plans and agreements to determine how they may be integrated into the campus-wide business continuity and disaster recovery plan. Assess how labor agreements impact these plans and identify processes for addressing conflicts in an emergency situation.
 4. Conduct a risk assessment of realistic worst-case scenarios to determine what can cause an upset in critical functions. Include a business impact analysis in your risk assessment.
 5. Determine budgetary limitations and requirements, which are key factors in determining the time frames in which you can likely restore your services.
 6. Write the plans and make them available to the campus community.
 7. Train personnel, test and audit plans to determine the effectiveness of your overall business continuity and incident recovery program, review and document test results and lessons learned. This review should occur annually, with testing occurring every two years at a minimum.


Charles B. Reed, Chancellor

EOC - Minimum Equipment and Supplies Guideline

- Furniture – desks/tables, chairs
- Computers and printers
- Copiers
- Communications Equipment
- EOC Forms and log books
- Emergency generator
- Flashlights/emergency lighting
- Uninterruptible Power Supply (UPS) for critical equipment
- TV, VCR, AM/FM radio
- Displays, maps and white boards
- Office supplies – pens, pencils, staplers, etc.
- First aid supplies (as developed by the American National Standards Institute and recommended by the American Red Cross)
- Food/water (minimum three-day supply for each member of EOC team)
- Rest area

Section 8

FEMA publication "Recovering from Disaster"

Are You Ready?

Recovering from Disaster

Health and Safety Guidelines

Recovering from a disaster is usually a gradual process. Safety is a primary issue, as are mental and physical well-being. If assistance is available, knowing how to access it makes the process faster and less stressful. This section offers some general advice on steps to take after disaster strikes in order to begin getting your home, your community, and your life back to normal.

Your first concern after a disaster is your family's health and safety. You need to consider possible safety issues and monitor family health and well-being.

Aiding the Injured

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation.
- Maintain body temperature with blankets. Be sure the victim does not become overheated.
- Never try to feed liquids to an unconscious person.

Health

- Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself. Get enough rest.
- Drink plenty of clean water.· Eat well.· Wear sturdy work boots and gloves.
- Wash your hands thoroughly with soap and clean water often when working in debris.

Safety Issues

- Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

Returning Home



Returning home can be both physically and mentally challenging. Above all, use caution.

General tips:

- Keep a battery-powered radio with you so you can listen for emergency updates and news reports.
- Use a battery-powered flash light to inspect a damaged home. (Note: The flashlight should be turned on outside before entering - the battery may produce a spark that could ignite leaking gas, if present.)
- Watch out for animals, especially poisonous snakes. Use a stick to poke through debris.
- Use the phone only to report life-threatening emergencies.
- Stay off the streets. If you must go out, watch for fallen objects; downed electrical wires; and weakened walls, bridges, roads, and sidewalks.

Before You Enter Your Home

Walk carefully around the outside and check for loose power lines, gas leaks, and structural damage. If you have any doubts about safety, have your residence inspected by a qualified building inspector or structural engineer before entering.

Do not enter if:

- You smell gas.
- Floodwaters remain around the building.
- Your home was damaged by fire and the authorities have not declared it safe.

Going Inside Your Home

When you go inside your home, there are certain things you should and should not do. Enter the home carefully and check for damage. Be aware of loose boards and slippery floors. The following items are other things to check inside your home:

- Natural gas. If you smell gas or hear a hissing or blowing sound, open a window and leave immediately. Turn off the main gas valve from the outside, if you can. Call the gas company from a neighbor's residence. If you shut off the gas supply at the main valve, you will need a professional to turn it back on. Do not smoke or use oil, gas lanterns, candles, or torches for lighting inside a damaged home until you are sure there is no leaking gas or other flammable materials present.
- Sparks, broken or frayed wires. Check the electrical system unless you are wet, standing in water, or unsure of your safety. If possible, turn off the electricity at the main fuse box or circuit breaker. If the situation is unsafe, leave the building and call for help. Do not turn on the lights until you are sure they're safe to use. You may want to have an electrician inspect your wiring.
- Roof, foundation, and chimney cracks. If it looks like the building may collapse, leave immediately.

- Appliances. If appliances are wet, turn off the electricity at the main fuse box or circuit breaker. Then, unplug appliances and let them dry out. Have appliances checked by a professional before using them again. Also, have the electrical system checked by an electrician before turning the power back on.
- Water and sewage systems. If pipes are damaged, turn off the main water valve. Check with local authorities before using any water; the water could be contaminated. Pump out wells and have the water tested by authorities before drinking. Do not flush toilets until you know that sewage lines are intact.
- Food and other supplies. Throw out all food and other supplies that you suspect may have become contaminated or come in to contact with floodwater.
- Your basement. If your basement has flooded, pump it out gradually (about one third of the water per day) to avoid damage. The walls may collapse and the floor may buckle if the basement is pumped out while the surrounding ground is still waterlogged.
- Open cabinets. Be alert for objects that may fall.
- Clean up household chemical spills. Disinfect items that may have been contaminated by raw sewage, bacteria, or chemicals. Also clean salvageable items.
- Call your insurance agent. Take pictures of damages. Keep good records of repair and cleaning costs.

Being Wary of Wildlife and Other Animals

Disaster and life threatening situations will exacerbate the unpredictable nature of wild animals. To protect yourself and your family, learn how to deal with wildlife.

Guidelines

- Do not approach or attempt to help an injured or stranded animal. Call your local animal control office or wildlife resource office.
- Do not corner wild animals or try to rescue them. Wild animals will likely feel threatened and may endanger themselves by dashing off into floodwaters, fire, and so forth.
- Do not approach wild animals that have taken refuge in your home. Wild animals such as snakes, opossums, and raccoons often seek refuge from floodwaters on upper levels of homes and have been known to remain after water recedes. If you encounter animals in this situation, open a window or provide another escape route and the animal will likely leave on its own. Do not attempt to capture or handle the animal. Should the animal stay, call your local animal control office or wildlife resource office.
- Do not attempt to move a dead animal. Animal carcasses can present serious health risks. Contact your local emergency management office or health department for help and instructions.
- If bitten by an animal, seek immediate medical attention.

Seeking Disaster Assistance



Throughout the recovery period, it is important to monitor local radio or television reports and other media sources for information about where to get emergency housing, food, first aid, clothing, and financial assistance. The following section provides general information about the kinds of assistance that may be available.

Direct Assistance

Direct assistance to individuals and families may come from any number of organizations, including:

- American Red Cross.
- Salvation Army.
- Other volunteer organization

These organizations provide food, shelter, supplies and assist in clean-up efforts.

The Federal Role

In the most severe disasters, the federal government is also called in to help individuals and families with temporary housing, counseling (for post-disaster trauma), low-interest loans and grants, and other assistance. The federal government also has programs that help small businesses and farmers.

Most federal assistance becomes available when the President of the United States declares a “Major Disaster” for the affected area at the request of a state governor. FEMA will provide information through the media and community outreach about federal assistance and how to apply.

Coping with Disaster

The emotional toll that disaster brings can sometimes be even more devastating than the financial strains of damage and loss of home, business, or personal property.

Understand Disaster Events

- Everyone who sees or experiences a disaster is affected by it in some way.
- It is normal to feel anxious about your own safety and that of your family and close friends.
- Profound sadness, grief, and anger are normal reactions to an abnormal event.
- Acknowledging your feelings helps you recover.
- Focusing on your strengths and abilities helps you heal.
- Accepting help from community programs and resources is healthy.
- Everyone has different needs and different ways of coping.
- It is common to want to strike back at people who have caused great pain.

Children and older adults are of special concern in the aftermath of disasters. Even individuals who experience a disaster “second hand” through exposure to extensive media coverage can be affected.

Contact local faith-based organizations, voluntary agencies, or professional counselors for counseling. Additionally, FEMA and state and local governments of the affected area may provide crisis counseling assistance.

Recognize Signs of Disaster Related Stress

When adults have the following signs, they might need crisis counseling or stress management assistance:

- Difficulty communicating thoughts.
- Difficulty sleeping.
- Difficulty maintaining balance in their lives.
- Low threshold of frustration.
- Increased use of drugs/alcohol.
- Limited attention span.
- Poor work performance.
- Headaches/stomach problems.
- Tunnel vision/muffled hearing.
- Colds or flu-like symptoms.
- Disorientation or confusion.
- Difficulty concentrating.
- Reluctance to leave home.
- Depression, sadness.
- Feelings of hopelessness.
- Mood-swings and easy bouts of crying.
- Overwhelming guilt and self-doubt.
- Fear of crowds, strangers, or being alone.

Easing Disaster-Related Stress

The following are ways to ease disaster-related stress:

- Talk with someone about your feelings - anger, sorrow, and other emotions - even though it may be difficult.
- Seek help from professional counselors who deal with post-disaster stress.
- Do not hold yourself responsible for the disastrous event or be frustrated because you feel you cannot help directly in the rescue work.
- Take steps to promote your own physical and emotional healing by healthy eating, rest, exercise, relaxation, and meditation.
- Maintain a normal family and daily routine, limiting demanding responsibilities on yourself and your family.
- Spend time with family and friends.
- Participate in memorials.
- Use existing support groups of family, friends, and religious institutions.

- Ensure you are ready for future events by restocking your disaster supplies kits and updating your family disaster plan. Doing these positive actions can be comforting.

Helping Children Cope with Disaster

Disasters can leave children feeling frightened, confused, and insecure. Whether a child has personally experienced trauma, has merely seen the event on television, or has heard it discussed by adults, it is important for parents and teachers to be informed and ready to help if reactions to stress begin to occur.

Children may respond to disaster by demonstrating fears, sadness, or behavioral problems. Younger children may return to earlier behavior patterns, such as bedwetting, sleep problems, and separation anxiety. Older children may also display anger, aggression, school problems, or withdrawal. Some children who have only indirect contact with the disaster but witness it on television may develop distress.

Who is at Risk?

For many children, reactions to disasters are brief and represent normal reactions to “abnormal events.” A smaller number of children can be at risk for more enduring psychological distress as a function of three major risk factors:

- Direct exposure to the disaster, such as being evacuated, observing injuries or death of others, or experiencing injury along with fearing one’s life is in danger.
- Loss/grief: This relates to the death or serious injury of family or friends.
- On-going stress from the secondary effects of disaster, such as temporarily living elsewhere, loss of friends and social networks, loss of personal property, parental unemployment, and costs incurred during recovery to return the family to pre-disaster life and living conditions.

What Creates Vulnerabilities in Children?

In most cases, depending on the risk factors above, distressing responses are temporary. In the absence of severe threat to life, injury, loss of loved ones, or secondary problems such as loss of home, moves, etc., symptoms usually diminish over time. For those that were directly exposed to the disaster, reminders of the disaster such as high winds, smoke, cloudy skies, sirens, or other reminders of the disaster may cause upsetting feelings to return. Having a prior history of some type of traumatic event or severe stress may contribute to these feelings.

Children’s coping with disaster or emergencies is often tied to the way parents cope. They can detect adults’ fears and sadness. Parents and adults can make disasters less traumatic for children by taking steps to manage their own feelings and plans for coping. Parents are almost always the best source of support for children in disasters. One way to establish a sense of control and to build confidence in children before a disaster is to engage and involve them in preparing a family disaster plan. After a disaster, children can contribute to a family recovery plan.

A Child's Reaction to Disaster by Age

Below are common reactions in children after a disaster or traumatic event.

Birth through 2 years. When children are pre-verbal and experience a trauma, they do not have the words to describe the event or their feelings. However, they can retain memories of particular sights, sounds, or smells. Infants may react to trauma by being irritable, crying more than usual, or wanting to be held and cuddled. The biggest influence on children of this age is how their parents cope. As children get older, their play may involve acting out elements of the traumatic event that occurred several years in the past and was seemingly forgotten.

Preschool - 3 through 6 years. Preschool children often feel helpless and powerless in the face of an overwhelming event. Because of their age and small size, they lack the ability to protect themselves or others. As a result, they feel intense fear and insecurity about being separated from caregivers. Preschoolers cannot grasp the concept of permanent loss. They can see consequences as being reversible or permanent. In the weeks following a traumatic event, preschoolers' play activities may reenact the incident or the disaster over and over again.

School age - 7 through 10 years. The school-age child has the ability to understand the permanence of loss. Some children become intensely preoccupied with the details of a traumatic event and want to talk about it continually. This preoccupation can interfere with the child's concentration at school and academic performance may decline. At school, children may hear inaccurate information from peers. They may display a wide range of reactions—sadness, generalized fear, or specific fears of the disaster happening again, guilt over action or inaction during the disaster, anger that the event was not prevented, or fantasies of playing rescuer.

Pre-adolescence to adolescence - 11 through 18 years. As children grow older, they develop a more sophisticated understanding of the disaster event. Their responses are more similar to adults. Teenagers may become involved in dangerous, risk-taking behaviors, such as reckless driving, or alcohol or drug use. Others can become fearful of leaving home and avoid previous levels of activities. Much of adolescence is focused on moving out into the world. After a trauma, the view of the world can seem more dangerous and unsafe. A teenager may feel overwhelmed by intense emotions and yet feel unable to discuss them with others.

Meeting the Child's Emotional Needs

Children's reactions are influenced by the behavior, thoughts, and feelings of adults. Adults should encourage children and adolescents to share their thoughts and feelings about the incident. Clarify misunderstandings about risk and danger by listening to children's concerns and answering questions. Maintain a sense of calm by validating children's concerns and perceptions and with discussion of concrete plans for safety.

Listen to what the child is saying. If a young child is asking questions about the event, answer them simply without the elaboration needed for an older child or adult. Some

children are comforted by knowing more or less information than others; decide what level of information your particular child needs. If a child has difficulty expressing feelings, allow the child to draw a picture or tell a story of what happened.

Try to understand what is causing anxieties and fears. Be aware that following a disaster, children are most afraid that:

- The event will happen again.
- Someone close to them will be killed or injured.
- They will be left alone or separated from the family.

Reassuring Children After a Disaster

Suggestions to help reassure children include the following:

- Personal contact is reassuring. Hug and touch your children.
- Calmly provide factual information about the recent disaster and current plans for insuring their safety along with recovery plans.
- Encourage your children to talk about their feelings.
- Spend extra time with your children such as at bedtime.
- Re-establish your daily routine for work, school, play, meals, and rest.
- Involve your children by giving them specific chores to help them feel they are helping to restore family and community life.
- Praise and recognize responsible behavior.
- Understand that your children will have a range of reactions to disasters.
- Encourage your children to help update your a family disaster plan.

If you have tried to create a reassuring environment by following the steps above, but your child continues to exhibit stress, if the reactions worsen over time, or if they cause interference with daily behavior at school, at home, or with other relationships, it may be appropriate to talk to a professional. You can get professional help from the child's primary care physician, a mental health provider specializing in children's needs, or a member of the clergy.

Monitor and Limit Your Family's Exposure to the Media

News coverage related to a disaster may elicit fear and confusion and arouse anxiety in children. This is particularly true for large-scale disasters or a terrorist event where significant property damage and loss of life has occurred. Particularly for younger children, repeated images of an event may cause them to believe the event is recurring over and over.

If parents allow children to watch television or use the Internet where images or news about the disaster are shown, parents should be with them to encourage communication and provide explanations. This may also include parent's monitoring and appropriately limiting their own exposure to anxiety-provoking information.



Use Support Networks

Parents help their children when they take steps to understand and manage their own feelings and ways of coping. They can do this by building and using social support systems of family, friends, community

organizations and agencies, faith-based institutions, or other resources that work for that family. Parents can build their own unique social support systems so that in an emergency situation or when a disaster strikes, they can be supported and helped to manage their reactions. As a result, parents will be more available to their children and better able to support them. Parents are almost always the best source of support for children in difficult times. But to support their children, parents need to attend to their own needs and have a plan for their own support.

Preparing for disaster helps everyone in the family accept the fact that disasters do happen, and provides an opportunity to identify and collect the resources needed to meet basic needs after disaster. Preparation helps; when people feel prepared, they cope better and so do children.

Helping Others

The compassion and generosity of the American people is never more evident than after a disaster. People want to help. Here are some general guidelines on helping others after a disaster:

- Volunteer! Check with local organizations or listen to local news reports for information about where volunteers are needed. Note: Until volunteers are specifically requested, stay away from disaster areas.
- Bring your own food, water, and emergency supplies to a disaster area if you are needed there. This is especially important in cases where a large area has been affected and emergency items are in short supply.
- Give a check or money order to a recognized disaster relief organization. These groups are organized to process checks, purchase what is needed, and get it to the people who need it most.
- Do not drop off food, clothing, or any other item to a government agency or disaster relief organization unless a particular item has been requested. Normally, these organizations do not have the resources to sort through the donated items.
- Donate a quantity of a given item or class of items (such as nonperishable food) rather than a mix of different items. Determine where your donation is going, how it's going to get there, who is going to unload it, and how it is going to be distributed. Without sufficient planning, much needed supplies will be left unused