RIO HONDO COLLEGE

Emergency Operations Plan

August 2012

LETTER OF PROMULGATION

The Rio Hondo College Emergency Operations Plan addresses the challenges and responsibilities of pre-event mitigation and post-event recovery in addition to preparedness and response. It conforms to the tenets of the California State Emergency Plan, the Standardized Emergency Management System and National Incident Management System.

The purpose of this Plan is to provide the framework for coordination and full mobilization of the College site, and external resources. It clarifies strategies to: 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the district, the campuses or the region. As part of this strategy, this plan:

- Identifies authorities and assigns responsibilities for planning, response, and recovery activities,
- Identifies the scope of potential hazards that form the basis for planning,
- Establishes the emergency management organizational structure that will manage the response,
- Identifies those divisions or departments of the Rio Hondo College tasked with specific responsibility for carrying out the plans and operations defined with the Annexes of this plan,
- Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated, and
- Outlines the process of disseminating emergency information and instructions to the college's population.

It is expected that divisions or departments identified as being tasked with the development and maintenance of standard operating procedures and checklists for contingency operations, actively participate in the planning process with the Emergency Preparedness Coordinator to ensure that their assigned responsibilities actively support implementation of this Plan.

Personnel assigned specific emergency responsibilities must have a working knowledge of functions and actions described herein. The enclosed emergency action checklists will provide guidance for each function to be performed.

Divisions and departments not tasked with campus-wide emergency responsibilities must also conduct emergency planning to ensure that they can resume normal operation as soon as possible after an emergency event.

This Plan is a dynamic document. An annual assessment process, accompanied by rigorous testing and review will ensure that this Plan does not become just another "manual on the shelf."

Approved by:

_____
Teresa Dreyfuss, Interim Superintendent/President
Rio Hondo College
Date: August 2012

Table of Contents

EOP Purpose

Rio Hondo Community College's Emergency Operations Plan (EOP) provides authority during an emergency for coordinating response and recovery operations throughout the College. The purpose of the EOP is to ensure an effective, professional, and well-organized response to a natural disaster or major incident. The primary objectives of the plan are to protect public safety and property and assure overall well-being of the population. Specifically, the plan addresses the following:

1. Guidelines for activating the EOP.
2. The organization and responsibilities of the Incident Command Team to evaluate and direct the overall response to the emergency.
3. Guidelines for establishing an Emergency Operations Center (EOC) including the location and resources required.
4. Govern operations that require integration district-wide.
5. Integration and coordination with other jurisdictions, county, state and federal agencies, and the private sector.

Function of Plan — The plan defines the emergency management system that will be used for all emergencies either occurring on or affecting a college campus or any off-site center. It describes the Rio Hondo College's emergency management organization and is supported by other contingency plans and operating procedures. It also establishes an emergency organization management system for Rio Hondo and it designed to be compatible with the Standard Emergency Management System (SEMS) and the Incident Command System (ICS) and the National Incident Management System (NIMS).

The EOP purposes include but are not limited to:

A. Protection of lives and property

B. Continuity of operations

C. Enhance administrative understanding of authority, responsibility and operations

D. Management of critical resources

E. Encourage development of contingency plans for catastrophic events

F. Enhance development of mutual aid and partnership agreements

G. Coordinate emergency operations with other agencies

H. Protecting life (highest priority), property, and the environment.

I. Meeting the immediate emergency needs of students, faculty, staff and guests, which include rescue, medical care, food and shelter.

J. Temporarily restoring facilities that are essential to the health, safety, and welfare of our college population (such as sanitation, water, and electricity).

K. Mitigating hazards that pose a threat to life, property, and the environment.

Continuity of Authority

The California Government Code, the State Constitution, and the Emergency Services Act provide legal authority for the continuity and preservation of government in the event the individuals appointed are unable to serve. The concept of continuity of government is comprised of three elements:

- Standby officers for the governing body.

- Alternate seat of government.

- Preservation of vital records.

The ultimate responsibility for emergency management at the College belongs to the President. To ensure the orderly continued operations of the college, the President may delegate functions to other administrators. However, this delegation does not remove final authority and responsibility from the President.

In the event of a localized emergency the President of Rio Hondo College, will have the responsibility for the college's emergency management. The president may also delegate functions to other administrators.

Lines of Succession

In the absence of a college President being able to designate a successor, the line of succession will be the following:

- **Vice-President, Academic Affairs**

- **Vice-President, Finance & Business**

- **Vice-President, Student Services**

- **Director, Facilities Services**

The designee will conduct response and recovery operations until the President returns to the District site or college. The President, or in their absence, their designee has the authority to:

- Declare a College Emergency

- Issue a Closure of College Order

- Issue an Administrative Leave Order

The line of succession for department heads, chairs, deans, or administrators is established according to the College's operating procedures.

The District's President and Board of Trustees will be responsible for the final review and approval of this plan. The President will function, when required, as the Emergency Operations Director to execute this plan in an emergency situation

The Emergency Management Coordinator is responsible for *ensuring* the development, implementation, and required training necessary to effectively staff the College's EOC. During an emergency, prepared staff whose leadership, staffing, and functions have been predetermined and rehearsed will activate the EOC.

This Plan establishes an emergency organization management system for Rio Hondo College and is designed to be compatible with the Standard Emergency Management System (SEMS), the Incident Command System (ICS) and the National Incident Management System (NIMS).

Definitions

"Emergency Operating Plan (EOC)" - A document that establishes and outlines the campuses planned response to an emergency. The college must be compliant with both the California State Emergency Management System (SEMS) as developed by the State Office of Emergency Services (OES), the National Incident Management System (NIMS) as developed by the Department of Homeland Security, and the Incident Command System (ICS).

"Emergency Management Coordinator" – The designated person with responsibility for campus wide emergency management activities.

Emergency Executive – The designated campus executive, such as the Vice-President of Business and Administration or other commensurate management position with overall responsibility for campus wide emergency management planning and execution of the Campus Plan.

Emergency Management Program – A management framework for responding to and recovering from emergencies that may threaten the health and safety of the campus community or disrupt its programs and operations.

Emergency Operations Center – A physical location at which the emergency management team convenes to establish and execute response strategies and tactics, deploy resources and initiate the recovery process.

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

National Incident Management System (NIMS) – A system mandated by the Homeland Security Presidential Directive/HSPD-5 that provides a consistent nationwide approach to enable all government, private sector and non-governmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios regardless of size or complexity and to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

Standardized Emergency Management System (SEMS) – A system created the California Government Code 8607 that is designed to ensure that all public agencies have a common system to utilize in responding to emergencies. The California Office of Emergency Services administers SEMS.

Training Record – Documentation of training for employees shall include employee name or other identifier, training dates, type(s) of training, training providers, and attendee sign-in sheets.

Responsibility

The President is responsible for the implementation and maintenance of an emergency management program on campus and for ensuring the following management activities are accomplished in support of the campus emergency management program:

Designate a primary and secondary person with responsibility for campus wide emergency management. Such as the Emergency Operations Director or Emergency Management Coordinator.

Establish and equip a functional campus EOC consistent with SEMS, NIMS and ICS guidelines.

Develop a campus plan. On an annual basis or more frequently as needed, the Plan should be reviewed, updated and distributed to the emergency management team members and others as identified by the campus.

Train campus community on the SEMS, NIMS and ICS compliant campus Plan at a minimum;

A. Specialized training of all Building Emergency Coordinators (BEC), Building Emergency Leaders (BEL), Section Chiefs, or any other EOC team member of the campus emergency team. Training includes but not limited to SEMS, NIMS, ICS and crisis response.

B. Training records for all campus training shall be kept for a minimum of seven years.

Testing of simulated emergency incidents and emergency communications, including testing, mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event:

A. Tabletop – Informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving question of coordination and responsibility. Testing of at least one hazard event should be done once a year.

B. Drill – Single emergency response function, single agency involvement often a field component. This should be done at least once a year.

C. Functional Exercise – Policy and coordination personnel practice emergency response, stressful, realistic simulations, takes place in real time, emphasize emergency functions, EOC is activated, Testing should be done every other year.

D. Full Scale Exercise – Takes place in real time, employees treat people and use emergency equipment, coordinates many agencies, including testing of mutual aid and assistance agreement, EOC is activated and produces high stress. Testing should be done every seven years; however activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.

E. Campus building evacuation drills – Should be conducted at least annually or more frequently as needed.

At the completion of each exercise or simulated emergency incidents, full documentation of test results and lessons learned shall be documented in the form of a Corrective Action Plan, reviewed with the campus emergency team and maintained by the EOC Director or designated person for a period of not less than five years. Activation of the EOC in response to an actual emergency or disaster will count as training in meeting the requirements of this section provided such emergency is well documented with the campus emergency management team.

On an annual basis or as needed, interact and coordinate comprehensive emergency management activities with appropriate city, county, operational areas and private agencies to increase the readiness of the college.

Scope of Plan

This plan applies to all elements of the College-wide emergency management organization during all phases of emergency management. The college learning centers are responsible for ensuring their preparedness in coordination with this plan. Satellite facilities operating as tenants are responsible for coordinating with the property management organization at their respective locations. The primary audience of this plan is intended to be the College's emergency management organization, and all the emergency responders supporting this plan.

EOP Distribution

The Rio Hondo College Emergency Management Coordinator, John S. Ramirez, Assistant Director of Facilities, will prepare, coordinate, publish, and distribute this EOP and any annual changes to it. Changes are distributed to all Rio Hondo Community College Board of Trustees, the President, and executive personnel identified in the table below. The plan is also available upon request to the external organizations identified below.

Rio Hondo Community College
Teresa Dreyfuss, Interim Superintendent/President
Vice-Presidents – Dr. Kenn Pierson - Interim Vice-President, Academic Affairs C.M. Brahmbhatt - Interim Vice-President, Finance & Business Henry Gee - Vice-President, Student Services
Deans – Howard Kummerman - Dean, Institutional Research and Planning Connie Austin - Dean, Health Sciences & Nursing Don Mason - Interim Dean, Arts & Cultural Programs (Continuing Education) Dr. Ygnacio"Nash" Flores - Dean, Public Safety Dr. Dyrell Foster - Dean, Student Affairs Rebecca Green - Dean, Behavioral & Social Sciences Dr. Kats Gustafson - Dean, Library & Instructional Support Dr.Walter Jones - Dean, Counseling & Student Development Karen Koos - Dean, Math & Sciences Larry Mercadante - Interim Dean, Physical Education & Athletic Director Kenn Pierson - Dean, Communications & Languages Mike Slavich - Dean, Career/Technical Education (overseeing Business)
Public Safety – George Lopez, Manager, Operations & Maintenance
Environmental Health and Safety Office John S. Ramirez, Acting Director, Facilities Services
Public Information Officers – Susan Herney - Director, Marketing & Communications
Health Services
John S. Ramirez, Acting Director, Facilities Services
County Operational Area
City(s)
Other Jurisdictions

INTRODUCTION TO THE EMERGENCY OPERATIONS PLAN (EOP)

Four Phases of Emergency Management

Crisis and emergency management experts rely on the four phases of emergency management as an outline to assure that people are involved in the process of preparedness before, response during and recovery after an incident occurs. Emergency operations plans are based on four principles of emergency management and ought to incorporate these components:

- **Prevention** is the action colleges take to decrease the likelihood that an event or crisis will occur.

- **Mitigation** is the action colleges take to eliminate or reduce the loss of life and property damage related to an events or crisis, particularly those that cannot be prevented.

  Rio Hondo may not have influence over natural events that can impact the campus but steps can be taken to minimize loss of life and property. For example dangerous equipment can be moved and stored safely. Toxic chemicals on campus can be inventoried and then stored safely or discarded. Buildings can be reinforced and unsafe equipment secured. Taking a pre-mitigation inventory is a way to reduce campus risk.

- **Preparedness** designs strategies, processes and protocols to prepare the district/campus for potential emergencies

  Preparedness focuses on campus community training and planning for the worst-case scenarios.

  Preparedness activities are best conducted as interagency or at least interdepartmental training activities that involve people in what if scenarios. In addition to content trainings such as ICS/SEMS/NIMS, drills and exercises are an effective way to involve all components of the campus community.

- **Response** is taking action to effectively contain and resolve an emergency. During the response phase the district/campus officials activate the emergency operation plan. Who does what when an event occurs; who takes what actions?

  Recovery establishes procedures, resources and policies to assist an institution and its members' return to functioning after an emergency.

Response Levels

Emergency response generally includes three levels of activity. Detailed emergency action plans for responding to the various emergencies are as follows.

Level I Response Mode — Decentralized Coordination

This management mode is operative under normal conditions in which emergency situations are responded to by the usual management procedures and local resources are adequate. The EOC/COC is not activated and any inter-unit coordination (e.g., fire, paramedic, police, etc.) is accomplished by telephone.

Level II Response Mode — Centralized Coordination

This mode of operation is used for emergency responses that require several functional units within the plan to be activated. In these situations, key EOC and COC personnel will meet in a central location to provide emergency coordination. Their activities include but are not limited to:

      A. Establishing a situation assessment function;

      B. Establishing a public information function;

      C. Determining resource requirements and coordinating resource requests; and

      D. Establishing and coordinating the logistical systems necessary to support emergency services.

Level III Response Mode — Highest Interagency Coordination and Discretion

This mode of operation will be utilized following a major disaster that would render it impossible for the College to effectively respond or function at either Level I or II. In this situation, the EOC and COC will be activated, and all coordination and direction activities, including interagency coordination, would be accomplished from the EOC and COC. Incident emergency management systems (to the extent practicable) would report to and receive direction from the EOC and COC.

In the event of an emergency, please contact the Campus Police to notify the Incident Commander, or any one of the Section Chiefs.

Once the Response Emergency Level has been determined the EOC will then be activated only under the direction of the College President, Teresa Dreyfuss or the designated EOC Director.

Conditions Warranting Activation

Rio Hondo College's EOC may be activated when:

A. The President of the College, or the designated EOC Director, proclaims a college emergency.

B. Upon request of the OA.

C. There is an impending or declared STATE OF WAR.

D. An earthquake occurs that affects Rio Hondo or impacts the District's resources.

E. An emergency situation occurs that requires a large commitment of resources from two or more Colleges or Centers over an extended period of time.

F. The Governor has proclaimed a STATE OF EMERGENCY in an area that includes any of the Name of District/College sites.

G. By a Presidential declaration of a NATIONAL EMERGENCY.

H. Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Declaration of an Emergency

In an emergency, and as the conditions warrant, an official proclamation by the Chancellor or his/her designee, and/or a college President or his/her designee, will have the following effects and provide legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including closure of campus.

- Facilitate participation in mutual aid from State agencies, other colleges in the vicinity, or local jurisdictions.

- Activate District and campus personnel, logistical resources and facilities for emergency response to emergency situations.

- Ensure emergency response personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties.

- Provide an appropriate procedure for maintaining a roster of emergency workers.

- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and State and Federal disaster relief funds, where applicable.

- Implement documentation of damages, expenses, and recording of cost for reimbursement for extraordinary expenses, and to seek Federal disaster relief where appropriate.

- Impose penalties for violation of lawful orders under Education Code Section 89031.

- Conduct emergency operations without facing liabilities for performance, or failure of performance (Article 17 of the Emergency Services Act).

Rio Hondo College will proclaim a formal college-wide emergency when additional assistance is required from the Department of Education, or if local, State, and possibly Federal assistance will be needed. Rio Hondo College will *request a resolution* from their surrounding cities if conditions extend into the larger community.

The President will develop and follow the procedures stated to allow for the campus closure, and issuance of administrative leave for campus employees.

Requests for mutual aid will be initiated when additional material and/or personnel are required to respond to the emergency. Fire and law enforcement agencies will request or render mutual aid directly through established channels. The Chancellor and Presidents, or their designees, must authorize any action, which involves financial outlay by the campus, or a request for military assistance.

Local Emergency

The emergency may include surrounding cities as well as the District site or campus (es). In that case, the authority to proclaim a Local Emergency lies with the City Council in the impacted city, or in their absence, the City Manager or designated alternate. The governing body must also proclaim the termination of the Local Emergency as soon as conditions warrant. A proclamation of Local Emergency provides the governing body the authority to:

- Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements.

- Receive mutual aid from State agencies.

- In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements.

- Promulgate orders and regulations necessary to provide for protection of life and property.

- Promulgate orders and regulations imposing curfew.

- Additionally, certain immunities from liability are provided for in the Emergency Services Act.

When the local resources are overwhelmed, the impacted cities will make an appeal to the County Operational Area. The County can proclaim a local area emergency that will include all jurisdictions.

State of Emergency

The Governor may declare a State of Emergency when conditions warrant and/or when the mayor or chief executive of a city or the chairman of the Board of Supervisors or county administrative officer, requests the proclamation. Alternately, the Governor may proclaim a State of Emergency in the absence of a request if it is determined that: 1) conditions warrant a proclamation, and 2) the local authority is inadequate to cope with the emergency.

The proclamation must be in writing, be well publicized, and filed with the Secretary of State as soon as possible following issuance. The proclamation is effective upon issuance.

During a State of Emergency, the Governor has the authority to promulgate, issue, and enforce orders and regulations within the affected area and employ State personnel, equipment, facilities, and other resources to mitigate the effects of the emergency. A State of Emergency must be terminated as soon as conditions warrant.

If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93-288 (Federal Disaster Relief Act of 1974), he/she will appoint a State Coordinating Officer (SCO). A duly appointed Federal Coordinating Officer and the SCO will coordinate and control State and Federal efforts in support of city and County operations.

Activation of Emergency Operation Plan and Emergency Declaration

Emergency Operations Plan (EOP) Activation - When an emergency event occurs, the Emergency Operations Center Director or Field Incident Commander will activate the Emergency Plan. The Emergency Operations Center Director or Field Incident Commander will appoint available personnel with appropriate skills to fill each ICS position as required including the Command Group and General Staff for Operations, Planning, Logistics and Finance.

Emergency Operations Center (EOC) Activation - When an emergency expands beyond the field incident level the Emergency Operations Center Director or designee is authorized and will activate the EOC appropriate to the level of the emergency. The first authorized staff member to arrive in the EOC will be the EOC Director until officially relieved.

Duties and Responsibilities - Once the EOC is fully activated the personnel who staffs the EOC will be expected to work a continuous12-hour shift. EOC staff will sign-in and sign-out at the beginning and end of each shift.

EOC staff will have pre-designated roles and responsibilities in accordance with ICS and the EOP.

Staffing and Notification Systems-Variations of staffing and notification systems for EOP and EOC activations need to address what will happen during regular business hours and during non-business hours. The EOP needs to include variations for regular day and evening programs as appropriate.

Expanding Incidents and Emergencies - As the incident expands beyond the campus locale, various agencies will become involved.

Emergency Incident Activation and Notification

Activation Guideline

The following checklist provides a guideline for activating the primary or alternate EOC.

EOC ACTIVATION SAMPLE	
***THE FIRST PERSON ARRIVING AT THE EOC SHOULD INITIATE THE FOLLOWING EOC SET UP PROCESS ***	
Task	Completed
1. Call the Emergency Management Coordinator or assigned key personnel to establish EOC security measures (only one way in and one way out; everyone signs in and out and shows ID). Arrange for EOC security and registration.	
2. Assess EOC for damage.	
3. Connect all telephones or ensure telephones are operational. Set up – arrange tables.	
4. Put out each Section's operational kit for each Section Chief to pick up upon arrival.	
5. Place status boards at their appropriate section (all status boards will be marked as to where they should be set up).	
6. As other personnel arrive, enlist their help in getting the EOC set up.	
7. Ensure that each area has paper, pencils, pens, in box, out box, telephone books, and a copy of the District's Emergency Operations Plan.	
9. Set up pre-designated incoming and outgoing FAX and copy machines for exclusive EOC use.	
10. Set up computers as needed.	
11. Post EOC and FAX telephone numbers or radio frequencies to be used for the EOC if telephone service has been interrupted.	
12. Establish alternate radio communications as back up.	
13. Establish message center, if part of EOP, with necessary office supplies, copy of EOC message routing process, runners and message center personnel to answer phones, log messages, and begin obtaining information.	
14. Ensure that EOC TVs and VCR or digital recorders are operational with their remote controls, blank tapes/discs — set to record all news broadcasts.	
15. Place EOC vest in each section: All EOC staff is to wear their vests at all times; visitors must be wearing identification badges.	
16. Place EOC or COC signage to guide staff.	

Emergency Notifications – General Overview

The Emergency Notification System is designed to:

- Alert District personnel in regard to emergent event
- Alert Campus personnel in regard to emergent event
- Issue instructions to Key Campus personnel
- Issue warnings and notices to students, faculty and staff during emergent events

The Emergency Notification System is managed by, **the Facilities Department.**

The primary users of the Emergency Notification System are:

- President of the College Campus or designee
- The College Campus Security/Safety personnel.
- College Campus Staff with emergency response roles
- College will utilize redundant communication systems for disseminating notification messages. (Person's title or department) is responsible for compiling and distributing the messages.

Authorizations

Per the College Emergency Operations Plan (EOP), the following personnel are authorized to promulgate messages via the Emergency Notification System. For College Campus emergency incidents:

- College President or designee
- Public Safety Director or designee
- College Public Information Officer

Notification Types and Actions Required By College Campus Employees

Type 1: College *Informational* Notification

This is a general type of notification meant to provide employees with information regarding an event or situation. Employees will take the following steps when a College Informational Notification is received:

- Monitor situation.
- Wait for further instructions.

Type 2: College *Preparation* Notification

This message is relayed to employees to establish their availability as a scenario or event unfolds or directs employees to establish communications with the district/college emergency management system.

Employees will take the following actions when a College Preparation Notification is received:

- Follow instructions contained within the message body.
- Review your job or team job action sheet and the EOP.
- Obtain emergency supplies and equipment as needed for possible deployment.
- Monitor the situation.

Type 3: College *Reporting* Notification

This type of notification provides employees with a notice of an incident, event, or situation, which will require a district/college emergency response. Selected employees receiving this notification will have a response role and will report to a work location.

Employees will take the following steps when a College Reporting Notification is received:

- Review your job or team job action sheet.
- Obtain all necessary supplies and emergency supplies.
- If message directs specific actions, follow relayed instructions.

Type 4: College Emergency *Recall* Notification

This type of notification provides College employees with specific "report to work" instructions. This notification occurs during non-business work hours. Substantial numbers of employees receiving this notification will have a response role and will be directed to report to a work location. Employees will take the following steps when a College employee recall notification is received:

1. Follow instructions contained within the message body.
2. Check in with your immediate supervisor.
3. Review your job action sheet and EOP.
4. Obtain all necessary equipment and emergency supplies.
5. Receive just-in-time training as needed.

COLLEGE EMERGENCY NOTIFICATIONS CHART

If the situation:	Issue a:
o Does not require an immediate response. o Provides incident information for employees.	*Informational Notification* Type 1

If the situation:	Issue a:
o Requires the District/ College to prepare for a response effort. o Requires employees to take possible action.	*Preparation Notification* Type 2

If the situation:	Issue a:
o Requires the District/ College to participate in a response effort. o Requires "named" employees to report to a specified location.	*Reporting Notification* Type 3

If the situation:	Issue a:
o Requires the District/ College to participate in a response effort. o Requires a substantial grouping of employees to return to work and report to a specified location.	*Emergency Recall Notification* Type 4

Notification Checklist

Provide list of personnel to be notified to include first and last name. If a group has been previously identified, state the group's name (F**or example: College EOC team members**)

Below is an example of a Script that can be used when issuing a notification:

This is the (Name of per in position of authority), (Title). I am or I have been instructed to execute a (name type of notification) notification.

The message is as follows:

1	NOTIFICATION TYPE	☐INFORMATIONAL ☐PREPARATION ☐REPORTING ☐RECALL
2	INCIDENT TYPE	*TO BE DETERMINED AT TIME OF INCIDENT*
3	EMERGENCY STATUS	☐LEVEL I – ROUTINE ☐LEVEL II – LOCALIZED ☐LEVEL III - MAJOR
4	INSTRUCTIONS - TRANSMITTED	☐STANDBY ☐TELEPHONE IN (Number is 1-___ - ___ - ____) *To be determined by Staff* ☐RESPOND TO: _____ (*Main talk group/if radios available*) ☐Message
5	NAME OF IC/EOC Director	
6	EOC STATUS	☐MONITORING ☐STAND BY ☐ACTIVE
	COMPLETED BY:	
	AUTHORIZED BY:	
	TO WHOM:	
	DATE/TIME:	
	CONFIMRED BY:	

Emergency Notification Process:

```
┌─────────────────────┐
│    Event occurs     │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│     College is      │
│      notified       │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│     Authorized      │
│ personnel determine │
│  need to issue a    │
│    notification     │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│  Determination is   │
│     made as to      │
│  notification type  │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│     Message is      │
│  developed using    │
│    Notification     │
│    checklist(s)     │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│     Message is      │
│    disseminated     │
│    according to     │
│    instructions     │
└─────────────────────┘
```
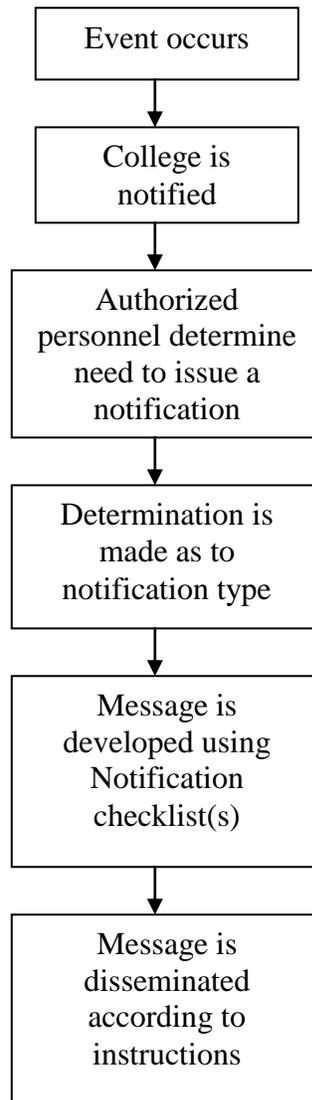
REPORTING EMERGENCY INCIDENTS

REPORTING EMERGENCIES

For most emergencies on campus you will need to call 9-1-1 from any campus landline telephone or cellular telephones. **Do not use cell telephones in the event of a bomb threat**.

The list below will assist you in determining which action is appropriate:

Call 9-1-1 or Campus Security at extension 3490 or direct at (562) 908-3490

ANY LIFE THREATENING MEDICAL EMERGENCY, SUCH AS:

- Chest Pains
- Respiratory Distress or Cessation of Breathing (i.e., not breathing)
- Cardiac Arrest (no pulse)
- Drowning or Near Drowning
- Shock
- Burns
- Uncontrolled Bleeding
- Unconsciousness
- Choking
- Poisoning
- Overdose
- Suspected Fracture of Back, Neck, Spine or Multiple Fractures
-

INCLUDING:

ANY FIRE, CHEMICAL, BIOLOGICAL, HAZARDOUS MATERIALS RELEASE WHERE THERE IS A HIGH POTENTIAL OF INJURY OR FIRE, CRIME, VIOLENT INCIDENT, PYSCHOLOGICAL CRISIS, OR CIVIL DISTURBANCE

REPORTING SERIOUS, BUT NOT LIFE-THREATENING, INCIDENTS OR EVENTS

For reporting serious, but not life-threatening, medical injuries or illnesses;

During school hours, Call Student Health Services at ext. 3421.

After school hours, call Campus Security @ ext. 15. Direct number is (562) 692-0921.

For reporting utility failure(s) during school hours, call the Facilities office at ext. 3441. After school hours, call Campus Security @ ext. 15. Direct number is (562) 692-0921.

For any incident with potential adverse publicity to the college, call the President's Office at: ext. 3403. After school hours, call Campus Security @ 3490 or direct at (562) 908-3490.

ICS Organization, Positions, and Responsibilities

Rio Hondo has adopted NIMS/SEMS, which employs the use of the ICS for use in its emergency response, including EOC activations and operations. ICS provides effective emergency management, practicable span of control, and assigns specific positions into the various sections based upon functions, relationships, and lead responsibilities of the College's departments and agencies.

ICS is the combination of facilities, equipment, personnel, procedures, and communications, operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

The Incident Command Structure is broken down into five sections, including Management, Operations, Planning, Logistics, and Finance/Administration, illustrated below:

Basic Incident Command Structure

```
              Incident
             Commander
            (Management)
                 |
   ┌──────────┬──────┴──────┬──────────┐
Operations  Planning    Logistics   Finance/
                                   Administration
```
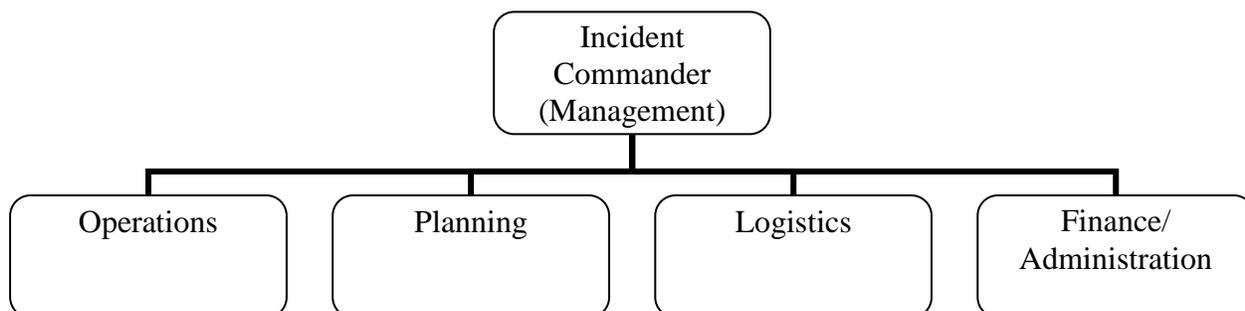
EMERGENCY OPERATIONS CENTER DIRECTOR (EOC)

Primary: President or Designee
Alternate: Director of Facilities

Function: Establish policies for district-wide emergency response as required. Authorize protective/precautionary measures as warranted by the situation. This individual holds the highest level of district authority during a disaster or major incident.

ACTIONS

Activation:

Consider the following actions during any major College emergency.

☐   Report to President's Office or alternate location if office is deemed unsafe.

☐   Assess the situation. Verify activation of Emergency Management Plan and/or EOC and obtain briefing of situation from the District Incident Commander. Declare a College emergency if the situation warrants. Communicate status with the College President if feasible.

☐   Activate and consult with the College Policy Group. Emergency Management Personnel.

- Review district and campus's calendar if ordered to make decisions regarding reopening of campus's operations

☐   Authorize protective or precautionary measures as appropriate to include:

- Evacuation
- Sheltering in place
- District-site and/or campus closure

☐   Issue necessary public announcements and statements through the District Public Information Officer.

☐   If campus(s) closure is directed, ensure that the following executives are notified:

- **Vice-President, Academic Affairs**

- **Vice-President, Finance & Business**

- **Vice-President, Student Services**

- **Director, Facilities Services**

CAMPUS EMERGENCY OPERATIONS CENTER (CEOC) DIRECTOR
Primary: Campus President or Designee
Alternate:

Function: Responsible for operating and coordinating all emergency operations within the campus' jurisdiction under the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS); requesting mutual aid assistance with the approval of the Emergency Operations Executive; providing a liaison with nearby jurisdictions and appropriate State and Federal agencies and the effective operation and coordination of the Campus Emergency Operations Center (CEOC).

Section Assignment: Command/Management

Actions

Activation:

Consider the following actions during any major emergency affecting the District-site and/or campuses.

- ☐ Report to the President's Office or alternate location if office is deemed unsafe.

- ☐ Assess the situation. Verify activation of EOC and/or CEOC and obtain briefing of situation from the District EOC Director or Campus Field Incident Commander, Police, Security or designee. Declare a campus emergency if the situation warrants. Consult with the District's Chancellor's Office if feasible.

- ☐ Activate and consult with the Policy Group.

- ☐ Review Academic calendar if order to make decisions regarding the closure and/or reopening of campus operations

- ☐ Authorize protective or precautionary measures as appropriate to include:

- ☐ Evacuation

- ☐ Sheltering in place

- ☐ Campus closure

- ☐ Issue necessary public announcements and statements through the Public Information Officer.

- ☐ If campus closure is directed, ensure that the following executives are notified:

- **Vice-President, Academic Affairs**

- **Vice-President, Finance & Business**

- **Vice-President, Student Services**

- **Director, Facilities Services**

- ☐ Notify the CEOC and determine appropriate level of activation based on the situation as known (if time permits).

- ☐ Mobilize appropriate personnel for initial activation of the CEOC.

☐ Respond immediately to the EOC/CEOC and determine operational status.

☐ Obtain briefing from available sources.

☐ Ensure that Section Coordinators 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 (EOC Manager, Information, Liaison, etc.).

☐ Open and maintain a position log.

☐ Schedule the first planning meeting.

☐ If appropriate, confer with Operations Section Chief (if activated and assigned) and other General Staff to determine what representation, if any, is needed at the EOC from other agencies.

☐ Determine need, and establish if necessary a Deputy CEOC Director position.

☐ Request additional personnel support as needed for the organization.

Operational Duties:

☐ Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.

☐ Monitor sections' activities to ensure that all appropriate actions are being taken.

☐ Establish operational schedules and, in consultation with the District Emergency Operations Center Director, establish response priorities.

☐ Provide periodic status updates to District EOC as requested or required.

☐ Meet with PIO/Public Affairs regarding, direct and review media releases and conduct news briefings as appropriate.

☐ If activated and assigned, ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination.

☐ Hold action-planning meetings with key staff (Section Chiefs and Branch Coordinators) as appropriate.

☐ Thoroughly brief relief upon shift change.

Deactivation / Demobilization:

☐ Authorize deactivation of sections, branches or units when they are no longer required.

☐ Deactivate the Campus EOC and close out logs when the emergency situation no longer requires activation.

☐ Ensure that all required forms or reports are complete prior to deactivation.

☐ Be prepared to provide input to the After Action Report.

PUBLIC INFORMATION OFFICER
Primary: District Public Information Officer
Alternate:

Function: The PIO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. 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. District PIO will be the lead PIO during multi-campus incidents.

Section Assignment: Command/Management

Reports to: EOC/CEOC Director

Actions

Activation:

☐   Check in upon arrival at the EOC/CEOC.

☐   Report to the EOC/CEOC Director and obtain a briefing on the situation.

☐   Review your position responsibilities.

☐   Set up work area to include maps and status boards, if appropriate.

☐   Work area can 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 EOC and/or the CEOC, clarify any questions you may have regarding your assignment.

☐   Ensure accurate and detailed logs are maintained on PIO operations.

☐   Ensure sufficient PIO personnel are 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:

☐   Determine from EOC/CEOC Director if there are any limitations on public information and media releases.

☐ Carefully coordinate media releases regarding law enforcement tactical or criminal information issues with the Operations Section Chief and EOC/CEOC Director to Ensure Government Code mandates and restrictions are followed.

☐ Develop material for use in media briefings.

☐ Obtain EOC/CEOC Director's approval of all media releases.

☐ Notify media and conduct media briefings.

☐ Arrange for tours and other interviews or briefings that may be required.

☐ Monitor and obtain media information that may be useful to incident planning.

☐ Periodically, or as requested, provide media relation briefings to the EOC/CEOC Director.

☐ Maintain current information summaries and/or displays on the incident and provide information on status of incident response operations to assigned personnel.

☐ Thoroughly brief your PIO staff relief at shift change time.

Deactivation / Demobilization:

☐ Obtain authorization to deactivate the PIO functions from the EOC/CEOC Director.

☐ Release assistant staff when no longer required.

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

☐ Be prepared to provide input to the After Action Report.

SAFETY OFFICER
Primary: District / Campus Public Safety Coordinator or Safety Designee
Alternate:

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. Designated chemistry personnel may be assigned by the Safety Officer for chemical-related incidents.

Section Assignment: Command/Management

Reports to: EOC/CEOC Director

Actions

Activation:

☐ Check in upon arrival at the EOC.

☐ Report to the EOC/CEOC 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 staff is required, coordinate with the District/CEOC Director on obtaining additional personnel.

☐ Set-up work area to include maps and status boards as appropriate.

☐ Open and maintain accurate and detailed logs on Unit activity.

☐ Ensure sufficient Unit personnel or designees assigned to maintain an initial 24-hour operation.

☐ Determine need to request assistance concerning any potential chemical- related incidents.

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

Operational Duties:

☐ Identify hazardous situations associated with the incident.

☐ Establish reporting procedures with Sections to ensure receipt of information regarding operational safety hazards from field teams.

   o Note any identification of substance, quantity, and extent of release
   o Ascertain potential for fire, pollution.
   o Coordinate with *Operations Section – Medical Branch* to notify hospitals.

☐ 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/ CEOC Director on operational safety issues.

☐ Coordinate the investigation of accidents that have occurred within the incident area.

☐ In consultation with the *Medical Services Branch Leader*, review and approve the medical plan.

☐ Participate in the EOC/CEOC Director's debriefing and planning meetings.

☐ Thoroughly brief your staff relief at shift change time.

Deactivation / Demobilization:

☐ Obtain authorization from the EOC/CEOC Director to deactivate Safety Officer operations.

☐ Release any subordinate staff and volunteers when no longer required.

☐ Ensure that open actions are handled or transferred to other Sections as required.

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

☐ Be prepared to provide input to the After Action Report.

LIAISON OFFICER
Primary:
Alternate:

Function: The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during an emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.

Section Assignment: Command/Management

Reports to: EOC/CEOC Director

Actions

Activation:

- ☐ Sign in at the Check-In/Out desk.
- ☐ Put on Personal Safety equipment and Position Identifier.
- ☐ Locate and Set up workspace.
- ☐ Meet with the EOC/CEOC Director, Command Staff and Section Chiefs.

Operational Duties:

- ☐ *Remember Shift Changes* and establish a process for briefing the incoming staff.
- ☐ Brief agency representatives on the status of the situation, response priorities, and the incident action plan.
- ☐ Ensure the coordination of efforts by keeping the EOC Incident Commander informed of agency action plans.
- ☐ Provide periodic updates to agency representatives as necessary.
- ☐ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log.
- ☐ Release Liaison staff and mutual aid volunteers when directed by the EOC Incident Commander.
- ☐ Direct the return of all equipment and reusable supplies to the Logistics Unit.
- ☐ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Documentation Unit. Sign out at Check-In/Out Desk and leave contact information in case you need to be reached.

Deactivation/Demobilization:

- ☐ Release Liaison staff and mutual aid volunteers when directed by the EOC Incident Commander.
- ☐ Direct the return of all equipment and reusable supplies to Logistics Unit.

OPERATIONS SECTION CHIEF
Primary: Public Safety Director / District/Campus Police Chief
Alternate: Campus Maintenance & Operations Director

Function: Ensure that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC/CEOC. Ensure those operational objectives and assignments identified in the EOC/CEOC 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/CEOC Director on all matters pertaining to section activities.

Section Assignment: Operations

Reports to: EOC/CEOC Director

Actions

Activation:

☐ Check-in upon arrival at the EOC/CEOC.

☐ Report to the EOC/CEOC Director.

☐ Obtain a briefing on the situation.

☐ Review your position responsibilities.

☐ Determine if other section staff is at the EOC/CEOC.

☐ 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.

☐ Review organization in place at the EOC/CEOC. 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 section logs.

☐ Meet with the *Communications Unit Coordinator* (if unit established).

☐ Obtain briefing on on-site and on external communications capabilities and restrictions.

☐ Establish operating procedure with *Logistics Communications Unit* for use of telephone and radio systems. Make priorities or special requests known.

☐ Attempt to determine **ETA** of requested staff who is not yet on site.

☐ Establish contact with adjacent EOCs. Determine status of Operations sections at other EOCs. Determine status of any requests for assistance.

☐ Meet with *Planning/Intelligence Section Chief*. Obtain and review any major incident reports. Obtain additional information that may affect your section's operation.

☐ When appropriate, ensure that agency representatives from your jurisdiction are in place or en route to other affected EOCs.

☐ Establish communications with Agency Representatives as soon as possible.

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

☐ Review responsibilities of all branches in section.

☐ Make a list of key issues currently facing your Section. Establish with assembled personnel action items to be accomplished within the next *Operational* period. Determine the length of the operational period.

☐ Activate organizational elements (Branches, Units) within the section as appropriate and needed.

☐ Determine need for representation or participation of outside mutual aid system resource representatives.

☐ Request additional personnel when appropriate to maintain a two-shift EOC operation.

☐ Advise the *EOC/CEOC Director* of Section status.

☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties:

☐ Ensure that section logs and files are maintained.

☐ Anticipate potential situation changes, such as severe aftershocks and develop backup planning.

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

☐ Provide situation and resources information to the *Planning / Intelligence Section* on a periodic basis or as requested.

☐ Coordinate all media contacts with the *EOC/CEOC Director* and *PIO*.

☐ Conduct periodic briefings with staff and work to reach a consensus on objectives for forthcoming operational periods.

☐ Attend and participate in *EOC/CEOC Director's* debriefing and planning meetings.

☐ Work closely with *Planning / Intelligence Section* in the development of action plans.

☐ Hold debriefing and planning meetings with your Branch/Unit Coordinators.

☐ If activated, work closely with Branch Coordinators to ensure Operations objectives are being addressed.

☐ Ensure all resource needs for your Section are coordinated through the *Logistics* Section.

☐ Ensure that intelligence information gathered by Operations is made available to the *Planning / Intelligence Section*.

☐ Ensure all fiscal and administrative requirements are coordinated through the *Finance / Administration Section*.

☐ Provide a Notification of any emergency expenditure.

☐ Maintain daily time sheets.

☐ Brief *EOC/CEOC Director* on major problems that need or will require solutions.

☐ Brief Branch Coordinators periodically on any updated information received.

☐ Continuously share status information with other sections as appropriate.

☐ Brief your staff relief at shift change.

☐ Deactivate Branches when they are no longer required. Ensure that all paper work is complete and logs are closed.

Deactivation / Demobilization:

☐ Authorize deactivation of organizational elements within the section when no longer required. Ensure that any open actions are handled by the section or transferred to other EOC/CEOC elements as appropriate.

☐ Deactivate the Section and close out logs when authorized by the EOC/CEOC Director.

☐ Ensure any open actions are assigned to the appropriate agency or element for follow-on support.

☐ Ensure required forms or reports are completed prior to your departure.

☐ Be prepared to provide input to the After Action Report.

PLANNING / INTELLIGENCE SECTION CHIEF
Primary: Designated Vice President
Alternate:

Function: The Planning/Intelligence Section Chief oversees Situation Analysis, Documentation, and the Incident Action Plan. Establishes special information collection activities as necessary, e.g., weather, environmental, toxics, 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.

Section Assignment: Planning/Intelligence

Reports to: EOC/CEOC Director

Actions

Activation:

☐   Check-in upon arrival at EOC/CEOC.

☐   Report to the *EOC/CEOC Director* and obtain a briefing on the situation.

☐   Review your position responsibilities.

☐   Set up section workstation, including maps and status boards.

☐   Determine if other section staff are at the EOC/CEOC.

☐   Review organization in place in the EOC/CEOC 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.

☐   Meet with the *Communications Branch Coordinator*.

   o   Obtain briefing on on-site and external communications capabilities and restrictions.

   o   If necessary, establish operating procedure with *Communications Branch* for use of telephone and radio systems. Make priorities or special requests known.

☐   Establish contact with other adjacent EOCs. Determine status of Planning/Intelligence Sections at other City EOCs or Operational Area.

☐   Periodically obtain and review status and incident reports and other reports from adjacent areas that have arrived at the EOC/CEOC.

☐   Develop a plan for carrying out all CEOC Section responsibilities.

☐   Activate organizational elements and their coordinators as needed.

☐   Make a list of key issues facing your section and establish action items to be accomplished within the next operational period.

☐   Request sufficient personnel to maintain a two-shift operation.

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

Operational Duties:

☐ Ensure that section logs and files are maintained.

☐ Anticipate potential situation changes, such as severe aftershocks. Develop back-up plans for all procedures requiring off campus communications.

☐ Periodically meet with other Section Chiefs and exchange available situation information.

☐ Based on the situation as known or forecast, determine likely future information and personnel support needs.

☐ Maintain current status at all times. The following information should be collected and displayed:

   o Status of incident (out of control, contained, controlled)

   o Special hazards

   o Status of critical facilities (structural collapse, utilities)

   o Number of persons injured, fatalities

   o Property damage (estimated dollar loss). *Pass information to *Finance/Administration*.

   o Outside agencies/mutual aid (called, arriving, in-place)

   o Road conditions

   o Weather conditions (present and pending)

   o Shelters activated or needed

☐ Ensure that all media contacts are fully coordinated with the *EOC/CEOC Director*, and the *PIO*.

☐ Conduct periodic briefings with section staff, particularly as regards priorities.

☐ Attend *EOC/CEOC Director's* debriefing and planning meetings. Use policies set by *EOC Director* and *Policy Group* to develop *Incident Action Plan*. Brief Branch/Unit coordinators.

☐ Upon approval of the *Incident Action Plan*, disseminate to all Sections in EOC/CEOC and PIO. Update the *Incident Action Plan* as needed.

☐ Brief *EOC/CEOC Director* on current or anticipated problems that may require solutions.

☐ Share status information with other sections as appropriate.

☐ Brief your relief at shift change time.

Deactivation / Demobilization:

☐ Authorize deactivation of section staff when no longer required. Ensure open   actions are handled by section or transferred to other *EOC/CEOC* elements as appropriate.

☐ Deactivate the section and close out logs when authorized by the *EOC/CEOC Director*.

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

☐ Be prepared to provide input to the After Action Report.

LOGISTICS SECTION CHIEF

Primary:
Alternate:

Function: Ensures that the logistics functions that support the response structure are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support. Provides logistical support to all other sections within the EOC/CEOC. This individual reports to the EOC Director on all matters pertaining to Section activities.

Section Responsibility: Logistics

Reports to: EOC/CEOC Director

Actions

Activation:

☐ Check in upon arrival at the EOC/CEOC.

☐ Report to the *EOC/CEOC Director* and obtain a briefing on the situation.

☐ Review your position responsibilities.

☐ Set-up section workstation, including maps and status boards.

☐ Determine if other Logistics Section staff are in the EOC/CEOC and meet with them.

☐ Review ICS organization in place in the EOC/CEOC 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.

☐ Meet with *Communications Branch Coordinator* and obtain briefing on on-site and external communications capabilities and restrictions. Establish procedures and priorities for use of telecommunications and radio systems.

☐ Establish contact with adjacent EOCs and determine status of logistical functions. Determine status of any requests for assistance.

☐ Periodically meet with the other Section Chiefs 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.

☐ Review the responsibilities for the branches and units in your section.

☐ Activate organizational elements as needed and designate coordinators.

☐ Make a list of key issues facing your Section and establish action items to be accomplished within the next operational period.

☐ Request additional personnel as necessary to maintain a two-shift operation.

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

Operational Duties:

☐ Ensure section logs and files are maintained.

☐ Anticipate potential situation changes, such as aftershocks, and plan accordingly.

☐ Maintain current section status at all times.

☐ Maintain current displays associated with your section. Ensure information reports or displays are clear and understandable.

☐ Hold debriefing and planning meetings with your Branch/Unit Coordinators.

☐ Ensure that orders for additional resources necessary to meet known or expected demands have been placed, and are being coordinated.

☐ Make sure that all media contacts or requests for information are fully coordinated with the *EOC/CEOC Director*, the *Emergency Operations Executive* and the *PIO*.

☐ As required, provide situation and resource information to the *Planning/Intelligence* Section.

☐ Conduct periodic briefings for section. Ensure staff are aware of priorities and determine unmet needs or problems.

☐ Brief EOC/CEOC Director on major problem areas that now need or will require solutions.

☐ Share status information with other sections as appropriate.

☐ Brief your staff relief at shift change time.

Deactivation / Demobilization:

☐ Deactivate organizational elements when they are no longer required. Ensure any open actions are handled by section or transferred to other EOC/CEOC elements as appropriate.

☐ Deactivate the Section and close out logs when authorized by the *EOC/CEOC Director*.

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

☐ Be prepared to provide input to the After Action Report.

FINANCE / ADMINISTRATION SECTION CHIEF
Primary: Vice President Business and Financial Affairs/Designee
Alternate:

Function: The Finance/Administration 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. It is important to brief administrative personnel on all incident related financial issues needing attention or follow-up, maintain periodic contact with administration on financial/ administrative matters, process purchase orders and contracts in coordination with the Logistics Section. Duties also include processing worker's compensation claims, handling travel and expense claims and the maintenance of all financial records of the emergency. Standard ICS Finance / Administration Section units may include a Time Unit, Procurement Unit, Compensation / Claims Unit and a Cost Unit. Not all incidents will require activation of this section, or all units described.

Section Assignment: Finance/Administration

Reports to: EOC/CEOC Director

Actions

Activation:

☐ 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 workstation, including maps and status boards.

☐ Determine if other section staff is 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.

☐ Meet with *Communications Branch Coordinator* and obtain briefing on on-site and external communications capabilities and restrictions. Establish procedures for use of telecommunications and radio systems. Make priorities or special requests known.

☐ Determine appropriate purchasing limits to delegate to Logistics Section and brief the *Logistics Section Chief*.

☐ Meet with *Operations* and *Logistics Section Chiefs* and determine financial and administrative support needs.

☐ Based on the situation as known or forecast, determine likely future Finance / Administration section personnel and support needs.

☐ Activate organizational elements and staff as needed.

☐ Request additional personnel as needed for maintaining a two-shift operation.

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

Operational Duties:

☐ Ensure that section logs and files of all activities are maintained accurately and in detail.

☐ Anticipate potential situation changes, such as severe aftershocks and develop contingency plans for all procedures requiring off-site communications.

☐ Maintain current status at all times.

☐ Maintain current displays associated with your section and ensure that such displays and/or information reports are clear and understandable.

☐ Provide situation and resource information to the *Planning/Intelligence Section* on a periodic basis or as required.

☐ Ensure all media contacts are fully coordinated with the *EOC/CEOC Director* and the *PIO*.

☐ Participate in the *EOC/CEOC Director's* debriefing planning meetings.

☐ Provide assignments for support staff.

☐ In coordination with the *Planning and Logistics Sections*, collect and develop cost estimates of damage to facilities. (Ensure both written and photographic documentation of damages is obtained)

☐ In the event of an evacuation, take necessary organizational actions to ensure the security of records and District/Campus funds.

☐ Ensure all Branch Coordinators utilizing private vendor or contractor services are maintaining accurate records of equipment use and personnel time.

☐ Provide the *EOC/CEOC Director* with updates on cost related information as requested.

☐ Periodically brief the *EOC/CEOC Director* on all incident- related business management issues needing attention.

☐ Ensure that all time and cost expenditure records kept current and logged in a timely fashion.

☐ Conduct periodic section briefings. Ensure staff is aware of priorities.

☐ Monitor section activities and adjust as appropriate.

☐ Brief *EOC/CEOC Director* on major problem areas that now need or will require solutions.

☐ Share status information with other sections as appropriate.

☐ Keep *EOE/CEOC Director* apprised of the overall financial situation.

☐ Brief your relief at shift change time.

Deactivation / Demobilization:

☐ Authorize deactivation of organizational elements when no longer required. Ensure that open actions are handled by the section or transferred to other EOC/CEOC elements as appropriate.

☐ Deactivate the section and close out all logs when authorized by the *EOC/CEOC Director*.

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

☐ Be prepared to provide input to the After Action Report.

Emergency Operations Center (EOC) Activation

When an emergency expands beyond the field incident level the Emergency Operations Center Director or designee is authorized and will arrive in the EOC will be the EOC Director until officially relieved.

Duties and Responsibilities - Once the EOC is fully activated the personnel who staffs the EOC will be expected to work a continuous12-hour shift. EOC staff will sign-in and sign-out at the beginning and end of each shift.

EOC staff will have pre-designated roles and responsibilities in accordance with ICS and the EOP.

Staffing and Notification Systems-Variations of staffing and notification systems for EOP and EOC activations need to address what will happen during regular business hours and during non-business hours. The EOP needs to include variations for regular day and evening programs as appropriate.

Expanding Incidents and Emergencies - As the incident expands beyond the campus locale, various agencies will become involved.

Deactivation of the EOC

Once the emergency response phase is completed and recovery of the emergency incident commences, the EOC/CEOC will be deactivated.

Several of the actions to be taken in the Deactivation of the EOC/CEOC common to all Emergency Response Unit positions are listed below.

General Checklist - Deactivation Phase

- Deactivate your assigned position and close out logs when authorized by EOC/CEOC Director or appropriate Section Chief.

- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section as appropriate prior to your departure.

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

- If another person is relieving you, ensure that he or she is thoroughly briefed before you leave your workstation.

- Clean up your work area before you leave.

The final shift of EOC personnel will ensure that all materials are properly stored and that all documentation, records, and other relevant information is properly recorded and provided to the District Chancellor or College President, designee and key EOC staff. Maps and all logs should be preserved and filed for requesting any reimbursements of response costs from the State and/or Federal government.

Additionally, the materials, records, documentation and other information will be critical to the development of Rio Hondo College after Action Report that includes lessons learned and also in developing short and long term recovery plans as well as contributing to Rio Hondo College Hazard Mitigation plan.

Alternate EOC / CEOC

An alternate EOC is essential in that if the primary EOC is unavailable or impractical, another location to coordinate emergency operations is available as a back-up facility.

At this time, the following locations have been identified as alternate EOCs:

1. Primary Alternate Site:

(Name of Facility and physical address) _____

_____

2. Secondary Alternate Site:

(Name of Facility and physical address) _____

_____

College EOC Activation Sequence

The following chart outlines the authority sequence for Campus and District EOC activation:

```
                    ┌─────────────────┐
                    │      FEMA       │
                    └─────────────────┘
                            ↕
                    ┌─────────────────┐
                    │  STATE          │
                    │  EOC            │
                    └─────────────────┘
                            ↕
                    ┌─────────────────┐
                    │  County OPS     │
                    │  Area EOC       │
                    └─────────────────┘
                            ↕
                    ┌─────────────────┐
                    │  District       │
                    │  EOC            │
                    └─────────────────┘
                            ↕
                    ┌─────────────────┐
                    │  Campus/        │
                    │  College EOC    │
                    └─────────────────┘
```
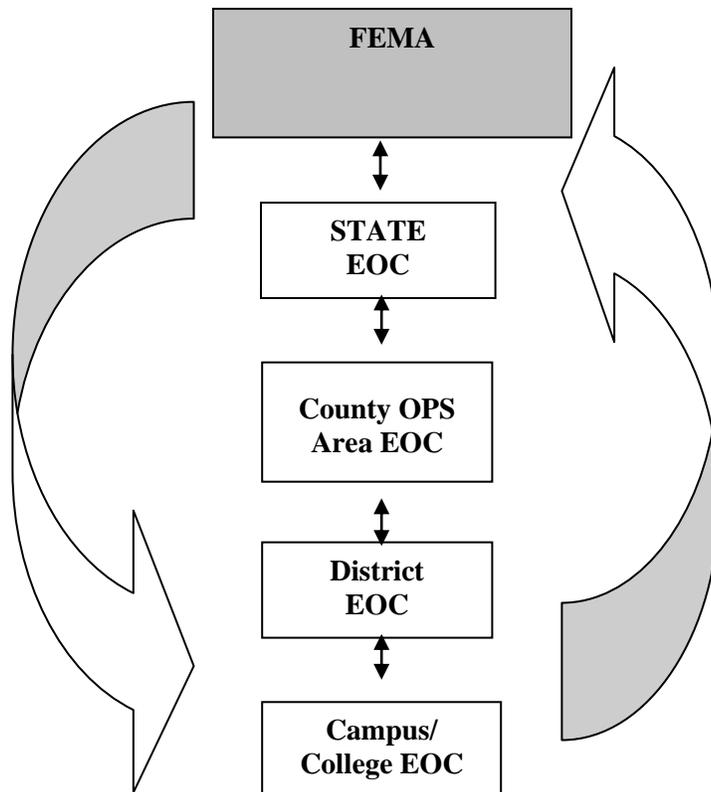
COLLEGE INCIDENT COMMAND SYSTEM (ICS) (SAMPLE)

POLICY GROUP
President,
Vice Presidents

EOC DIRECTOR
President/Designee

COMMAND STAFF

LIAISON OFFICER
Public Safety Designee

P.I.O.
Public Affairs

SAFETY OFFICER
EH&S / Designee

Public Health

Recorder /
Scribes

OPERATIONS
Campus, Public Safety/
Law Enforcement

LOGISTICS
Facilities Management

**PLANNING/
INTELLIGENCE**
VP Administration

**FINANCE/
ADMINISTRATION**
VP Business & Finance

Evacuation Alert
Public Safety
Law Enforcement

Supply / Purchasing
Purchasing Director

Situation Analysis
Facility Planner / IT

Cost Recovery
Risk Manager

Medical Services
Student Health Center

Personnel Services
Human Resources
Designee

Documentation
Dean of Students

**Claims/
Compensation**
Finance Staff

**Utilities & Damage
Assessment**
Facilities Mgmt.

Care, Shelter and Food
Student Services Designee

Law/Traffic Control
Public Safety

Communications
Telecommunications

Search and Rescue
Maintenance Operations

Transportation
Facilities Designee

AFTER ACTION REPORTING REQUIREMENTS AND PROCEDURES

Completing an After Action Report is a part of the required SEMS/NIMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the Office of Emergency Services (OES) in cooperation with involved state and local agencies complete an After Action Report within 120 days after each declared disaster.

Section 2450(a) of the SEMS regulations state that "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900 (j).

SEMS regulations require an After Action Report (AAR) for all declared emergencies. This requirement applies only to state agencies and local government agencies seeking reimbursement from the State for personnel-related costs. The SEMS regulations do not specify corrective actions, although the SEMS guidelines do address "areas for improvement." The SEMS guidelines serve as the primary resource for after action reports and corrective action to assist those agencies to carry out the SEMS regulations.

The SEMS Technical Group established the After Action/Corrective Action (AA/CA) SEMS Specialist Committee to address the NIMS requirements for After Action/Corrective Actions and plans within the framework of SEMS. Products that were developed by this committee are available for use by state, local, and tribal governments in order to support the effort toward NIMS compliance.

Although it is not a State or Federal requirement at this time for California Community Colleges to complete an After Action Report (AAR), it is recommended that Rio Hondo College complete an After Action Report (AAR) following a major emergency on campus. Also, it is recommended that the college staff also utilize the AAR and Corrective Action Plan (CAP) and Corrective Action Plan (CAP) as not only required documents to be used in declared emergencies, but also be utilized as a standard part of exercise and drill assessments.

APPENDICES

APPENDIX A

The following is an example of an After Action/Corrective Report Survey:

Governor's Office of Emergency Services

AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE
For response to

<u>(EVENT NAME)</u>

(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).

 Federally funded exercises: ***Completed AA/CA reports completed in this MS Word template can be attached to the Department of Homeland Security, Grants and Training, ODP Secure Portal.***

After Action Report

Information Needed	Text goes in text boxes below.
Name of Agency:	
Type of Agency: * (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
OES Admin Region: (Coastal, Inland, or Southern)	
Completed by:	
Date report completed:	
Position: (Use SEMS/NIMS positions)	
Phone number:	
Email address:	
Dates and Duration of event: (Beginning and ending date of response or exercise activities - using mm/dd /yyyy)	
Type of event, training, or exercise: * * Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, or game.	
Hazard or Exercise Scenario: * *Avalanche, Civil Disorder, Dam Failure, (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

APPENDIX B   <u>**SEMS/NIMS FUNCTION EVALUATION**</u>

MANAGEMENT (Public Information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

APPENDIX C – Planning/Intelligence Situation Analysis

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)		
	Satisfactory	**Needs Improvement**
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

LOGISTICS (Services, support, facilities, etc.)		
	Satisfactory	**Needs Improvement**
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)		
	Satisfactory	**Needs Improvement**
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

APPENDIX D

AFTER ACTION REPORT QUESTIONNAIRE
(The responses to these questions can be used for additional SEMS/NIMS evaluation.)

Response/Performance Assessment Questions	Yes	No	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Was an action-planning process used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained			

between agencies?			
18. Was the public alerted and warnings conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concerns addressed?			
21. Did event use Emergency Support Function (ESF) effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. *Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.*
_____
_____
_____
_____
_____

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?
_____
_____
_____
_____
_____

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.
_____
_____
_____
_____
_____

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.
_____
_____
_____
_____
_____   _____

27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

_____
_____
_____
_____
_____

NARRATIVE
Use this section for additional comments.

_____
_____
_____
_____
_____
_____
_____
_____
_____

APPENDIX E

POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations.   Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.

(Code: I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

APPENDIX F

Suggested Recommended Materials and Supplies for EOC

The following is a list of materials that must be maintained in the EOC. This list is not all-inclusive. These are the recommended minimum and basic materials.

- Flip Charts, Easel stands, Markers

- Dry Erase White Boards, Dry Erase Markers, Cleaner, Eraser

- Telephones (Land-lines, cellular)

- Computers with Microsoft Office Software (PC towers or Laptops or combination of both)

- 1-2 Laser jet printers

- LCD Projector

- Television(s)

- Portable Radio

- Fan

- Chairs and tables

- 3-4 Large Maps (District/College facilities (2), City Map, County Map)

- Push pins, scotch tape, staplers, writing pads, pens, pencils

- Post-its, other supplies, masking tape, copy paper

- Small copier, fax, scanner

- Internet access

- Water food and other supplies for long term operations

- Two-way radios (2-3 sets)

APPENDIX G

ICS Form 202
INCIDENT OBJECTIVES

INCIDENT OBJECTIVES	**1. INCIDENT NAME**	**2. DATE**	**3. TIME**
4. OPERATIONAL PERIOD (DATE/TIME)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
7. GENERAL SAFETY MESSAGE			

8. Attachments (☑ if attached)

☐ **Organization List (ICS 203)**	☐ **Medical Plan (ICS 206)**	☐ Weather Forecast
☐ **Assignment List (ICS 204)**	☐ **Incident Map**	☐ _____
☐ **Communications Plan (ICS 205)**	☐ **Traffic Plan**	☐ _____

9. PREPARED BY (PLANNING SECTION CHIEF)	**10. APPROVED BY (INCIDENT COMMANDER)**

APPENDIX H

ICS Form 206 - MEDICAL PLAN

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period

5. Incident Medical Aid Station		

Medical Aid Stations	Location	Paramedics Yes	No

6. Transportation
A. Ambulance Services

Name	Address	Phone	Paramedics Yes	No

B. Incident Ambulances

Name	Location	Paramedics Yes	No

7. Hospitals

Name	Address	Travel Time Air	Ground	Phone	Helipad Yes	No	Burn Center Yes	No

8. Medical Emergency Procedures

Prepared by (Medical Unit Leader)	10. Reviewed by (Safety Officer)

APPENDIX I

ICS Form 209
INCIDENT STATUS SUMMARY

INCIDENT STATUS SUMMARY **FS-5100-11**					

1. Date/Time	2. Initial ☐ Update ☐ Final ☐	3. Incident Name		4. Incident Number	
5. Incident Commander	6. Jurisdiction	7. County	8. Type incident	9. Location	10. Started Date/Time
11. Cause	12. Area Involved	13. % Controlled	14. Expected Containment Date/Time	15. Estimated Controlled Date/Time	16. Declared Controlled Date/Time

17. Current Threat		18. Control Problems	
19. Est. Loss	20. Est. Savings	21. Injuries	Deaths	22. Line Built	23. Line to Build
24. Current Weather WS Temp WD RH	25. Predicted Weather WS Temp WD RH	26. Cost to Date	27. Est. Total Cost

28. Agencies

Resources																				Totals
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	
ENGINES																					
DOZERS																					
CREWS Number of Crews: Number of Crew Personnel:																					
HELICOPTERS																					
AIR TANKERS																					
TRUCK COS.																					
RESCUE/MED.																					
WATER TENDERS																					
OVERHEAD PERSONNEL																					
TOTAL PERSONNEL																					

30. Cooperating Agencies

31. Remarks

32. Prepared by	33. Approved by	34. Sent to: Date Time By