

UCSB Emergency Operations Plan (EOP)

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Prepared and maintained by UCSB Environmental Health and Safety

TABLE OF CONTENTS

| | |
|--|-----------|
| I. EXECUTIVE SUMMARY | 4 |
| <hr/> | |
| II. MISSION STATEMENT AND PLAN DESIGN | 5 |
| <hr/> | |
| A. MISSION STATEMENT | 5 |
| B. PLAN DESIGN | 5 |
| 1. EMERGENCY OPERATIONS PLAN | 6 |
| 2. DEPARTMENT EMERGENCY OPERATIONS PLAN | 6 |
| 3. HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN (ERP) | 6 |
| <hr/> | |
| III. CAMPUS EMERGENCY MANAGEMENT | 8 |
| <hr/> | |
| A. INCIDENT COMMAND SYSTEM – FIELD EMERGENCY RESPONSE | 8 |
| 1. ICS STRUCTURE | 8 |
| a. Incident Commander | 9 |
| b. Agency Representative | 9 |
| c. Command Staff | 9 |
| d. General Staff | 10 |
| 2. CAMPUS EMERGENCY RESPONDERS | 11 |
| a. Primary campus emergency responders | 11 |
| b. UCSB Emergency Response Team (ERT) | 11 |
| c. Other campus emergency resources | 12 |
| d. Community resources on campus | 12 |
| B. EMERGENCY OPERATIONS CENTER (EOC) | 14 |
| 1. EOC FUNCTION | 14 |
| 2. EOC LOCATION | 14 |
| 3. EOC STAFFING | 14 |
| a. Policy Group | 15 |
| b. Management Team | 15 |
| c. EOC Staff | 15 |
| 4. EOC ORGANIZATION | 16 |
| a. Operations Section | 16 |
| b. Plans Section | 17 |
| c. Logistics Section | 17 |
| d. Finance Section | 17 |
| 5. EOC OPERATIONAL MODE | 18 |
| 6. EOC/ICS INTERACTION | 19 |
| 7. DECLARATION OF EMERGENCY | 21 |
| <hr/> | |
| IV. EOC ACTIVATION | 22 |
| <hr/> | |
| A. CRITERIA FOR ESTABLISHING EOC | 22 |
| B. NOTIFICATION AND COMMUNICATION | 22 |
| C. ACTIVATION PROCEDURE | 22 |

| | |
|---|-----------|
| V. RECOVERY | 25 |
| <hr/> | |
| VI. APPENDICES | 26 |
| <hr/> | |
| A. ICS SECTIONS DESCRIPTIONS | 28 |
| B. EMERGENCY OPERATIONS CENTER POSITION CHECKLISTS | 35 |
| C. UCSB DEPARTMENT EMERGENCY STATUS REPORT | 45 |
| D. EOC FLOORPLAN | 49 |
| E. GLOSSARY | 53 |

I. EXECUTIVE SUMMARY

Recent experience has clearly demonstrated that emergency response agency resources are quickly overwhelmed during a major emergency. **Self-sufficiency** for at least three days is recommended by the experts. **The UCSB Emergency Operations Plan (EOP)** is designed with the intent to assist UCSB preparation and response to **all levels of emergencies**, including the large, regional earthquake, with minimal impact. It provides a **framework**, strategies and mechanisms for departments to coordinate and to cope with the lack of external assistance during the first few days. An emergency response organization will be developed according to the guidelines set forth in this plan to facilitate rapid communication and decision making which is necessary for **maximizing response effectiveness**.

The EOP organization also meets legal requirements. This plan incorporates the requirements of **the Standardized Emergency Management System (SEMS)** as stated in the California Code of Regulations, Title 19, Division 2, California Office of Emergency Services. SEMS was established to provide an effective response to multi-agency and multi-jurisdiction emergencies in California, and is intended to facilitate the flow of information and coordination among all responding agencies. SEMS requires that state agencies use consistent principles and components of emergency management.

The **Incident Command System (ICS)**, a field level emergency response structure, is implemented for response activities. The UCSB emergency response organization, when fully implemented, includes policy and management groups operating from a designated **Emergency Operations Center (EOC)**. These two organizational levels work together in a supportive manner to provide a coordinated approach to emergency management. The **EOC mission** is:

1. Determine **policy direction** as needed;
2. Provide for campuswide administrative, organizational, informational, technical and resource **needs**;
3. Provide **support** to field activities;
4. Deal with issues that are too large, too complex or of too long a duration for field resolution.

II. MISSION STATEMENT AND PLAN DESIGN

A. Mission Statement

The UCSB Emergency Management Program Mission is:

***to protect life and health,
minimize property and economic damage,
and to maximize restoration of normal activities
for the campus community.***

Recent experience has clearly demonstrated that emergency response agency resources are quickly overwhelmed during a major emergency. Traditional expectations of assistance from fire, police and medical services are not valid during a large, regional emergency. **Self-sufficiency** for at least three days is recommended by the experts.

The UCSB Emergency Operations Plan (EOP) is designed with the intent to assist UCSB preparation and response to **all levels of emergencies**, including the large, regional earthquake, with minimal impact. It provides a **framework**, strategies and mechanisms for departments to coordinate and to cope with the lack of external assistance during the first few days. An emergency response organization will be developed according to the guidelines set forth in this plan to facilitate rapid communication and decision making which is necessary for **maximizing response effectiveness**.

The normal chain of command during an emergency may be temporarily suspended. Utilization of emergency management systems will provide for efficient, effective return to normal conditions.

B. Plan Design

1. Emergency Operations Plan

This plan provides an overview of procedures for dealing with major campus emergencies. It explains the roles of key campus positions having major responsibilities during an emergency and explains the activation of the Emergency Operations Center (EOC). Both the EOC and the field emergency response organization are activated and operated according to principles of the Incident Command System (ICS), and this plan describes the supportive relationship between both organizations during major emergencies.

2. Department Emergency Operations Plan

Department heads must be able to respond with autonomy to a rapidly escalating event, such as a fire. Each department is required to develop a written emergency operations plan, which at a minimum, must include the following:

1. Emergency evacuation procedures (See department checklists).
2. A map showing the location of an Emergency Assembly Points (EAP) outside of the building.
3. A building floorplan showing emergency evacuation routes and the location of emergency equipment (fire extinguishers, fire alarm stations, fire hose cabinets, disaster response kit).
4. A list of department personnel with home phone numbers for use in an emergency recall and in accounting for personnel.
5. Department specific emergency response planning.

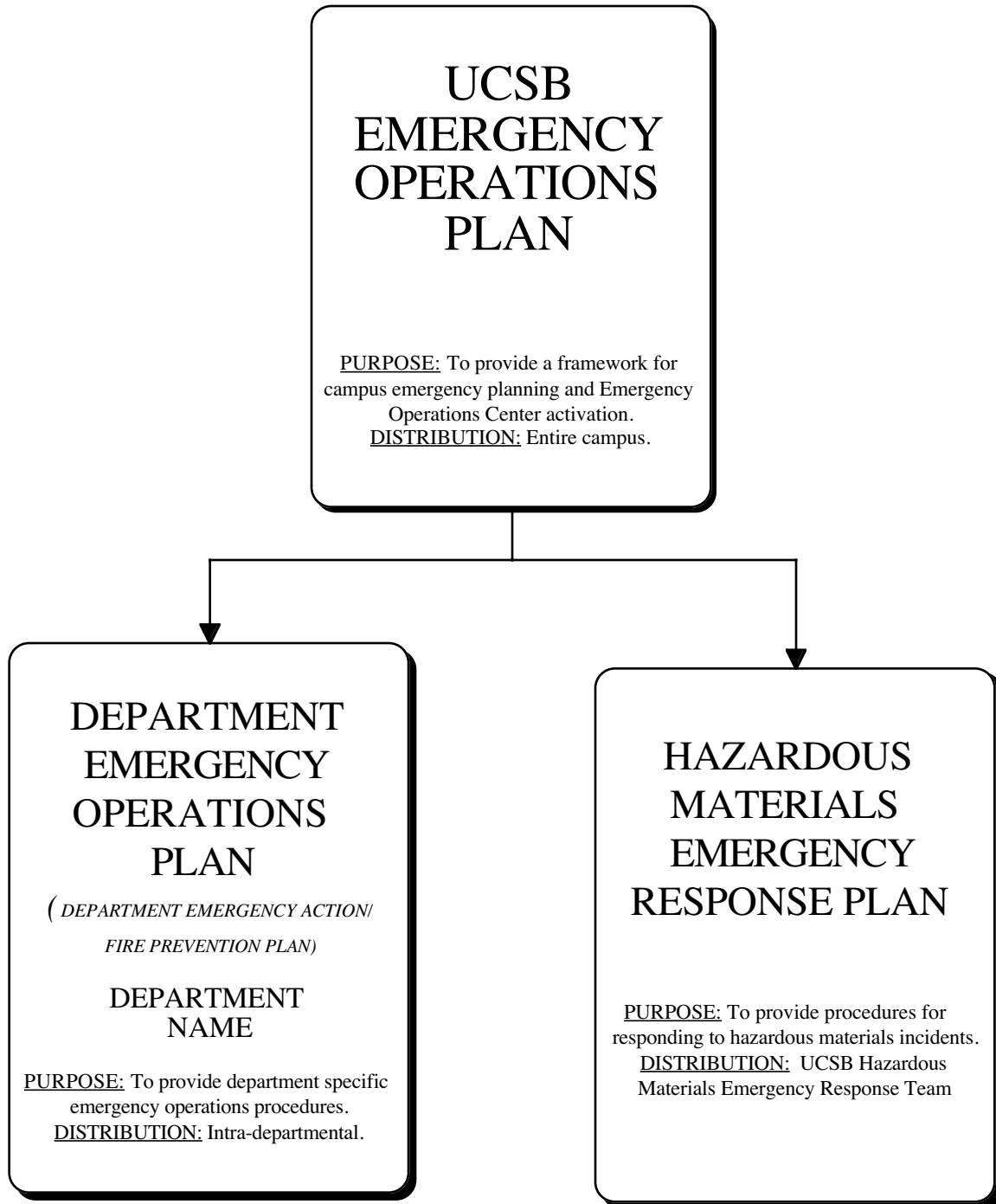
The items above are required by the California Code of Regulations, Title 8, Sections 3220 and 3221 and must be incorporated into departmental emergency planning. The Office of Environmental Health & Safety assists in the development of departmental plans and reviews plans on a regular basis.

Department Heads and Chairpersons retain the responsibility for developing Department Emergency Operations Plans specific to their department's emergency planning and response requirements.

3. Hazardous Materials Emergency Response Plan (ERP)

UCSB has also developed a comprehensive Hazardous Materials Emergency Response Plan (ERP) as an adjunct to the campus Emergency Operations Plan. The ERP establishes procedures for responding to wide-ranging, hazardous materials-related emergencies, and is also based on the Incident Command System.

UCSB PLAN RELATIONSHIPS



III. CAMPUS EMERGENCY MANAGEMENT

A. Incident Command System – Field Emergency Response

The Incident Command System (ICS) is a modular field emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used locally, state-wide and throughout the United States as the basis for emergency response management. Our use of ICS at UCSB facilitates the University's ability to communicate and coordinate response actions with other jurisdictions. In addition, the system facilitates coordination with external emergency response agencies.

The following components characterize the Incident Command System:

- **common terminology** applied to organization elements, position titles, facility designations and resources
- **generic positions** whereby multiple individuals are trained for each emergency response role and follow prepared action checklists
- **modular organization** based on activating only those organizational elements required to meet current objectives
- **integrated communication** so that information systems operate smoothly among all response agencies involved
- **unified command structure** so that organization elements are linked to form a single overall structure with appropriate span-of-control limits
- **manageable span of control** whereby supervisory demand is held in the one-to-three to one-to-seven range
- **comprehensive resource management** for coordinating and inventorying resources for field responses
- **consolidated action plans** which contain strategy to meet objectives at both the field response and EOC levels

1. ICS Structure

ICS is structured with expandable functional sections:

- Incident Commander and Command Staff;
- Agency Representative
- Operations Section
- Plans Section
- Logistics Section
- Finance Section

a. Incident Commander

The Incident Commander (IC) has the authority and responsibility to manage the incident response effort, with general guidance from the EOC. Designation of the IC begins automatically as the first emergency responder arrives on the scene. This may evolve and be passed on to others depending upon the complexity, length, and severity of the incident.

The IC, in consultation with emergency responders, determines the classification of the incident, the required response, and expands the emergency response organization as needed.

The Incident Commander assumes all emergency response responsibilities until they are formally delegated to others. If a situation escalates, additional positions are assigned and resources obtained. Determination of personnel to assume the role of Incident Commander will be based on response time, the availability of qualified personnel, the nature of the incident, the level of training, and the demands of the position.

b. Agency Representative

In a joint operation between UCSB and the fire service, the Incident Commander may be fire personnel. In this instance, UCSB interfaces with and plugs into their command structure via the "Agency Rep" position. This position becomes the senior UCSB field representative, and the primary link between the Incident Commander and other UCSB responses.

c. Command Staff

The Incident Commander may assign an immediate command staff consisting of the following positions and responsibilities:

- **Safety Officer** -- provides overall operational safety authority
- **Information Officer** - acts as sole media contact; distributes information
- **Liaison Officer** -- interfaces with cooperating agencies

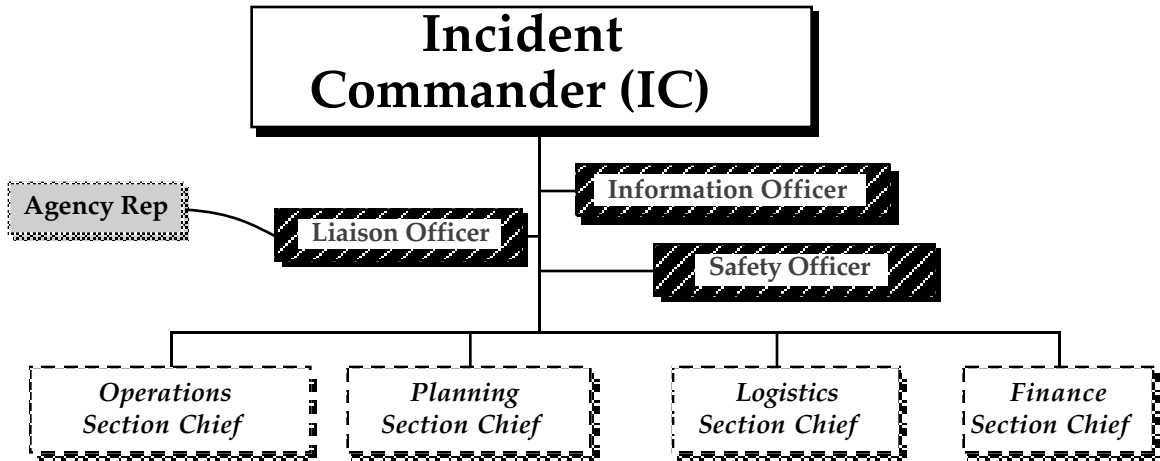
d. General Staff

Operations Section: The Operations Section is responsible for all incident tactical activities. The Operations Section is divided into groups (e.g., fire, law enforcement, emergency medical, physical facilities, and the Emergency Response Team).

Plans Section: The Planning Section collects and analyzes data regarding operations and prepares extended incident action plans. Incident Assessment, Resource Status, Recovery and Documentation are units under this division.

Logistics Section: The Logistics Section is responsible for meeting the resource needs of the Operations Section. This can include procuring specialized equipment and supplies, communication services, providing food and water to response personnel, and meeting the transportation requirements of the incident.

Finance Section: The Finance Section is activated for the purposes of determining the short- and long-term fiscal impacts of the emergency, and for providing payments to vendors for the use of supplies and equipment.



2. Campus Emergency Responders

a. Primary campus emergency responders

UCSB has a number of on-campus emergency response capabilities, including: law enforcement, emergency medical services, building and utility repair, and hazardous materials response. UCSB maintains these primary resources through the following organizations:

- Police Department
- Rescue 7/Paramedics
- FM Physical Services
- Environmental Health and Safety
- Housing and Residential Services

b. UCSB Emergency Response Team (ERT)

The ERT is an interdisciplinary, interdepartmental team organized and managed by EH&S. It is trained extensively in hazardous materials emergencies. It is also trained in structural assessment of earthquake damaged building, allowing for the most efficient reoccupancy possible. Future capabilities include light urban search and rescue.

c. Other campus emergency resources

Other campus departments also play an active, supportive role in emergency response because of their operations, equipment, and capabilities. These departments are listed below, although the list is not inclusive and depends primarily upon the nature of the emergency.

- Business Services
- Central Stores
- Housing & Residential Services
- Parking Services
- Physical Activities and Recreation
- Public Affairs
- Student Health Services
- Transportation
- University Center/Events Center

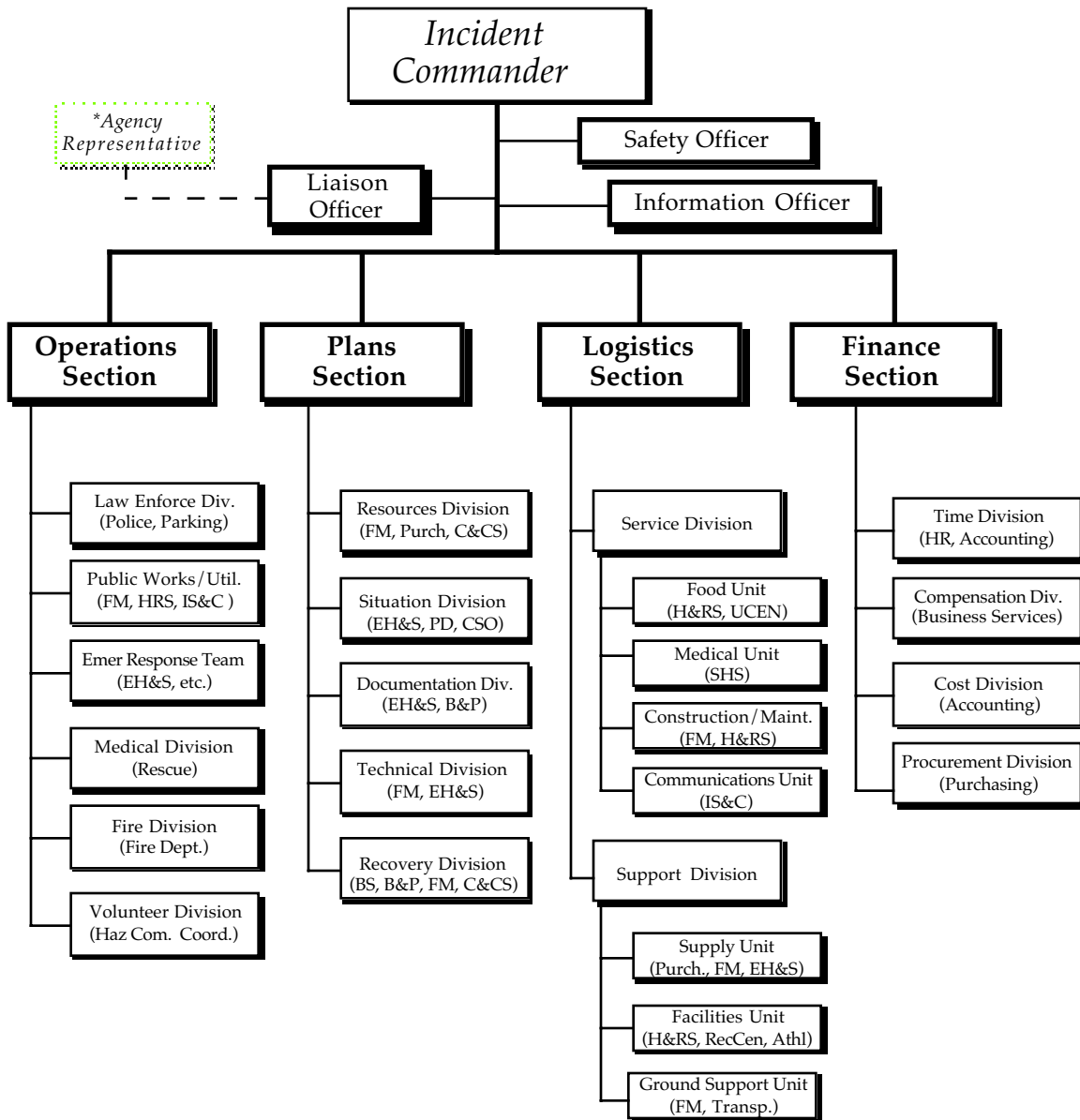
d. Community resources on campus

The Santa Barbara County Fire Department operates one engine company at Station 17, located on campus at the corner of Mesa and Stadium Roads. The engine company provides a first response service for fire and rescue.

It must be remembered that county resources during a major emergency are generally overwhelmed and unavailable. The UCSB plan anticipates this unavailability.

INCIDENT COMMAND SYSTEM STRUCTURE

Incident Command System: STAFFING STRUCTURE EXAMPLE



B. Emergency Operations Center (EOC)

The EOC is the focal point for centralized management of information, decision-making, resource support, and resource application. The primary role of the EOC in bringing together all relevant information about the emergency in one place is to organize and present that information in a useful format to the organization's decision-making body, and facilitate the coordination of resources needed to mitigate the effects of the emergency.

1. EOC Function

An Emergency Operations Center (EOC) is a location or facility from which centralized emergency management can be performed for an organization. The basic ICS management structure is utilized in the EOC.

The primary functions of an EOC are to:

1. Determine **policy direction** as needed;
2. Provide for campuswide administrative, organizational, informational, technical and resource **needs**;
3. Provide **support** to field activities;
4. Deal with **issues** that are too large, too complex or of too long a duration for field resolution.

2. EOC Location

Primary —The primary campus Emergency Operations Center is located in the Training Room (#1045) of the Environmental Health and Safety Building (Bldg. 565) on Mesa Road. **EOC phone numbers are answered only when the EOC has been activated.**

The **primary** phone number is: x 8690.
The **alternate** phone number is 562-6501.

An alternate location will be announced and posted at the EOC, if necessary.

3. EOC Staffing

The Emergency Operations Center functions as follows:

a. Policy Group

The Policy Group consists of the Chancellor's senior officers. Their responsibility is to establish general guidance, policies and priorities based on the extent of the disaster and to prepare news releases with the assistance of the Director of Public Affairs. It is the Policy Group that decides upon issues such as a declaration of emergency (see below), suspension of classes, and activation of the 1-900 information system.

The following University officials comprise the Policy Group and may chair it depending on availability:

1. Chancellor (chair)
2. Vice Chancellor, Executive
3. Vice Chancellor, Research
4. Vice Chancellor, Administrative Services
5. Vice Chancellor, Student Affairs
6. Vice Chancellor, Institutional Advancement
7. Assistant Chancellor, Budget & Planning
8. Associate Vice Chancellor, Administrative Services

b. Management Team

The Management Team allocates campus resources in response to the emergency. The Management Team is recruited and expanded as the EOC Director deems necessary, and additional EOC staffing is determined by the section managers (below). The EOC Director is also responsible for informing the Policy Group of emergency conditions. The Management Team consists of the following positions (roles outlined in Appendix B):

EOC Director and Section Managers:

- Planning Section Manager
- Finance Section Manager
- Operations Section Manager
- Logistics Section Manager

c. EOC Staff

Additional staffing may be necessary to assist the Management Team in executing their responsibilities. Members of Environmental Health and Safety who are not responding in the field are expected to report to the EOC as soon as possible to assist in support duties.

At least one representative from each the following departments must be available to assist in EOC emergency operations:

- Academic Affairs
- Budget and Planning
- Business Services
- Communication Services
- Counseling & Career Services
- Dean of Students
- Housing & Residential Services
- Parking Services
- Human Resources
- Facilities Management
- Police
- Office of Research
- Public Affairs
- Purchasing
- Student Health Services
- Transportation Services

Emergency Operations Center members are advised to appoint alternates for their positions.

4. EOC ORGANIZATION

This section provides a basic framework for the interaction necessary in a major disaster. The details of the interaction must be developed between the organizations involved, and each section is under the direction of a section manager.

The following functions are essential during and after a disaster and are incorporated into the EOC organization. All functions below have a corresponding position checklist in the “EOC Staffing Manuals” located in the EOC.

The basic EOC emergency management structure consists of the following four sections, based on ICS:

a. Operations Section

The Operations Section is responsible for managing response activities within the EOC and coordinating with and providing resources to field operations. This section develops and maintains the EOC Action Plan (separate from but coordinated with the ICS Action Plan) as necessary and reports changes to the EOC Director.

b. Plans Section

This section collects, evaluates and disseminates information about the scope of the incident. This section is responsible for providing information on alternate strategies and documenting the status of the event.

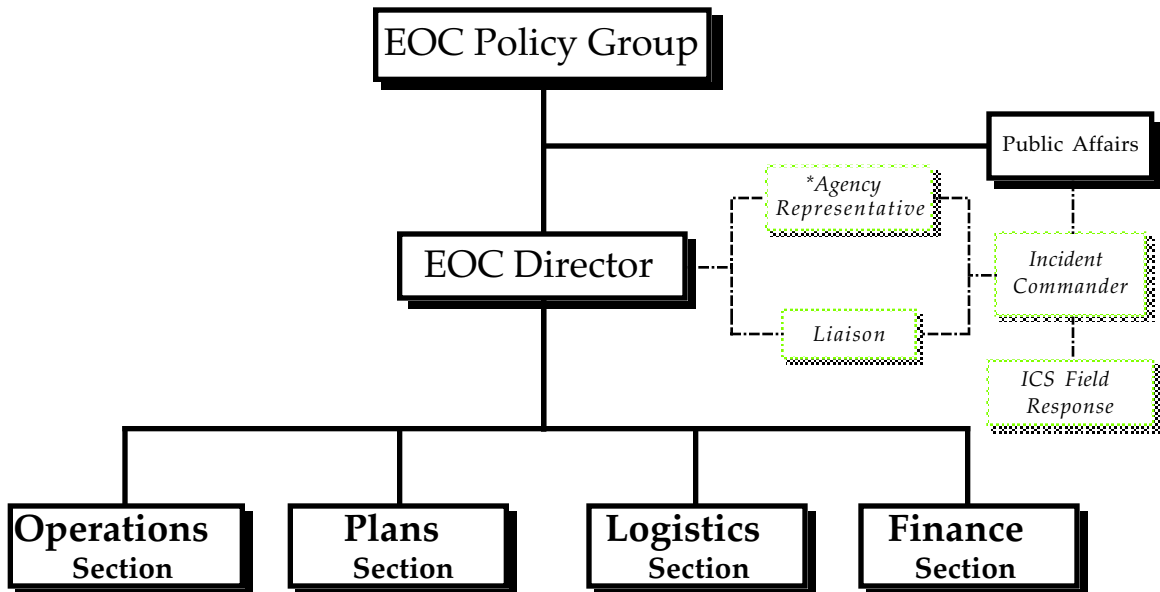
c. Logistics Section

This section provides facilities, services and material in support of the incident. This section is responsible for coordinating with outside service suppliers in support of emergency.

d. Finance Section

This section is responsible for managing the financial and cost analysis aspects of the emergency. Cost recovery from state and federal disaster relief programs is highly dependent on the completeness, accuracy and efficiency of detailed recordkeeping.

EMERGENCY OPERATIONS CENTER: STAFFING STRUCTURE



NOTE:

- Dotted rectangles indicate field operations.
- Solid rectangles indicate EOC positions.

*The **Agency Representative** position is only used if the Incident Commander is from an outside agency, such as the County Fire Dept.

5. EOC OPERATIONAL MODE

The EOC Director activates the Sections and assigns personnel as appropriate to the circumstances. *It is not necessary to fill all positions if the circumstances do not warrant it.* . The positions, as with ICS, are generic and are assigned on the basis of:

- availability,
- need,
- and expertise.

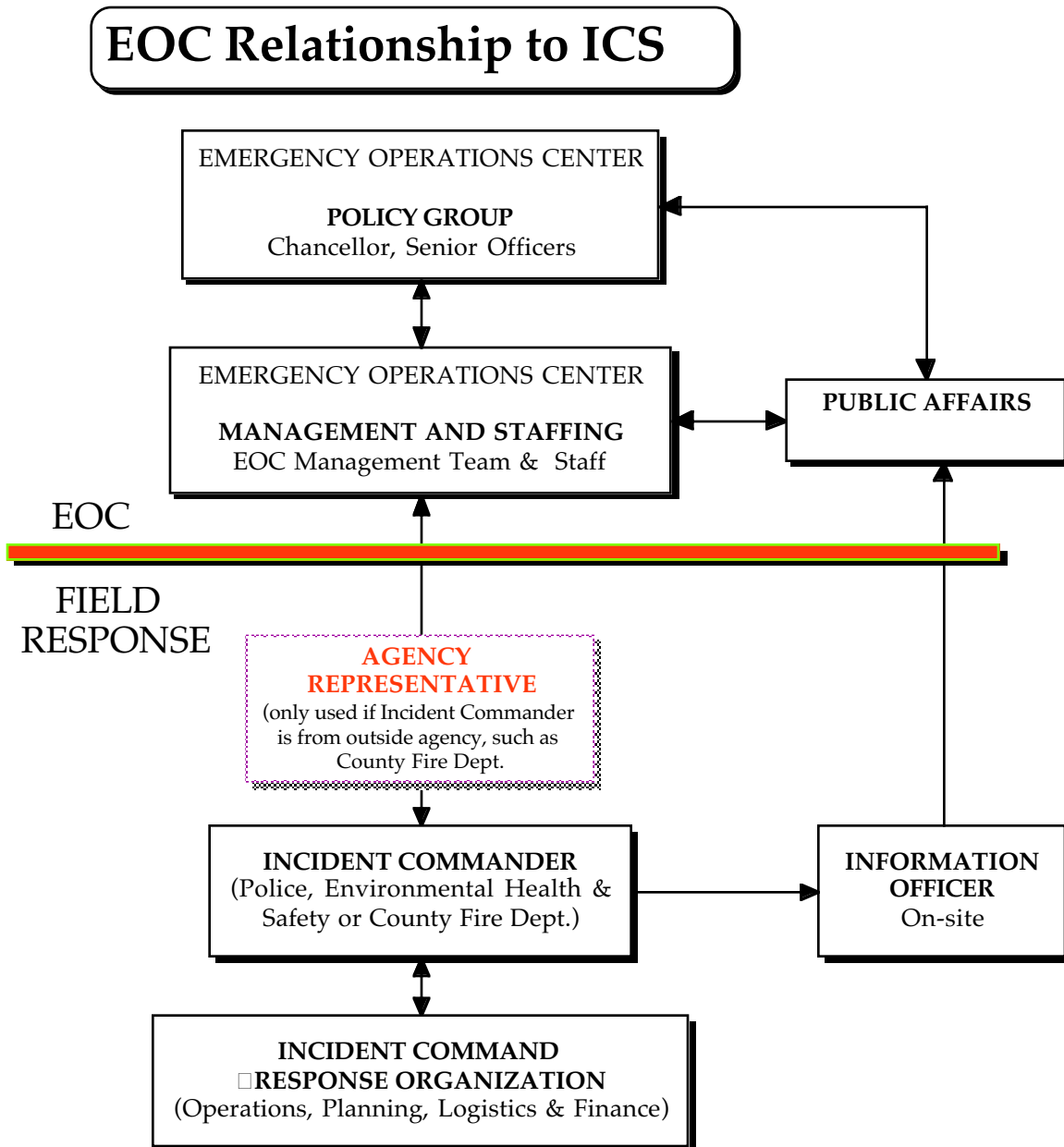
EH&S maintains the position descriptions and job duties, as well as appropriate reference resources, for all EOC positions. These materials are routinely updated by EH&S, and will be handed out upon assignment during EOC operations.

6. EOC/ICS INTERACTION

The relationship between the EOC and the field ICS structure is situational. However, the EOC has broad goals, requiring close coordination with field ICS activities:

1. Determine **policy direction** as needed;
2. Provide for campuswide administrative, organizational, informational, technical and resource **needs**;
3. Provide **support** to field activities;
4. Deal with **issues** that are too large, too complex or of too long a duration for field resolution.

An example of a large scale issue which requires EOC intervention and management is evacuation of residence halls. Providing housing for 3000 evacuated students while buildings are surveyed for safety following an earthquake would extensively involve the EOC. It is vital for the EOC Director and the IC to coordinate and complement their respective operations. Frequent, effective communication is essential to achieve this.



7. DECLARATION OF EMERGENCY

A Declaration of Emergency is utilized for the most serious emergencies. *Only the Chancellor/designee can issue a Declaration of Emergency for the campus.* The declaration also segregates major emergencies from more common disruptions that still require an emergency mode of response.

This procedure is consistent with “Declarations of Emergency” in the general community. As with cities, counties and states, only senior executive officials may make such a declaration. It allows for the campus to overtly determine and state its status depending on circumstances.

A Declaration of Emergency can trigger certain pre-designated actions as determined by the Senior Officers. Examples of such actions might include:

- Mandatory reporting of Policy Group to the EOC
- Suspension of classes
- Closure of the University
- Mutual aid agreements

It is a function of the Policy Group to establish criteria for declaring a state of emergency on campus.

The Declaration is also consistent with UC Office of the President “Policies Applying to Campus Activities, Organizations and Students”, Policy 50.00, “Policy on Campus Emergencies.”

IV. EOC ACTIVATION

A. Criteria for Establishing EOC

The Emergency Operations Center (EOC) is normally activated only for substantial events when the establishment of resource management priorities are required. The EOC will be activated at the discretion of the Incident Commander, Senior Officers, or department heads.

The following criteria indicate when an EOC should be activated:

- Resources beyond local capabilities are required.
- The emergency is of long duration.
- Major policy decision will or may be needed.
- Activation of an EOC will be advantageous to the successful management of an emergency.
- A local or state emergency is declared.

B. Notification and Communication

Emergency response varies according to the type of emergency and the time of day the emergency first occurs. Most emergencies will be reported directly to the Campus Police Dispatch Center through the 9-911 phone reporting system. The exception would be in the event of a major phone outage. At that time communication will be maintained through the Police, Facilities Management, Environmental Health & Safety, other radio networks and by handwritten communications via runners.

Depending on the type and extent of the emergency, Police Dispatch will initiate appropriate notification procedures.

The EOC will communicate with the field response organization via the Liaison Officer or directly with the Incident Commander, if required.

C. Activation Procedure

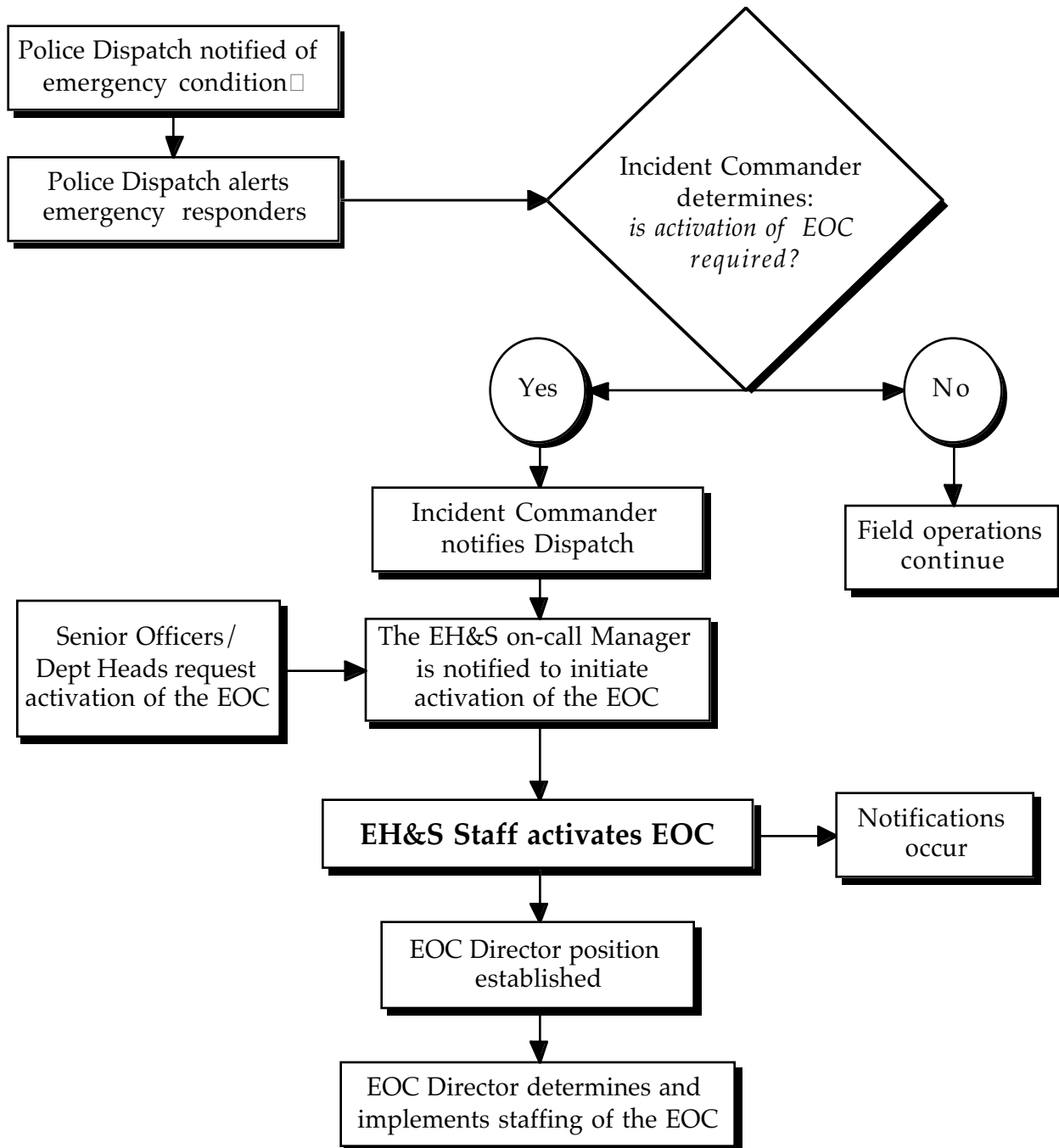
EOC activation may be initiated through a series of events displayed on the EOC Activation Flowchart (next page). A single incident may escalate depending on its impact on the campus. The events which could result in activation of the EOC are described below:

- a. Police Dispatch is notified of an emergency.
- b. Police Dispatch notifies EH&S Emergency Duty Officer
- c. The first emergency responder on-scene becomes the Incident Commander or Agency Representative for the University. The fire department and UCSB Police units are often the first public safety authorities to arrive on the scene of an emergency on campus.

Police representatives should establish a field level interface with fire personnel at the earliest time possible during an emergency response effort, and establish a command structure based on the Incident Command System. The Incident Commander/Agency Rep determines whether activation of the EOC is appropriate upon assessing emergency conditions.

- d. Upon determination of need, the Incident Commander instructs Dispatch to contact the EH&S Duty Officer to initiate activation of the EOC. Staffing of the EOC begins with the EH&S department providing general start-up assistance according to prepared checklists.
- e. The EOC is activated.
- f. The EOC Director is established and communication with the Incident Commander is initiated. Section managers are recruited by the EOC Director as emergency needs require, and additional staffing is left to the discretion of the section managers. All communication and information systems within the EOC are operational.
- g. The EOC Director notifies Police Dispatch that the EOC has been activated and ongoing communication is established. Emergency resources are prioritized and directed to the field effort.

EOC ACTIVATION FLOWCHART



V. RECOVERY

Recovery is the phase of emergency planning that begins before the emergency itself and continues long after the immediate danger has passed. It may take weeks or even years to recover from a major disaster, such as an earthquake. The objectives of preplanning the recovery process include the following:

1. Resume the educational mission as soon as possible.
2. Protect and provide ongoing support to research.
3. Minimize financial loss.
4. Minimize interruptions to critical business operations.
5. Maintain communication with faculty, staff and students.
6. Maintain a positive image of organization.
7. Expedite the process of cost recovery from the federal government.

Recovery Planning is integral with the emergency planning process and will involve all department within the University. It will include but not be limited to the development of prearranged agreements with off-campus vendors and out-of-area service providers, such as contractors and structural engineers, hazardous materials cleanup firms, and computer backup facilities. Financial recovery is critical and will include training on obtaining Federal Public Assistance funds from the Federal Emergency Management Agency (FEMA).

This portion of the plan will be developed in more detail on a department by department basis, with general guidance provided by this section. Additional training on FEMA cost recovery will be provided by the State Office of Emergency Service.

APPENDICES

VI. APPENDICES

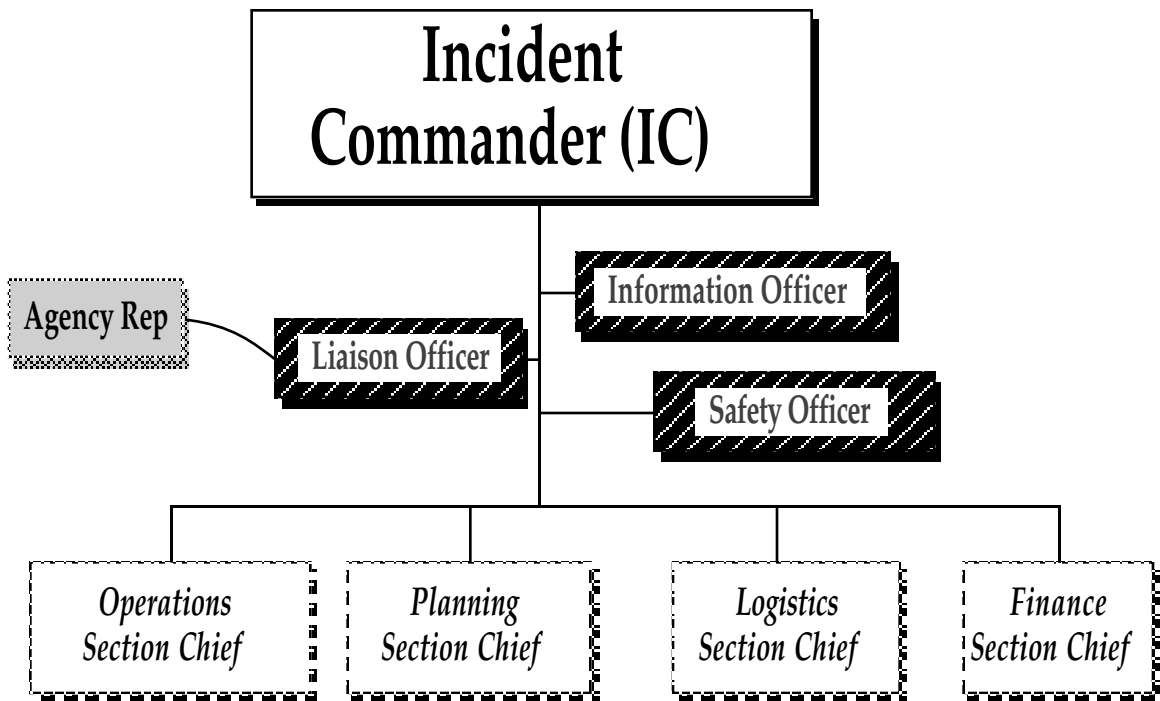
- A. ICS Sections Descriptions**
- B. Emergency Operations Center Position Checklists**
- C. UCSB Department Emergency Status Report**
- D. EOC Floorplan**
- E. Glossary**

APPENDIX A:

ICS SECTIONS DESCRIPTIONS

Detailed descriptions of the ICS Sections follow. (The units that are activated and utilized are dependent on the circumstances of the emergency).

The “Participating Groups” described are representative of the departments that will be mobilized to assist, but are not necessarily restricted to nor dependent on these departments.



1. OPERATIONS SECTION

a. Law Enforcement, Dispatch, Security, Traffic Control

UCSB Police department officers will liaison with emergency responders including Environmental Health & Safety and the County Fire Department. The police dispatcher is responsible for receiving and transmitting radio and telephone messages among and between personnel and units. Parking Services will control traffic to and from the campus and will provide for the installation of signage to emergency shelters and the EOC. They will also direct traffic and control parking. The Police department will liaison with the Highway Patrol and Santa Barbara County Sheriff Department.

Participating Groups: UCSB Police, Parking Services, California Highway Patrol, Santa Barbara County Sheriff Department.

b. Damage Assessment

Inspection of buildings for damage and posting building condition. Initial assessments may be cursory and follow-ups will be required. Inspection of science buildings for chemical spills and releases.

Participating Groups: Hazardous Materials Emergency Response Team, Facilities Management, Environmental Health & Safety, Housing and Residential Services.

c. Hazardous Materials Spills

Response to hazardous chemical spills and releases can be found in the UCSB Hazardous Material Emergency Response Plan (ERP). A Hazardous Materials Emergency Response Team (ERT), composed of technically trained representatives from the major science departments, Student Health Services, Facilities Management, Housing and Residential Services, Police, and Environmental Health and Safety, is prepared to respond. The ERT increases the capability of the campus to handle hazardous materials emergencies, and is coordinated by Environmental Health and Safety.

Participating Groups: Environmental Health & Safety, Police, Facilities Management, UCSB Hazardous Materials Emergency Response Team (ERT), Santa Barbara County Fire Department, Santa Barbara County Environmental Health Department.

d. Search and Rescue

This function is responsible for identification of missing and trapped persons. Always call 9-911 to report injuries or trapped individuals. Accounting for personnel is the responsibility of the department's Hazard Communication Coordinator. They must report, as soon as possible, the status of their department's personnel and structures to the Emergency Operations Center by using the Department Emergency Status Report in Appendix D of their Department Plan. The removal of trapped victims will be the responsibility of trained response teams.

Participating Groups: Police, Paramedic/Rescue, Facilities Management, Santa Barbara County Fire Department.

e. Medical Services

Student Health Services and the Paramedic/Rescue Unit will be responsible for coordination of immediate medical needs of campus personnel and incident responders during and after a disaster.

Participating Groups: Student Health Services, Police (Paramedic/Rescue), Santa Barbara County Fire Department.

f. Fire Suppression

Containment and control of fires are primarily the role of the Santa Barbara County Fire Department. The Fire Department will establish themselves within the Incident Command System structure and respond in conjunction with other responders. In a major disaster they may be directed off campus. Campus departments have limited fire fighting capabilities with fire extinguishers and fire hose cabinets. If the fire is beyond the immediate control of department personnel, evacuate immediately.

Participating Groups: Santa Barbara County Fire Department, all campus departments.

g. Volunteer Coordination

In the event of a major emergency, volunteers might be needed. Department Hazard Communication Coordinators (and alternates) have been requested to return to the EOC as soon as home and road situations permit to receive direction and assignments. Coordination efforts would be managed by EOC staff.

Participating Groups: Department Hazard Communication Coordinators (and alternates), Community Service Officers, Military Science, Student Affairs.

2. PLANS SECTION

a. Documentation

This unit is responsible for maintaining accurate and complete incident files, providing duplication services to incident personnel, and packing and storing incident files for legal, analytical and historical purposes. This unit is also responsible for collecting, analyzing, and displaying information for use by field ICS personnel.

Participating Groups: Environmental Health and Safety, Budget and Planning.

b. Technical Services

This unit is responsible for collecting, reviewing and compiling specialized information to support incident operations. Technical specialists are advisors with specific expertise and the ability to interpret specialized data.

Participating Groups: Environmental Health and Safety, Emergency Response Team, laboratory personnel.

c. Counseling Services

This unit is responsible for developing a treatment plan to respond to the psychological needs of individuals traumatized by the incident.

Participating Groups: Counseling and Career Services, Academic and Staff Assistance Program.

d. Recovery

The recovery unit is responsible for developing plans and procedures to recover normal facility operations as soon as possible. This unit advises on restoration and replenishment of basic fire protection and other safety systems, restoration of utility systems, debris cleanup and safe restart procedures. Relocation of student, faculty, and staff work space may be required. Housing accommodation may require reallocation. Reassignment of existing personnel and employment of temporary personnel may be required.

Participating Groups: Budget and Planning, Business Services, Facilities Management, Registrar, Human Resources, Housing and Residential Services, Library Administration, all Campus Departments.

3. LOGISTICS SECTION

a. Food and Shelter

Housing and Residential Services will, as a first priority, see to the needs of students living in campus housing. As resources allow, HRS and UCen Dining will provide food supplies. Through the rationing of food on hand UCSB should be able to maintain the campus student population for at least 72 hours after a major disaster. In addition, the campus may be asked by the Santa Barbara County American Red Cross to activate a Mass Care Shelter for community evacuees.

Participating Groups: Housing and Residential Services, Physical Activities and Recreation, University Center Dining Services, Environmental Health & Safety, Business Services, Budget & Planning, Santa Barbara County Chapter of the American Red Cross.

b. Resource Management

This unit is responsible for placing and tracking all orders for supplies and equipment for the incident. This involves establishing ordering procedures, names of incident personnel with ordering authority, consolidation of orders and times and locations for delivery of supplies and equipment, and a filing system.

Participating Groups: Material Management, Facilities Management, Environmental Health and Safety, Central Stores, Military Science.

c. Transportation

The Transportation Department will coordinate the allocation of campus vehicles and provide for supplies of gasoline for emergency use.

Participating Groups: Transportation Services, Police, Facilities Management.

d. Communications

This unit is responsible for developing plans for the effective distribution, use, and maintenance of incident communications equipment and facilities, and for the establishment of telephone and public address systems. The campus phone system is the first means of communication in the event of an emergency, but due to system failure other means of communication must be developed. Other systems available are the handheld radios used by Facilities Management, Police radios and the campus computer network. Cellular telephones are

another means of communication in an emergency. Runners may be required to hand deliver department status reports.

The Office of Public Affairs has the responsibility of providing public information regarding the incident and the status of campus functions. This office will coordinate the release of information on the welfare of students, faculty and staff. It will issue bulletins and instructions developed by the Policy Group. Human Resources may be asked to listen to KCSB (91.9 FM) for campus related news releases. Information related to the emergency will also be available by calling 1-900-200-UCSB.

Participating Groups: Communications, Department Hazard Communication Coordinators (and alternates), UCSB Police, Facilities Management, Environmental Health & Safety, ARES, KCSB, HAM Radio Club.

4. FINANCE SECTION

a. Compensation/Claims

This unit is responsible for the overall management and direction of all compensation for injury and claims specialists.

Participating Groups: Business Services, Human Resources.

b. Expenses

This unit is responsible for collecting all cost data, performing cost effectiveness analysis, providing cost estimates, and cost saving recommendations for the incident in order to receive reimbursement from the Federal Emergency Management Agency (FEMA).

Participating Groups: Business Services, Purchasing, Budget and Planning, Accounting & Financial Services.

c. Personnel Time

This unit is responsible for personnel time recording and for ensuring compliance to personnel time policies.

Participating Groups: Human Resources, Accounting & Financial Services.

d. Procurement

This unit is responsible for administering all financial matters pertaining to vendor contracts and for maintaining equipment time records. Prearranged lease agreements and contracts with vendors may be appropriate.

Participating Groups: Purchasing, Business Services.

APPENDIX B:

EOC POSITION CHECKLISTS

- 1. Policy Group**
- 2. EOC Director**
- 3. EOC Associate Director**
- 4. Plans Section Manager**
- 5. Operations Section Manager**
- 6. Logistics Section Manager**
- 7. Finance Section Manager**
- 8. Public Information Officer**

**APPENDIX B-1
EOC POSITION CHECKLISTS**

POLICY GROUP

LIAISON WITH : EOC Director

RESPONSIBILITY: Setting policy for EOC Director. Formulating policy decisions that determine response and recovery activities.
Determining policy priorities.

CHECKLIST:

- Report to EOC and don labeled vests.
- Assign Documentation Assistant.
- Obtain briefings by the EOC Director.
- Assess critical needs for the campus.
- Establish and periodically review policies throughout the incident.
- Review and approve public information statements when necessary.
- Establishing contact with Office of the President when necessary.
- Maintain activity log for group.

**APPENDIX B-2
EOC POSITION CHECKLISTS**

EOC DIRECTOR

REPORT TO : Policy Group

SUPERVISE: Operations Section Manager
Planning Section Manager
Logistics Section Manager
Finance Section Manager
Public Information Officer

RESPONSIBILITY: Supporting field operations and managing operation of the Emergency Operations Center. Apprising Policy Group of emergency situation and supporting their directives.

CHECKLIST:

___ Report to EOC and don labeled vest.

___ Obtain radio, cell phone or other communication device.

___ Obtain emergency situation status from Dispatch, the Incident Commander or Agency Representative and develop an action plan (strategy). Maintain contact with field, EOC staff and Policy Group through incident.

___ Assign individuals to the following positions *as required*:

- _____ Associate Director
- _____ Logistics Section Manager
- _____ Operations Section Manager
- _____ Planning Section Manager
- _____ Finance Section Manager
- _____ Public Information Officer
- _____ Communications Assistant
- _____ Documentation Assistant

___ Contact and keep the Policy Group informed.

EOC DIRECTOR, Cont.

- ___ Conduct briefings to develop and evaluate strategy:
 - ___ initial briefing when EOC is first activated and major positions filled;
 - ___ regular update briefings until situation stabilizes.

- ___ Activate mutual aid agreements as needed.
- ___ Coordinate with local and/or state EOCs as needed.
- ___ Coordinate with Public Information Officer.
- ___ Deactivate EOC at the conclusion of emergency.
- ___ Conduct debriefing with EOC staff and appropriate field personnel.
- ___ Determine historical documentation needs.

**APPENDIX B-3
EOC POSITION CHECKLISTS**

EOC ASSOCIATE DIRECTOR

REPORT TO : Director

SUPERVISE: Director's staff

RESPONSIBILITY: Supporting Director.

CHECKLIST:

- ___ Report to EOC and don labeled vest.
- ___ Obtain emergency situation status from EOC Director and assist in developing strategy. Maintain contact through incident.
- ___ Establish staffing for administrative support of the EOC operation.
- ___ Assist Director in all areas as needed.
- ___ Substitute for the Director when Director is unavailable.

**APPENDIX B-4
EOC POSITION CHECKLISTS**

OPERATIONS SECTION MANAGER

REPORT TO : EOC Director

SUPERVISE: EOC Operational Divisions

RESPONSIBILITY: Managing response activities within EOC and providing resources in support of field operations. Changing Action Plan as necessary and reporting changes to EOC Director.

CHECKLIST:

- ___ Report to EOC and don labeled vest.
- ___ Obtain radio or cell phone or other communication device.
- ___ Assign a Deputy Operations Section Manager, a Documentation Assistant and a Communication Assistant, as needed.
- ___ Obtain briefing from EOC Director and attend periodic briefings.
- ___ Coordinate with Operations Section Chief within the Field ICS structure.
- ___ Provide operational support to field operations in the following areas as required:
 - Law Enforcement
 - Public Works/Utilities
 - Damage Assessment
 - Hazardous Materials Response Support
 - Search and Rescue
 - Medical Treatment
 - Fire Suppression
- ___ Assure allocation of resources and personnel in accordance with priorities established.
- ___ Coordinate with local affiliates for providing or requesting assistance.
- ___ Ensure notification has been given to appropriate regulatory agencies.
- ___ Prioritize action items received from Documentation Division reports/information.
- ___ Maintain activity log of area.

**APPENDIX B-5
EOC POSITION CHECKLISTS**

PLANS SECTION MANAGER

REPORT TO : EOC Director

SUPERVISE: EOC Plans Divisions

RESPONSIBILITY: Collecting, evaluating and disseminating information about the scope of the incident. Providing information on alternate strategies and documenting status of the event.

CHECKLIST:

- ___ Report to EOC and don labeled vest.
- ___ Assign a Deputy Plans Section Manager, a Documentation Division leader as soon as possible.
- ___ Obtain briefing from EOC Director and attend periodic briefings.
- ___ Provide planning support to incident in the following areas as required:
 - Documentation
 - Technical Services
 - Resources
 - Recovery
 - Situation
- ___ Identify issues requiring support.
- ___ Ensure that Documentation Division becomes control point of incident information, maintaining historical record of entire incident as well as well as prioritized Status Chart of action/no action items.
- ___ Project equipment and resource needs (i.e., shelter, counseling, medical, etc.).
- ___ Coordinate with EOC Logistics to obtain resources and track availability and use.
- ___ Evaluate effectiveness of strategy/action plan.
- ___ Provide periodic predictions of incident potentials.
- ___ Prepare summary reports as needed in conjunction with other sections.
- ___ Forward reports to appropriate government agencies.
- ___ Maintain activity log of area.

**APPENDIX B-6
EOC POSITION CHECKLISTS**

LOGISTICS SECTION MANAGER

REPORT TO : EOC Director

SUPERVISE: EOC Logistics Divisions

RESPONSIBILITY: Providing facilities, services and material in support of the incident. Coordinating with outside service suppliers in support of emergency.

CHECKLIST:

- ___ Report to EOC and don labeled vest.
- ___ Assign a Deputy Logistics Section Manager, a Documentation Assistant and a Communication Assistant.
- ___ Establish Message Center and set up room according to EOC Layout as soon as possible. Ensure that phones, radio base station, faxes and computer are monitored and that incident information is provided to Documentation for recordkeeping.
- ___ Obtain briefing from EOC Director and attend periodic briefings.
- ___ Provide logistics support to field operations in the following areas as required:
 - Facilities Unit (Shelter)
 - Supply Unit (Equipment)
 - Ground Support Unit (Transportation)
 - Communications Unit
 - Medical Unit
 - Construction/Maintenance
 - Volunteer Unit
- ___ Coordinate with EOC Operations and Plans Sections and ensure needs are obtained and delivered.
- ___ Coordinate vendor contracts and/or payments with Finance Section.
- ___ Keep EOC Director apprised of resource status and special needs.
- ___ Coordinate with local affiliates for assistance (i.e., Red Cross, Direct Relief International, etc.)
- ___ Maintain log of available resources, including volunteers (i.e., HazCom Coordinators).
- ___ Maintain activity log of area.

**APPENDIX B-7
EOC POSITION CHECKLISTS**

FINANCE SECTION MANAGER

REPORT TO : EOC Director

SUPERVISE: EOC Finance Divisions

RESPONSIBILITY: Managing financial and cost analysis aspects of the emergency.

CHECKLIST:

- Report to EOC and don labeled vest.
- Assign a Deputy Finance Section Manager, a Documentation Assistant and a Communication Assistant.
- Obtain briefing from EOC Director and attend periodic briefings.
- Provide financial support to field operations in the following areas as required:
 - Compensation Claims Division
 - Cost Division
 - Employee Time Division
 - Procurement Division
- Provide lists of pre-approved vendors as requested.
- Approve requests for expenditures.
- Provide financial and cost analysis reports as requested.
- Supervise preparation of all financial documents.
- Review and expedite invoices and vendor claims.
- Maintain activity log of area.

**APPENDIX B-8
EOC POSITION CHECKLISTS**

PUBLIC INFORMATION OFFICER

REPORT TO : EOC Director/Policy Group

SUPERVISE: Staff as assigned or requested

RESPONSIBILITY: Managing all public information matters.

CHECKLIST:

- ___ Report to EOC and don labeled vest.
- ___ Assign a Deputy Public Information Officer, a Documentation Assistant and a Communication Assistant.
- ___ Obtain briefing from EOC Director and attend periodic briefings.
- ___ Set up Media Center and ensure all media representatives check into this center.
- ___ Determine objectives for release of information as established by EOC Director and Policy Group.
- ___ Maintain contact with EOC Director, other EOC Section Managers and ICS Information Officer to keep abreast of incident events.
- ___ Monitor radio, television, etc. for current information.
- ___ Prepare initial information summary as soon as possible.
- ___ Coordinate with EOC Director on information releases to campus/public:
 - ___ Hazard Communication Coordinators (and alternates) E-Mail Distribution List
 - ___ Campus Emergency Information E-Mail
 - ___ KCSB 91.9 FM (x2012: Emergency Line)
 - ___ 1-900-200-UCSB Recording
- ___ Coordinate with government agencies on dissemination of disaster/incident information releases.
- ___ Arrange periodic briefings at media center.
- ___ Provide escorts for media.
- ___ Maintain activity log of area.

APPENDIX C:

UCSB DEPARTMENTAL EMERGENCY STATUS REPORT

APPENDIX C

UCSB DEPARTMENTAL EMERGENCY STATUS REPORT

To be completed by department Hazard Communication Coordinator or alternate.

Department _____
 Building Name & No. _____ Floor(s) _____
 Completed by: _____
 Available at: Location _____ Phone _____

URGENT NEEDS: e.g., rescue, severe flooding from plumbing break. Describe:

Personnel Status:

Number of personnel present or accounted for: _____
 Number of persons missing: _____
 Number requiring medical assistance: _____
 Nature of injuries: Urgent Minor
 Is anyone trapped?
 In building Yes No Where _____
 In elevator Yes No Where _____

Building Status:

Fires (if so pull alarm) Yes No
 Structural
 Major Damage (partial building or floor collapse)
 Moderate Damage (furniture overturned, light fixture down)
 Minor Damage (small cracks, books off shelves)
 Utilities
 Electricity OFF ON
 Water OFF ON
 Gas OFF ON
 Emergency Power OFF ON
 Communication
 Phones OFF ON
 Computers OFF ON
 Hazardous Materials
 Chemical spills Yes No Floor(s) _____
 Biological Hazards Yes No Floor(s) _____
 Radiation Contamination Yes No Floor(s) _____
 Asbestos Hazard Yes No Floor(s) _____

Other Observations/Needs: _____

**Deliver to the Campus Emergency Operations Center (EOC) located in the Environmental Health & Safety Building No. 565 (see map on back).
 If phones are in operation, please FAX to X-8659.**

APPENDIX D:

EOC FLOORPLAN

APPENDIX E:

**EMERGENCY MANAGEMENT
GLOSSARY**

APPENDIX E

GLOSSARY

The following list contains the basic terms used in our plan:

California Office of Emergency Services (OES)--the State organization responsible for state-wide emergency planning, response, and recovery.

Command Post (CP)--the primary field location for coordination and execution of emergency response procedures under the direction of the Incident Commander.

Department Emergency Operations Plan--meets requirements of Cal/OSHA's Emergency Action/Fire Prevention Plan, and contains department-specific emergency response procedures.

Emergency Assembly Point (EAP)--a safe location for evacuation of personnel upwind from an incident.

Emergency Operations Center (EOC)--a location on Campus for coordination of emergency operations. The EOC could be established anywhere on campus. The basic requirement is a room large enough for the EOC staff to meet. The primary EOC is located in the Environmental Health and Safety Building on Mesa Road. The secondary EOC is in Centennial House.

Emergency Operations Plan (EOP)--the written document outlining overall campus emergency procedures including the activation of the EOC.

Emergency Response Team (ERT)--individuals from several campus departments that have received at least 40 hrs of training in hazardous materials response and are part of the campus emergency response network.

Emergency Coordinating Unit--a University department which is represented on the Emergency Operations Center staff and that has specific responsibilities during a Campus Emergency.

Federal Emergency Management Agency (FEMA)--the Federal agency responsible for national emergency planning, response, and recovery.

Incident Command System (ICS)--the nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Incident Commander (IC)--the individual in charge of response to an incident.

Major Disaster--an event that significantly affects the normal operation of the campus. An example would be a major earthquake.

Management Team, EOC--A centralized management team that convenes at the EOC and allocates resources to support the field emergency operations. The team consists of the EOC Director, Planning Section Manager, Finance Section Manager, Operations Section Manager and Logistics Section Manager.

Mass Care Shelter--an evacuation facility established on campus through agreement with the Santa Barbara County American Red Cross.

Policy Group--consists of the chancellor and vice chancellors. They would convene at the EOC in order to formulate policy issues related to the emergency.

Staging Area--the location where response personnel and equipment are collected prior to assignment.

Standardized Emergency Management System (SEMS)-- SEMS is the system required in California for managing response to multi-agency and multi-jurisdiction emergencies. SEMS incorporates the use of the Incident Command System, mutual aid agreements, and inter-agency coordination. SEMS is intended to facilitate the flow of information within and between levels of the system, and facilitate coordination among all responding agencies.