MPC

Monterey Peninsula College

Emergency Operations Plan

February 2015

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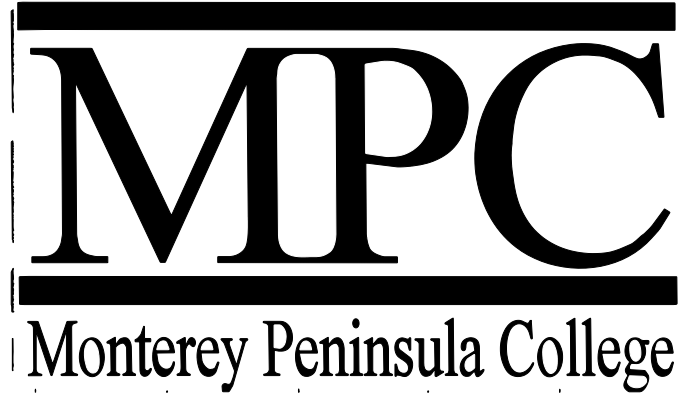
PART 1

ORGANIZATIONAL CHARTS

TEAM ROSTERS

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MONTEREY PENINSULA COLLEGE EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATIONAL CHART BY NAMES, TITLES

MANAGEMENT

EOC Organization Chart

EOC Manager

Ed Ctr- Marina (Dean)

Safety/Liaison Officer

Public Info. Officer

PSTC-Seaside (Dean)

Recorder (Exec Asst) or designee

Info. Services Coordinator

Operations Chief

Planning & Intelligence Chief

Logistics Chief

Finance Chief

Operations Coordinator

Situation Analysis

Logistics Coordinator (Facilities)

Expenditure Tracking-

Medical Services (SHS)

Documentation

Facilities (Cust. Supv.)

Purchasing

Communications

Personnel

Security

Timekeeper

TEAM ASSIGNMENTS AND CONTACT INFORMATION

Management Team Roster

SEE EMERGENCY OPERATIONS CENTER – Building Response Team and Resource Contacts

ICS Position	Assigned Person	Work No.
EOC Incident Commander		
1. President		646-4060
2. VP Administrative Services		646-4040
3. VP Student Services		646-4191
4. VP Academic Affairs		646-3030
Public Information Officer		
1. As assigned		
Recorder		
1. As assigned		
Safety Officer		
1. Dir. Of Security		646-4099
2. Security Officer		646-4099
Liaison Officer		
1. As assigned		

Operations Team Roster

ICS Position	Assigned Person	Work No.

Section Chief

1. VP Student Services

2. Dean, Student Svc

Communications

1. Dir. Info. Svc

2. Network Support

Medical / Health & Safety Svc.

1. Student Health Svc

2. Nursing School Staff

3. P.E. Trainer

Building Response Teams

1. Monterey Campus
2. Marina Campus
3. Seaside Campus

Logistics Team Roster

ICS Position	Assigned Person	Work No.

Section Chief

1. VP Administrative Svc

2. Facilities Operations Supervisor

Equipment & Supplies

1. Purchasing Coordinator

2. Supv. Custodial Svc.

Crisis Intervention

1. Dean, Student Services

2. Psychological Counselor

Maintenance & Operations

1. Supv., Bldgs and Grounds

2. Supv. Custodial Svc

Staff & Volunteers (timekeepers)

1. Assoc. Dean Human Resources

2. As assigned

Sheltering & Special Needs

1. VP Administrative Svc.

2. Agreement with Amer. Red Cross

Planning & Intelligence Team Roster

ICS Position	Assigned Person	Work No.

Section Chief

1. VP Academic Affairs

2. Dean, Instr. Planning

3. Dean of Instruction

Situation Analysis

1. Dean of Instruction

2. Assoc. Dean, Instr. Tech.

BRT documentation (State and FEMA)

1. Director, A&R

2. Administrative Assistants

Damage Assessment

1. VP Administrative Services
2. Supv. Bldg & Grnds

Finance & Administration Team Roster

ICS Position	Assigned Person	Work No.

Section Chief

1. Controller

2. Fiscal Services Specialist

Recordkeeping

1. Fiscal Services

2. Fiscal Services

RESOURCE PHONE NUMBERS

SEE EMERGENCY OPERATIONS CENTER – Building Response Team and Resource Contacts

Hospitals

Community Hospital of the Monterey Peninsula	**831-624-5311** 23625 Holman Hwy. Monterey
Salinas Valley Memorial Hospital	**831-757-4333** 450 E. Romie Ln. Salinas
Doctors on Duty	**831-649-0770** 501 Lighthouse Ave. Monterey **831-899-1910** 1513 Fremont St. Seaside
Natividad Medical Group	**831-269-3677** 1441 Constitution Blvd. Bldg. # 400, Salinas
US Army Health Clinic	**831 242-5741** 473 Cabrillo St, Monterey, CA 93944
Monterey Bay Urgent Care	**831-372-2273** 245 Washington St. Monterey

Government / Public Agencies

Major Emergencies	**911** (toll free on pay phones)
CHP - Highway Patrol Monterey Area	**911 / 831-796-2100** 960 East Blanco Road, Salinas
Monterey County Office of Emergency Services - *Emergency Services Planner*	**831-796-1901** *831-796-1902*
Red Cross, Monterey Bay Chapter	**831- 624-6921** Eighth Ave. at Dolores St. P.O. Box AR Carmel-by-the-Sea
Monterey County Superintendent of Schools	**831-755-0301** 901 Blanco Cir, Salinas, CA 93901
Monterey County Health Dept. Services	**831-755-4500** 1270 Natividad Road, Salinas CA 93906

Media

Media contacts should only be made by those persons approved in the Monterey Peninsula College Communications Policy.

Television KION	KION 46 831-757-NEWS	KSBW	KSBW/Central Coast (831) 758-8888
AMP	AMP Media Monterey 831 333-1267	KQET TV KQED	CSUMB 866-870-2528
Radio KAZU	90.3 FM – Pacific Grove 831-375-7275	KGO	810 AM San Francisco 415-808-0810

KUSP	88.9 FM –Santa Cruz 831-476-2800	KCBS	740 AM San Francisco 415-474-KCBS (5227)
KSPB	91.9 FM Pebble Beach 831-625-8338	KNBR	1050 AM San Francisco 415-808-1050

Newspapers	
Monterey County Herald	831-372-3311
Salinas Californian	831-424-2221
Monterey County Weekly	831-394-5656
Carmel Pinecone	831-624-0162

Transportation

Monterey Salinas Transit (MST)	1-888-678-2871
Bus Stop Shop	831-424-7695
Monterey Airbus	831-373-7777
Yellow Cab Monterey	831-920-7350
Yellow Cab	831-635-1234

Chambers of Commerce

Carmel/Pebble Beach   831-624-2522
Monterey/Del Rey Oaks   831-648-5360
Pacific Grove   831-373-3304
Sand City/Seaside   831-394-6501

MONTEREY PENINSULA COLLEGE
FIRST AID AND EMERGENCY PROCEDURES

EMERGENCY 9-1-1

Campus Security Office (Hours may vary)
❑ Monday through Friday, 6:00 a.m. to Midnight 831-646-4099
❑ Weekends 7:30 a.m. to 6:00 p.m. 831-646-4099

Student Health Services   **831-646-4017**

See Emergency Action Guide

PART 2

MAPS

Monterey Peninsula College Campus Exit Points

1. Fishnet Road to Iris Canyon
2. Fishnet Road to Fremont
3. Costanoan to Aguajito
4. (Day) To Glenwood Circle (Eve/Night) Costanoan to Aguajito
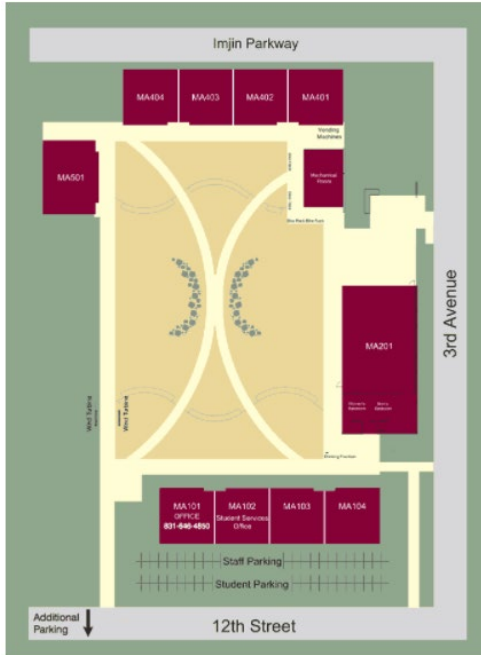
MARINA

MPC EDUCATION CENTER AT MARINA
289 12th Street, Marina, CA 93933
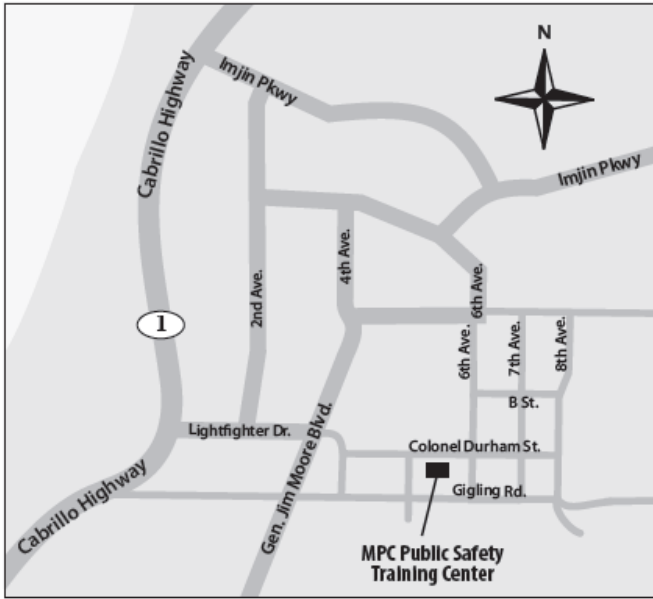
SEASIDE

MPC PUBLIC SAFETY TRAINING CENTER
2642 Colonel Durham Street, Seaside, CA 93955
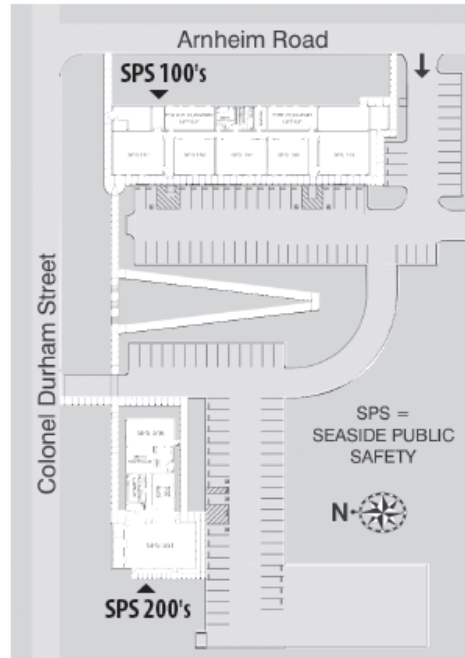
PART 3

EMERGENCY OPERATIONS PLAN

EMERGENCY OPERATIONS PLAN OVERVIEW

Purpose

The purpose of the Monterey Peninsula College (MPC) Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to a major emergency. The **EOP** incorporates operating procedures from the "**Incident Command System**" **(ICS)** for handling emergencies resulting from fires, floods, storms, earthquakes, hazardous materials, incidents, and other potential disasters. The purpose of the EOP is to protect the safety and welfare of the employees, visitors, volunteers, students in the Monterey Peninsula College's facilities and grounds and to ensure the preservation of public property.

The Monterey Peninsula College Emergency Operations Plan utilizes the **Standardized Emergency Management System (SEMS),** as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS, adopted by California in 1995, incorporates the use of the **Incident Command System (ICS),** the Master Mutual Aid agreement, existing mutual aid systems, and County operational area concept, and inter-agency coordination. This system, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding agencies. After each major emergency, the plan calls for an analysis of actions taken during the emergency incident. SEMS is being reviewed for compliance with the new **National Incident Management System (NIMS)**, a nationwide standardized approach to incident management and response. Developed by the Department of Homeland Security and announced in March 2004, NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Scope

This Emergency Operations Plan is an Emergency Operations Center plan that guides the emergency response of Monterey Peninsula College personnel and resources during a major disaster. It is the official Emergency Operations Plan for Monterey Peninsula College and supersedes previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto. There is a separate resource binder that includes guidelines for specific situations like bloodborne pathogens and pandemic flu preparedness.

The EOP and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

Authorities and References

This Plan is promulgated under the authority of the President and Board of Trustees and **State of California.**

California Emergency Services Act (Chapter 7, Division 1, title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

This code states that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for College employees:

- It is likely that College employees will be pressed into service as Disaster Service Workers by their superiors in an emergency, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
- When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the district. These circumstances apply only when a local or state emergency is declared.

The Code also states that inadequately trained district staff renders school officials potentially liable for acts committed or omitted by school staff during or after a disaster. (Sub Sections 835-840.6).

It requires that colleges be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

- California Civil Code, Chapter 9, Section 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

- California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042.

Requires that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

- California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

- Federal

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
Federal Civil Defense Act of 1950 (Public Law 920, as amended).

- Local

Monterey County Ordinances, Emergency Operations Plan and Resolutions

- Board Policies

Monterey Peninsula College District Board Policies and Resolutions

Mission

It shall be the Emergency Preparedness mission of Monterey Peninsula College to respond to an emergency situation in a safe, effective, and timely manner. District personnel and equipment will be utilized to accomplish the following priorities:

- ❑ Priority I: Protection of Life Safety;
- ❑ Priority II: Maintenance of Life Support and Assessment of Damages; and
- ❑ Priority III: Restoration of General Campus Operations

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the campus will transition from the EOP structure back to the normal Monterey Peninsula College organizational structure after an emergency. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.

Objectives

Objectives:

- Protect the safety and welfare of students, visitors, employees and staff. Provide for a safe and coordinated response to emergencies.
- Protect the College's facilities and properties.
- Enable the College to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between College sites and the City and County Emergency Operations Centers (EOC) in which they reside.

- ❑ Provide for the orderly conversion of pre-designated College sites to American Red Cross shelters, when necessary.
- ❑ Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to public schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.

MANAGEMENT OF EMERGENCY OPERATIONS

Incident Command System

The **Emergency Operations Plan (EOP)** uses a management system known as the **Incident Command System (ICS)**. The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

❑ Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;

❑ Provide management with the control necessary to direct and coordinate all operations and all agencies responding to emergency incidents;

❑ Assign employees with reasonable expertise and training to critical functions without loss of precious time;

❑ Allow the activation of only those positions needed to manage a particular incident or level of emergency; and

❑ Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization of the College. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

WHAT THE LAW REQUIRES OF SCHOOLS

The Field Act

(Garrison Act and Riley Act)

The Field Act currently applies to the design, construction and renovation of all K-12 school buildings and community college buildings in California. The DSA (Division of State Architect) remains the primary enforcement body, and, also provides limited review of university buildings, primarily for disabled access issues. Since 1940, no building constructed under the Field Act has either partially or completely collapsed, and no students have been killed or injured in a Field Act compliant building.

The KATZ Act

Requires schools to establish an earthquake emergency plan:

❑ Develop a disaster plan

❑ Conduct periodic Drop, Cover, and Hold drills, evacuation procedures and emergency response actions. (Once each quarter in elementary schools and once each semester in secondary schools, no specific number required for colleges, but highly encouraged).

❑ Provide training to students and staff in emergency response procedures

❑ Be prepared to have your school serve as a possible public shelter

❑ Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture.

Public Employees Are Disaster Service Workers

California Government Code Section 3100

All school employees are considered disaster service workers when:

❑ A local emergency has been proclaimed

❑ A state emergency has been proclaimed

or,

❑ A federal disaster declaration has been made

NOTE: No public school employee may leave the school site during an emergency until formally released.

❑ Certificated employees risk losing their teaching credentials

❑ Classified employees may be charged with a misdemeanor

Post Disaster Shelters

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- ❑ The American Red Cross has access to schools/public colleges to set up shelters

- ❑ Local governments have access to schools/public colleges to set up shelters

- ❑ Plan and make arrangements in advance to assure that you are prepared.

Consult *Schools as Shelters: Planning and Management Guidelines for Districts & Sites* (ordering information is available from the Office of Emergency Services)

The Petris Bill

California Government Code Section 8607

All state agencies, including schools, are required to use the standardized emergency management system SEMS) to respond to disasters.

- ❑ ICS - (Incident Command System) organizes response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration

- ❑ EOC - (Emergency Operations Center) is a central area of control using the five basic functions

- ❑ Coordinates all efforts with the operational area (county) EOC, city EOC and county office of education EOC

- ❑ Requires the incorporation of SEMS into all school plans, training and drills

- ❑ Requires the documentation of the use of SEMS during an actual emergency

ABOUT EMERGENCY MANAGEMENT SYSTEMS

Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: the Incident Command System (ICS). As a member of your College's emergency response team, you will need to be familiar with ICS and the emergency management systems used in California.

Incident Command System (ICS) Developed in the 1970's by Southern California Fire Protection Agencies, this system was designed to coordinate multi-jurisdictional response. The beauty of ICS is that it is based upon common terminology and on the division of response activities into five functional units that essentially eliminates the possibility of the duplication of efforts. ICS became the model for the state's system.

Standardized Emergency System (SEMS) Developed in response to the lack of agency and multi-jurisdictional coordination during the Oakland Fires of 1991, SEMS became the state-wide standard for coordinated emergency response. All agencies involved in emergency response are legally required to use SEMS. In fact, the state reimbursement of local costs incurred for emergency response/recovery is tied to the use of SEMS.

National Incident Management System (NIMS) After the national tragedy on September 11, 2001, it became clear that the country needed an emergency response system to address incidents that affected the entire nation. The national government looked at the system used in California and used it as a model to develop a national response system called NIMS. It is a FEMA approved emergency response system. FEDERAL reimbursement of local costs incurred for emergency response/recovery is tied to the use of NIMS.

WHAT IS SEMS?
(STANDARDIZED EMERGENCY MANAGEMENT SYSTEM)

A standardized approach to emergency management in California using several key concepts:

1) A management tool called the Incident Command System (ICS);

2) Mutual aid systems in which similar organizations assist each other in emergencies; and

3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

WHY USE SEMS?
- To qualify to receive <u>State</u> reimbursement
- To improve coordination between response agencies
- To coordinate flow of information and resources
- To improve mobilization, use and tracking of resources

WHAT ARE THE ELEMENTS OF SEMS?
Key Components:
- **ICS** is a primary component
- Multi-Agency Coordination System
- Master Mutual Aid System
- Operational Areas
- OASIS

There are FIVE levels:
- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- College District Level (or Cities)
- College Site Level

Key Functions:
- **MANAGEMENT/COMMAND**
- **OPERATIONS**
- **PLANNING/INTELLIGENCE**
- **LOGISTICS**
- **FINANCE/ADMINISTRATION**

WHAT IS NIMS?
(NATIONAL INCIDENT MANAGEMENT SYSTEM)

A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent is to:

Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.

Use an ALL-HAZARDS approach.

Improve coordination and cooperation between public and private entities.

WHY USE NIMS?
To qualify to receive <u>Federal</u> reimbursement

To provide a coordinated response

To standardize domestic incident response that reaches across all levels of government and all response agencies

WHAT ARE THE ELEMENTS OF NIMS?
Key Components:
Command and Management

Preparedness

Resource Management

Communications and Information Management

Supporting Technologies

Ongoing Management and Maintenance

Key Organizational Structures:
ICS - Incident Command System

Multi-Agency Coordination System

Public Information Systems

Key Functions:
MANAGEMENT/COMMAND

OPERATIONS

PLANNING/INTELLIGENCE

LOGISTICS

FINANCE/ADMINISTRATION

Using SEMS and NIMS in the Emergency Plan

Within SEMS and NIMS, an emergency response organization consists of five Sections:

Management/Command: These are the *Leaders* who are responsible for policymaking with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four team members, the EOC Incident Commander, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer, Info. Services Coordinator, and Recorder.

Planning/Intelligence: These are the *Thinkers*, who are responsible for creating the action plans and checklists that will be used by all of the sections during crisis response and recovery. For MPC the section is comprised of four teams: the Situation Analysis Team, the documentation Team, and the Damage Assessment Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management/Command section.

Operations: These are the *Doers* and they are responsible for response preparedness of the Communications, Search and Rescue, Medical and Health & Safety (First Aid), Security, and Building Response Teams. During a disaster, this section directs response activities of all of these teams and coordinates that response with Management/Command.

Logistics: These are the *Getters*. Prior to a disaster, this section is in charge of creating a transportation plan, and insuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section's Equipment and Supplies Team provide services personnel, equipment and supplies. This section also includes Crisis Intervention, Maintenance and Operations, Staff and Volunteers, and Sheltering and Special Needs.

Finance/Administration: These are the **Payers.** They are in charge of creating policy and procedure for BRT costs associated with emergency response. This section has two teams, the Section Chief and Recordkeeping Team. During a disaster, they activate contracts with vendors, keep pay records, track receipts, and account for expenditures in order for the College to reclaim costs associated with response and recovery activities from the state and federal governments.

The Emergency Operations Center

During an emergency, the Management/Command Section gathers together in an area/room to set-up a "command center" also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs. The organizational chart on the following pages outlines the hierarchy in an EOC. MPC's primary EOC is to be set up in the Administration Building's Large Conference Room,; the secondary location is the Facilities Building's Conference Room.

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of EOCs is a standard practice in emergency management.

The Emergency Manager and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all Monterey Peninsula College emergency operations, and coordination with other agencies and the Operational Area EOC. The EOC is partially or fully activated by the EOC Incident Commander (IC), according to the requirements of the situation.

The EOC is organized according to SEMS, as noted earlier in this plan. The EOC Incident Commander and the section chiefs serve as the EOC management team, along with the Public Information Officer, Safety Officer/Liaison, Info. Services Coordinator and Recorder.

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System. That is done at the field (site) level.

The EOC, is maintained in a state of readiness for conversion and activation. The facility is used for Meetings and is a designated, but not a dedicated EOC facility. The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC. If an EOC member is unsure of whether to report, he or she should first contact their supervisor or any of the potential Incident Commanders, to determine when and where to report. In the event that the primary EOC cannot be used, personnel should report to the secondary EOC.

UNIFIED COMMAND

The control of and response to on-site emergencies is the sole responsibility of Monterey Peninsula College's site teams *until* first responders arrive. Once they are on-site, incident command transitions to *"Unified Command."* This transition is immediately facilitated by an on-site briefing of first responders by the Management Team and Section Chiefs. Following the initial briefing, the Monterey Peninsula College's EOC Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities.

In the EOC, this means that first responder representatives will essentially be running response activities in consultation with Monterey Peninsula College's Management Team and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the EOC Incident Commander has deemed it is too dangerous or unsafe for them to do so. *Remember,* first responders are professionals. Work with them and take your cues from them.

REQUIREMENTS AND RECOMMENDATIONS

Site Emergency Plans

The Katz Act (California Education Code, Sections 35295-35297), requires that schools have a site disaster plan that outlines roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structures comply with SEMS, and be ready for implementation at all times.

Training

Campus sites are required to complete certain drills and exercises related to emergencies and disasters as prescribed by the California Community College Chancellor's Office.

It is recommended that each college complete one fire drill per semester with the goal of evacuating all buildings quickly and in an orderly fashion, thus accounting for all people in the facility. Completion of drills is reported to the College President.

Two self-study California Standardized Emergency Management System (SEMS) approved courses of instruction are recommended for completion by all response team members, including Management Team. They are:

1) IS 100.HE (for higher education)- Incident Command System and,
2) IS 700.A- Introduction to the National Incident Management System or NIMS.

> These courses are a general orientation to Incident Command System for personnel working in support roles and for off-incident personnel who require

a minimum ICS orientation. The instructional goal is to review ICS organization, basic terminology for resources and facilities and responsibilities related to an incident.

Training Program

This Plan is consistent with the Standardized Emergency Management System (SEMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. MPC will need to review the guidelines to identify competency requirements based on this Plan.

At a minimum, the following training program is recommended:

Orientation
All Monterey Peninsula College employees should attend a Plan review and EOC orientation training either as a facilitated class or as computer-based training through the College's website.

Management Table Top Training
The Administrative Leadership and staff with emergency assignments in the EOC should attend periodic special management Table Top Training in order to become familiar with the applied theory of the Incident Command System and functional management coordination. The training should include a detailed overview of how the Monterey Operational Area, various Offices of Emergency Services and other agencies coordinate with the College.

Table Top Exercise
All District employees with emergency management response assignments should participate in one facilitated Table Top Exercise annually. This is not a full functional drill, but is a discussion-based, guided review of policies and procedures. It should be conducted at the EOC site and the scenario topics should vary to address a variety of incidents and conditions.

Communication Tests
Monterey Peninsula College should test all communication systems and protocols at least once a year, and after significant changes in the system. Directories and procedures in the Checklists should be updated after each test.

EOC Functional Exercise
Monterey Peninsula College should conduct at least one EOC functional exercise annually, simulating an actual incident or disaster. This serves to practice policies, procedures and decision- making skills. The exercise can be for the College alone, or in conjunction with outside agencies. This is the most effective method of training staff. Shortly after the functional exercise, a lessons-learned workshop should be held involving all that participated.

HAZARD VULNERABILITY ASSESSMENT/RISK ANALYSES

Major Earthquake Threat Summary

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are probable, if not predictable, events. Every occupant and developer in Monterey County assumes seismic risk because the County is within an area of high seismicity. More than ten severe earthquakes have impacted San Francisco Bay Region during historic times.

The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be triggered by dam or levee failure resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

A fault is a fracture in the earth's crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines.

The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake's duration, its related number of significant stress cycles, and its accelerations.

Map reference website: http://www.mtycounty.com/pgs-misc/faultlines.html

Earthquake Size Descriptions		
Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

ACTIVATION LEVELS OF THE EOC

The decision to activate the EOC will be made by the President or Designee or the security officer on duty. Any of these positions may convene an ad-hoc advisory group (Pre-Activation Team) to assist in this determination.

Upon declaration of the Level 2 or Level 3 emergency, the EOC Incident Commander (President) shall determine which positions to activate and direct their activities.

Each Section Chief will oversee the mobilization of their respective units, and be responsible for the activation of their Sections. The Section Chiefs may also work with the Public Information Officer (once approved by the Incident Commander)to send announcements to the media notifying selected groups of employees that they are or are not to report to work.

Activation of the College EOC means that at least one College official implements SEMS as appropriate to the scope of the emergency and the College's role in response to the emergency. The College EOC is activated when routine use of resources needs support and/or augmentation. The College official implementing SEMS may function from the EOC or from other locations depending on the situation.

Activated EOC's may be partially or fully staffed to meet the demands of the situation. The College maintains three EOC staffing levels that can be applied to various situations. Activation criteria are the following.

Level 1 – Standby/Alert

Level 1 incidents are those that can be managed using normal response operations. The EOC is not activated, but appropriate EOC personnel are informed and placed on alert status.

Level 2 – Partial Activation

Level 2 emergencies are those that can no longer be managed using normal procedures. The EOC is partially activated, i.e. some, but not all positions are filled, to coordinate and support the response to the incident. One or more of the Building Response Teams(BRT) may be activated, depending upon the nature of the incident. EOC staffing decisions are made by the EOC Incident Commander, and depend on the circumstances surrounding the event.

(Notification of the MPC EOC activation may be made to the Monterey City EOC and the Marina-Seaside-CSUMB EOC, depending on the incident location.)

Level 3 – Full Activation

Level 3 emergencies include emergencies such as an earthquake or significant terrorist event. The EOC is activated in either its primary or secondary location. All or most EOC positions and Building Response Teams are activated. All emergency personnel should report for duty. A campus proclamation of emergency is declared during a Level 3 emergency.

(Notification of the MPC EOC activation will be made to the Monterey City EOC and the Marina-Seaside-CSUMB EOC depending on the incident location.)

ACTIVATION OF THE EOC

EOC Activation Guide

Event/Situation	Activation Level	EOC Staffing	BRTs Activated
Severe Weather Advisory Moderate incidents involving 2 or more departments Earthquake Advisory Flood Watch Localized power failures	**One** (Standby/alert)	EOC Incident Commander Planning Section Chief	One or more BRTs may be activated
Moderate Earthquake Wildfire affecting campus Major wind or rain storm Large incidents involving 2 or more BRTs Imminent Earthquake Alert Extended campus-wide power Outages	**Two** (Partial activation)	EOC Incident Commander All Section Chiefs as appropriate to situation	Multiple BRTs activated
Major campus or regional emergency. Multiple BRTs and all departments, with heavy resource involvement Major earthquake Significant Terrorist Event	**Three** (Full activation)	All EOC Positions	All BRTs activated

EOC Activation Checklist

Upon arrival of the first person at the Emergency Operations Center:

- ❏ EOC Activation is ordered by the Emergency Operations Center Incident Commander (President) or designee who then contacts appropriate staff.
- ❏ Upon activation, personnel assigned to positions on the EOC Team report to the EOC location and sign in.
- ❏ Conduct EOC function and incident/situation briefing.
- ❏ Issue shift assignments.
- ❏ Obtain identification vest.
- ❏ Begin 214 activity log.
- ❏ EOC Planning Section assists the EOC Incident Commander in staffing needs and acquires additional support as needed.
- ❏ Communications Unit checks communications equipment (telephones, fax machines, radios).
- ❏ All EOC Team members review and start working off Position Checklist

EOC Equipment and Supplies Checklist

Equipment and supplies should be sufficient for prolonged operation of the fully staffed EOC. The following is a recommended supply list:

❏ Communications equipment: Radios, cell phones, portable radios.
❏ Furniture – desks/tables and chairs for all positions, conference tables and chairs
❏ Computers and printers
❏ EOC forms and logs
❏ Copier & copy paper
❏ Supplies and office equipment (pens, pencils, staplers/staples, note paper)
❏ Emergency generators
❏ Kitchen equipment and supplies
❏ Flashlights/emergency lighting
❏ Uninterruptible Power Supply (UPS) for computers
❏ TV, AM/FM Radio
❏ Displays, maps, charts, white boards
❏ First Aid and Sanitary Supplies
❏ Blankets and other items for a sleeping area
❏ Janitorial Supplies
❏ Food supply

- ❑ Monterey Peninsula College Emergency Plan
- ❑ Monterey Peninsula College (Monterey campus, Marina and PSTC-Seaside).
- ❑ Staff master roster and visitor list, if available
- ❑ Job description checklists
- ❑ Pens, pencils and paper
- ❑ Vest and/or ID badge (peel and stick labels)
- ❑ Hard hat/safety equipment for CERT members

Supplies/Equipment

- ❑ Table and chairs *(if EOC has to be moved outside)*
- ❑ Computer, laptop, and/or other electronic devices

Information Resources

- ❑ See Appendices

Deactivation of the EOC

- ❑ EOC Management will notify Sections when they are no longer required in the EOC.
- ❑ Liaison Officer will notify State Warning Center, OES Regional Emergency Operations Center, Operational Area EOC, and other appropriate organizations of the expected planned deactivation.
- ❑ All Positions must ensure that any open actions not yet completed will be handled after the deactivation. EOC Units should work through their respective Section Chiefs to ensure transition to normal operations.
- ❑ Ensure that all required forms or reports are completed prior to deactivation. Verify that all FEMA documentation is provided to Section Coordinators/EOC Management.
- ❑ Provide originals of all documentation to the Planning Section Chief. Restore your position container with new forms and materials.
- ❑ Be prepared to provide input to the After-Action report.

- ❑ Liaison:
  - o Notify appropriate agencies and individual sites that EOC is being deactivated.
- ❑ Planning and Intelligence Chief:
  - o Collect all documentation; Finance Section Chief will collect documentation for reimbursement purposes.
- ❑ Logistics Chief:
  - o Restore all materials and supplies to ready mode.
- ❑ All EOC Team members
  - o Sign out/log out.
  - o Leave work areas in good order.
- ❑ EOC Incident Commander:
  - o Debrief and implement critical incident stress management

EMERGENCY PLANNING PHASES

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents. Education of students and teachers is important.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

BUILDING RESPONSE TEAMS (BRTs)

Essential response departments have B RTs to coordinate the actions of their personnel and to facilitate communication to and from the EOC. Campus BRTs include:

See Appendices for Building Response Team phone/building list

The EOC will provide interdepartmental coordination of activities and will establish operational priorities for the BRTs. The BRTs will automatically work to restore their critical business functions and will take action on pre-determined high priority response activities.

DEMOBILIZATION AND TERMINATION OF THE BRT

The President or designee will determine when to deactivate the EOC and transition to normal campus operations. There may be several levels of transition prior to the eventual resumption of normal operations.

OFF-CAMPUS ASSISTANCE AND MUTUAL AID

Neither Monterey Peninsula College nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. These mutual aid providers may be generally divided into two categories: Inter-campus and Non-College.

Inter-Campus

Between the main campus and the Education Center at Marina and the Public Safety Training Center at Seaside, there should be close communications to fulfill all emergency needs.

Non-College

The EOC Incident Commander may request local, county, and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be requested through specific procedures. State-level resources may be requested through protocol established by the State Office of Emergency Services. The College may call upon local mutual aid, requesting assistance from the Monterey County Operational Area to access state resources. The Campus may also participate in disaster sheltering activities in conjunction with the American Red Cross.

COMMUNICATIONS

Emergency Radio Use and Instructions

- ❑ Turn radio on (volume, medium to high)
- ❑ Channel 1 is the default (radio always starts on 1)
- ❑ Use Channel 1 unless instructed by Incident Command to change.
- ❑ Push transmit button to talk, release to listen.
- ❑ Keep communications short and efficient to keep the frequency clear for emergency communications.
- ❑ Leave the radio on for the duration of the emergency.

Campus Communications

Relaying Building Information to the EOC: The BRTs act as the "eyes and ears" of the EOC, providing accurate up-to-date information about emergency incidents to the EOC Planning & Intelligence Section. The Operations Section will also receive emergency information directly from emergency personnel in the field. Together, this information provides the basis for initiating the emergency response and mutual aid support.

Relaying Information from the EOC to Buildings: BRTs will disseminate information received over their radio or via runners from the EOC. The campus will prepare public announcements regarding the status of the campus. These announcements can be accomplished using current announcement mechanisms which include Everbridge (text alert system) and the Informacast system (announcement using available equipped wall clocks). Announcements regarding the campus and surrounding area may be made through the mass media.

Use of the Campus Alerting and Warning System: The EOC has a number of methods of communicating with the campus community and general public after a disaster. Public announcements may be made to the mass media through the Director of

Communications and Marketing. These and other announcements will also be recorded and posted at the campus web site. The County's Emergency Broadcast Station may also carry messages regarding the status of the campus and surrounding areas. Depending on the scope of the disaster and the type of information to be disseminated, the EOC may also use one or a combination of the following methods to provide information: e-mail, web sites, electronic bulletin boards, voice mail, phone trees, and runners implemented by BRTs.

CAMPUS EVACUATION GUIDELINES

Should it become necessary to evacuate the entire campus, one area, or just one building the campus has procedures in place (see appendices for evacuation procedures/maps). The following information is a distillation of these procedures; please also refer to campus procedures on the evacuation of disabled persons (exa: evacuation chairs for 2 story buildings).

Campus Wide Evacuations

In a campus-wide emergency the decision to implement evacuation procedures rests with the Fire and Police departments or the EOC Incident Commander, if the EOC is activated. In situations requiring immediate action, public safety responders (Police, Fire, EH&S) can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials.

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

Building Evacuations

When a fire alarm sounds everyone must evacuate, in accordance with California state regulations. Emergencies may include a building fire, localized hazardous materials spill, or bomb threat. In a building-specific incident, follow the evacuation guidelines. **The BRT** will ensure that all members of their building (and any related students or visitors) proceed to the Relocation Area for their particular building. The BRT serves as liaison to the **EOC** to communicate that the building is appropriately secured and that all personnel are accounted for.

FUNCTIONAL ROLES

Every Monterey Peninsula College employee and student can potentially play a role in Campus Emergency Operations Plan. Perhaps the most critical aspect of the Emergency Operations Plan is communication. Accurate reporting from the scene of an incident is essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of evolving incidents.

NOTE: All staff members need to be familiar with the Campus Emergency Action Guide.

Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The Dean of Student Services provides information to help students know what to do in emergencies and how they can prepare ahead of time.

NOTE: All students need to be familiar with the Campus Emergency Action Guide.

Role of Faculty and Staff

Every member of the faculty and staff should read and understand both the Emergency Action Guide and familiarize themselves with campus emergency procedures and building evacuation routes. Employees should be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention, establish contact with their BRT, and evacuate the building to the regrouping areas in an orderly manner. Faculty members are seen as leaders by students and should familiarize their students to the Emergency Action Guide and be prepared to direct their students to Regrouping Areas.

Actions
1. Maintain order and provide for the welfare and safety of staff and students in your area. Ensure that people with disabilities are given appropriate assistance. If Police or Firefighters are present, follow their instructions.
2. In case of injuries:
   1) Call 911 (be very specific about your location –building and room number)
   2) Use first response first aid techniques (see Emergency Action Guide or Appendix)
   3) Notify Campus Health Services (ext. 4017 or 646-4017)
   4) Notify the Emergency Operations Center 646-4872, use the portable radio, or call the campus Security at 646-4099, Educational Center at Marina 646-4850 and Seaside Public Safety Training Center 646-4240
3. If you DO have specific duties assigned within the Incident Command System, assume those responsibilities now.
4. If you DO NOT have assigned duties, see your BRT member for an assignment.
5. You may be assigned additional duties by members of the Emergency Operations Center.

PREPAREDNESS

BRTs should be familiar with the layout/hazards/personnel of their assigned buildings and the EOP and their duties.
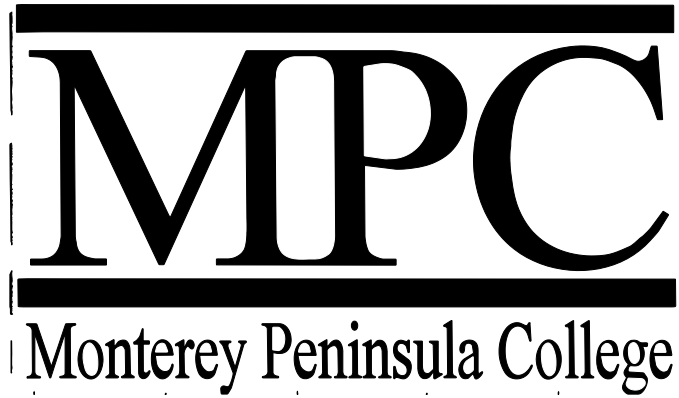
PART 4

EOC MANAGEMENT AND CHECKLISTS

EOC MANAGEMENT AND THE BASIC SEMS/NIMS FLOWCHART

MANAGEMENT/COMMAND

- **Operations**
- **Logistics**
- **Planning/ Intelligence**
- **Administration/ Finance**
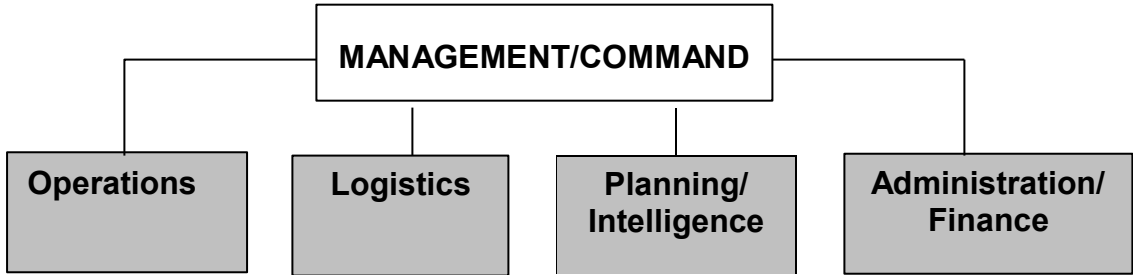
Divisions of Labor

Each one of the five functions has certain roles and responsibilities during a disaster or school emergency. The Management Section oversees response activities in consultation with the coordinators of the Operations, Logistics, Planning/Intelligence, and Finance/Administration Sections. Each of these sections in turn, has a team or teams tasked with implementing very specific components of the school emergency response plan. These teams and their affiliate Sections are outlined in the chart, below.

MANAGEMENT/COMMAND

EOC Incident Commander

Safety Officer

Public Information Officer (PIO)

Liaison Officer

Operations	**Logistics**	**Planning/ Intelligence**	**Finance / Administration**
Communications	Equipment & Supplies	Situation Status	Recordkeeping
Search & Rescue	Transportation	documentation	State & FEMA documentation
First Aid	Crisis Intervention	Damage Assessment	
Security & Law	Maintenance & Operations	Subject Matter Experts	
Health & Safety	Staff & Volunteers		
Building Managers	Sheltering & Special Needs		

MANAGEMENT/COMMAND

During a campus emergency, the Management Team is responsible for coordinating all response activities. This Team is comprised of the EOC Incident Commander, the Public Information Officer, the Safety Officer and the Liaison Officer.

```
                    MANAGEMENT/COMMAND
        ┌──────────────┬──────────┴──────────┬──────────────┐
   Operations      Logistics          Planning/        Finance/
                                      Intelligence    Administration
```

☐ **EOC INCIDENT COMMANDER** is responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning/releasing staff as needed. The Monterey Peninsula College EOC Incident Commander is *the only person* authorized to speak to the media, unless he/she requests the PIO to represent him/her to the media.

☐ **PUBLIC INFORMATION OFFICER (PIO)** acts as the liaison between the College, the media and the public. The PIO must be aware of all incident response activities and prepares press releases, scripts or talking points for EOC Incident Commander. *(Coordination with City EOC is critical).*

☐ **SAFETY OFFICER** is charged with the safety of students, staff, and others on campus during response activities. The Safety Officer has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.

☐ **LIAISON** is the point of contact/coordination between the EOC Incident Commander and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities.

Management Checklist *EOC INCIDENT COMMANDER*

The EOC Incident Commander is the person responsible for the conduct of emergency/disaster operations on-site. One of the EOC Incident Commander's primary functions is to activate the Emergency Operation Center (EOC). During the emergency/disaster, the EOC Incident Commander oversees and directs response activities until relieved by an alternate EOC Incident Commander, or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the EOC Incident Commander is charged with ensuring the safety of students, staff, volunteers and Monterey Peninsula College visitors. The EOC Incident Commander is also the ONLY authorized spokesperson to conduct on-camera or live radio interviews, unless assigned to the PIO.

Start-up Actions/Activation

- ❑ Sign in at the Check-In desk
- ❑ Retrieve your position container and put on your position identifier vest
- ❑ Read position description and set up work space
- ❑ Assess nature and scope of emergency/disaster
- ❑ Determine level of threat to people and facilities and implement appropriate plan
- ❑ Activate Section Chiefs and team leaders as needed
- ❑ Fill in the EOC Staffing form as positions are filled
- ❑ Prepare to fill positions with relief personnel
- ❑ Prepare and issue a Letter of Proclamation

Operational Duties

- ❑ Assume duties of all positions until staff is available or assigned
- ❑ As positions are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- ❑ Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- ❑ Remember Shift Changes and establish a process for briefing the incoming staff
- ❑ Monitor overall response activities by staying in communication with Section Chiefs and Officers
- ❑ Issue regular reports to local EOC, Monterey County Op Area EOC (if appropriate)
- ❑ Work with Planning and Intelligence Chief to write Action Plan and revise as situation warrants
- ❑ Authorize Public Information Officer (PIO) to release written information to the appropriate agencies
- ❑ Conduct on-camera or live radio interviews with the media as the authorized spokesperson during the incident
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Activity Log
- ❑ Deactivate EOC and send the "All Clear" if not already done.

Forms

Located in Part 6: FORMS
- ❑ Sign in/Sign out Sheets
- ❑ BRT Check list
- ❑ Action Plan & Staffing Lists
- ❑ Activity Log
- ❑ Emergency Resources Summary
- ❑ Management Situation Report
- ❑ Message Form
- ❑ Planning & Strategy Worksheet
- ❑ Scheduled Briefings/Meetings
- ❑ Section Tasks

PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

WHEREAS, MONTEREY PENINSULA COLLEGE emergency policies and procedures empower the President to proclaim a Campus State of Emergency, when a campus(es) has been affected by an emergency or disaster; and

WHEREAS, the President does hereby find that conditions of peril to the safety of

persons and property have arisen within the _____,

campus,_____caused

by_____, commencing on or about

_____, on the date of

_____, warranting the necessity for, and proclamation

of, a Campus State of Emergency;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED AND ORDERED that said

Campus State of Emergency shall be deemed to continue to exist until its termination is

proclaimed by the President of the Monterey Peninsula College.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County

of Monterey and the Monterey Peninsula College Board of Trustees.

_____   _____

President   Date

Management Checklist
PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is responsible for the release of official statements during emergency/disaster operations. The PIO's "job" is to prepare information about the incident and response activities for the EOC Incident Commander to provide to the media until the Monterey Op Area PIO is available. The PIO may speak to media if requested by the EOC Incident Commander.

Start-up Actions/Activation

❑ Sign in at the Check-In/ Check-out desk
❑ Retrieve your position container and put on your position identifier vest
❑ Read position description and set up work space
❑ Meet with EOC Incident Commander, Management Team and Section Chiefs
❑ Consult with the Op Area Local EOC Schools' Rep or Op Area PIO *(if available)* to coordinate information release
❑ Advise on-site media of time of first press release or press conference

Operational Duties

❑ Remember Shift Changes and establish a process for briefing the incoming staff
❑ Keep updated on response activities
❑ Schedule regular press conferences *if appropriate*
❑ Prepare all written communication related to the incident
❑ Get approval of EOC Incident Commander for all press releases/statements(*see Guidelines for Speaking to the Press)*
❑ Prepare talking points or scripts for the EOC Incident Commander to use during on-camera or live radio interviews with the media
❑ Remind staff and volunteers to refer all questions from community and/or the media to the PIO
❑ Arrange for the translation of announcements and response-related information *(as needed)*
❑ Monitor news broadcasts and correct any misinformation as soon as possible
❑ Make sure the EOC Incident Commander is aware of all media-related incidents
❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Activity Log

Closing Down/Deactivation

❑ Release PIO staff and volunteers when directed by EOC Incident Commander
❑ Direct the return of all equipment and reusable supplies to the Logistics Team
❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

EOC Go Kit

- ❑ Monterey Peninsula College Emergency Plan
- ❑ Vest and/or ID badge
- ❑ Clipboard and paper
- ❑ Pens/Sharpies/Dry Erase Markers
- ❑ Scotch tape/masking tape/duct tape
- ❑ Scissors
- ❑ All Campus maps and area maps
- ❑ List of media contacts
- ❑ Joint Information System contacts for Schools

Supplies/Equipment

- ❑ Guidelines for Speaking to the Press
- ❑ Sample Press Release
- ❑ Newsprint or dry erase board and portable easel
- ❑ "Media Here" Sign

Resource Information

- ❑ See Appendices

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form

Guidelines for Speaking to the Press

When speaking to the press about campus emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements

- **Re-state** the nature of the incident; its cause and time of origin

- **Describe** the size and scope of the incident

- **Report on** the *current* situation

- **Speak about the resources** being utilized in response activities

- **Reassure** the public that everything possible is being done

- **DO NOT release any names**

- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners

- **Avoid speculation**; do not talk "off the record"

- **Do not use** the phrase "no comment"

- **Set up** press times for updates

- **Control** media location

SAMPLE PRESS RELEASE

Event:_____**EARTHQUAKE**_____   **Date:**_August 27, 2007_ **Release**

#:_____**001**_____   **Time:**_8:00 A.M._____

TITLE OF RELEASE:_____LARGE EARTHQUAKE CAUSES MODERATE DAMAGE_

_____TO THE MONTEREY PENINSULA COLLEGE BUILDING_

FOR IMMEDIATE RELEASE

EXAMPLE…….At 5:25 a.m. on August 27, 2006 an earthquake measuring 7.2 on the Richter Scale caused moderate damage to the Monterey Peninsula College building located at_____in Monterey County, CA. There are no reports of injuries available. Search and Rescue crews are searching the building at this time. Roadways leading to the Monterey Peninsula College site have been damaged and the overpass between upper and lower campus is closed. The public is asked to remain clear of the area to allow emergency responders to access the site.

Due to the magnitude of the earthquake and the damage throughout the county, the Monterey County Operational Area Emergency Operations Center has been activated. Additional information can be obtained by calling the Op Area Hotline.

Further details will be provided when available.

Next Scheduled Release: As needed

JOINT INFORMATION SYSTEM (JIS) FOR MONTEREY PENINSULA COLLEGE
(Joint Information Center (JIC) at Monterey County EOC)

```
                    STATE OES EOC
                         ↕
                  COASTAL REGION
                     OES EOC
                         ↕
                   COUNTY OP
                    AREA EOC
                         ↕
                  COLLEGE EOC
                         ↕
                  CAMPUS SITES
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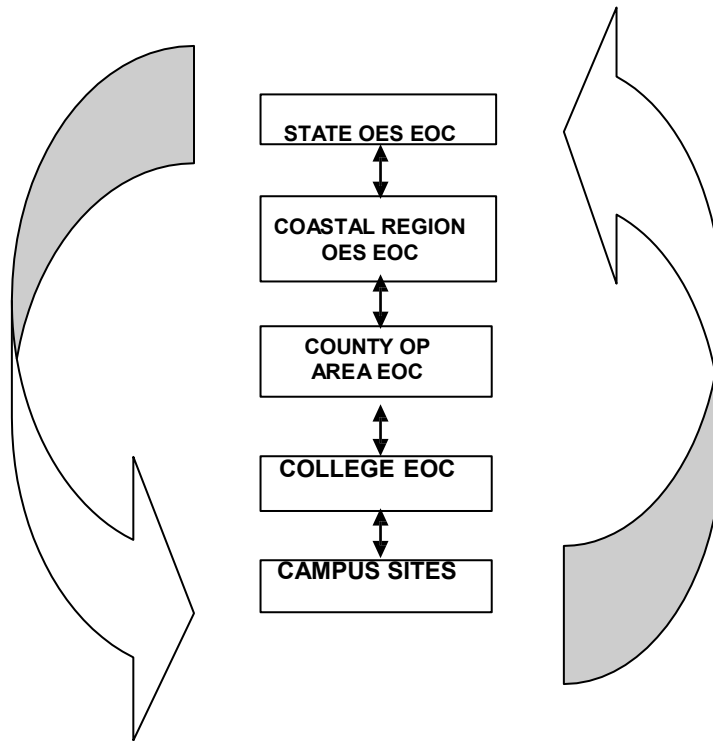
PROPOSED PROCESS:

1. **Incident occurs at a campus site or impacting a campus site**
2. **Campus communicates with Monterey Peninsula College EOC**
3. **College communicates with Schools' Rep in Monterey County Op Area EOC**
4. **Schools' Rep in Op Area EOC will coordinate information and maintain communication with Coastal Region EOC**
5. **County Op Area EOC will maintain an up-to-date report on the incident status throughout the county**
6. **Monterey County Op Area EOC will coordinate any response activities and will provide information to the public via the media**

Note: Coordinate with local city EOC.

Management Checklist   *SAFETY OFFICER*

The Safety Officer is responsible for ensuring that all response activities are conducted safely.

Start-up Actions/Activation

- ❑ Sign in at the Check-In / Check-out desk
- ❑ Retrieve your position container and put on your position identifier vest
- ❑ Read position description and set up work space
- ❑ Meet with EOC Incident Commander, Management Team and Section Chiefs

Operational Duties

- ❑ Remember Shift Changes and establish a process for briefing the incoming staff
- ❑ Check all utilities (gas, water and electricity) and shut off as necessary. NOTE: shut off gas ONLY if leaking!
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on Section Activity Log
- ❑ Monitor emergency response activities for safe practices
- ❑ Identify and mitigate, to the extent practicable, on-site hazards and unsafe situations
- ❑ Stop or modify any unsafe activities/operations
- ❑ Ensure that Monterey Peninsula College teams are using appropriate safety equipment
- ❑ Anticipate situations/problems (aftershocks) and how they will affect response activities.
- ❑ Keep the EOC Incident Commander apprised of status and potential problems

Closing Down/Deactivation

- ❑ Release Safety staff and volunteers when directed by EOC director
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

EOC Go Kit

- ❑ Job Description Checklist/ Check sheet
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment
- ❑ Pens, paper and clipboard
- ❑ Site Maps showing location of all utilities

Forms

Located in Part 6:
- ❑ Activity Log
- ❑ Message Form

Management Checklist   *LIAISON OFFICER*

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.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Retrieve your position container and put on your position identifier vest
- ❑ Read position description and set up work space
- ❑ Meet with the EOC Incident Commander, Management Team and Section Chiefs

Operational Duties

- ❑ <u>Remember Shift Changes</u> 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

Closing Down/Deactivation

- ❑ Release Liaison staff and volunteers when directed by the EOC Incident Commander
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Direct all logs, reports, and response-related documentation be completed and submitted to the Recordkeeping Team
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

EOC Go Kit

- ❑ Job Description Checklist/Checksheet
- ❑ Vest and/or ID Badge
- ❑ Phone contact list, agency rep list
- ❑ Pens, paper and clipboard

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form

OPERATIONS

The Operations Section is responsible for carrying out all emergency response activities. Those responsibilities are coordinated by the Section Chief and carried out by the <u>Communications</u>, <u>Search & Rescue</u>, <u>First Aid</u>, <u>Security & Law</u>, <u>Health & Safety</u>, and <u>Building Response Teams</u>

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                    ┌─────────────────────────────┐
                    │  Incident Command Structure │
                    └─────────────────────────────┘
       ┌───────────────┬──────────────┬──────────────────┐
  ┌──────────┐  ┌──────────┐  ┌──────────────┐  ┌──────────────┐
  │Operations│  │ Logistics│  │  Planning/   │  │   Finance/   │
  │          │  │          │  │ Intelligence │  │Administration│
  └──────────┘  └──────────┘  └──────────────┘  └──────────────┘
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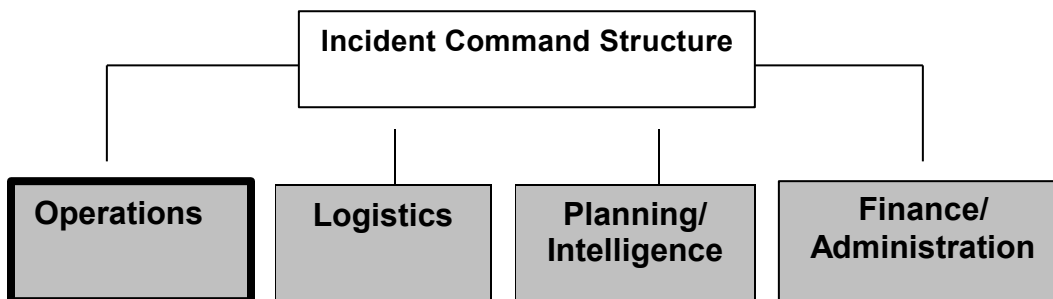
☐ **COMMUNICATIONS** is called upon to assess the immediate and long-term mental health support needed by staff, students and others involved in incidents and emergencies.

☐ **SEARCH AND RESCUE** is tasked with safely conducting on-site search and rescue activities post-disaster.

FIRST AID is tasked with coordinating on-site medical response and care during emergencies. This team is also responsible for establishing an on-site morgue when needed.

CRISIS INTERVENTION (BART) is tasked with assisting all people with psychological and physical needs

☐ **SECURITY & LAW** is responsible for evacuating the building and making sure no one returns inside. This team is also responsible for identifying and mitigating on-site hazards following an emergency. This team is also charged with site security.

☐ **HEALTH & SAFETY** is tasked with the health of all people on campus, including assuring proper safety equipment, such as gloves, hard hats, goggles, and latex gloves.

☐ **BUILDING RESPONSE TEAMS** are tasked with safely conducting evacuations of all people in buildings and reporting the status to the EOC.

Operations Checklist   *SECTION CHIEF*

The Operations Section Chief is responsible for initiating and directing the "hands on" response to a disaster/emergency at any one of the Monterey Peninsula College's sites through the activities of the following teams:

- ❑ Communications
- ❑ Search & Rescue
- ❑ First Aid
- ❑ Security & Law
- ❑ Health & Safety
- ❑ Building Response Teams

Start-up Actions/Activation

- ❑ Sign in at the Check-In/ Check-out desk
- ❑ Retrieve your position container and put on your position identifier vest
- ❑ Read position description and set up work space
- ❑ Meet with the EOC Incident Commander, Management Team and Section Chiefs
- ❑ Activate Team Leaders, as needed
- ❑ Assume lead of all Operations Teams until staffed
- ❑ Meet with Team Leaders and assist them in initiating their team's response activities

Operational Duties

- ❑ As the Section Leader(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- ❑ Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- ❑ Remember Shift Changes and establish a process for briefing the incoming Section Chief and staff
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- ❑ Keep EOC Incident Commander informed of field activities
- ❑ Notify Logistics Team if additional supplies or staff is needed
- ❑ Coordinate Search and Rescue Operations with the Management Team
- ❑ Keep the Operations Teams informed of shifting tasks/priorities as dictated by the situation or the Management Team
- ❑ Ensure that all Operations Teams are documenting their activities and utilizing proper safety protocols

Closing Down/Deactivation

- ❑ Release Operations Teams when directed by EOC Incident Commander
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Gather all logs, reports, and response-related documentation from Team Leaders and submit to the Recordkeeping Team
- ❑ Sign out at Check-In/Out Desk

EOC Go-Kit

- ❏ Monterey Peninsula College Emergency Plan
- ❏ Job description Checklist/Checksheet
- ❏ Vest and/or ID badge
- ❏ Hard hat/safety equipment
- ❏ Pens, pencils, paper and clipboard
- ❏ On-site supply storage lists
- ❏ Site maps and regional/neighborhood maps
- ❏ AM/FM Radio with batteries

Forms

Located in Part 6: FORMS
- ❏ Activity Log
- ❏ Emergency Resources Summary
- ❏ Initial Situation Status Report
- ❏ Message Form
- ❏ Planning & Strategy Worksheet
- ❏ Site Inventory
- ❏ Site Status Report

Operations Checklist *COMMUNICATIONS*

Communications is responsible for the set up, installation and maintenance of communication equipment to facilitate verbal and written communications with both on-site and with the off-site Monterey Peninsula College Programs and Districts.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Check Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with Communications Team Leader for a briefing
- ❑ Locate and set up work space
- ❑ Activate Team members as needed
- ❑ Assume team member responsibilities until staffed
- ❑ Set-up communications center
- ❑ Test equipment

Operational Duties

- ❑ Ensure the ongoing function of all communications equipment
- ❑ Coordinate all communications
- ❑ Keep an accurate log of all communications (incoming and outgoing)
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- ❑ Prepare messages for relay via runners
- ❑ Monitor radio station(s) for local emergency news
- ❑ Refer all media requests to the PIO
- ❑ Generate Situation Status Report when directed by the Team Leader

Closing Down/Deactivation

- ❑ Close out all logs and pending messages, and turn over to Team Leader
- ❑ Return all equipment and supplies to Logistics
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

FORMS

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form

Operations Checklist   *SEARCH &RESCUE (CERT)*

The Search and Rescue (CERT) Team Leader is responsible for coordinating all on-site search and rescue efforts. This responsibility includes identifying search and rescue priorities and making team assignments. The Search and Rescue Team Leader is also responsible for ensuring the safety of his/her teams while they are in the field.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Check Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Activate CERT and coordinate with team leaders and brief them as needed (to include maps, locations of responsibility etc.).
- ❑ Locate and set up work space

Operational Duties

- ❑ Assume the duties of team positions until staff is available or assigned
- ❑ As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- ❑ Supervise team activities, schedule breaks and re-assign staff, as needed
- ❑ Remember <u>Shift Changes</u> and establish a process for briefing the incoming staff
- ❑ Dispatch teams to high priority areas first; assign teams to routine site S & R *after* priority areas have been secured. Remain at the S&R Command Post to stay in contact with the S & R Teams
- ❑ Ensure teams' progress is recorded in Section Activity Log and on site map as information is called in (mark rooms as they are reported "clear")
- ❑ When injured staff, students or visitors are located, check in with Operations Section Chief and notify First Aid Team
- ❑ Gathers Situation Status Update Forms and relay information to the OPS Section Chief
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

❑ Release team members when directed by the Section Chief
❑ Record the return of all S & R teams
❑ Direct team to return all equipment to Logistics
❑ Gather all logs, maps and other documentation from Team members and turn in to Section Chief
❑ Sign out at Check-In/Check out Desk and leave contact information in case you need to be reached

Supplies/Equipment

❑ Table and chair
❑ White Board or newsprint flipchart
❑ Markers erasable or permanent

Forms

Located in Part 6: FORMS
❑ Activity Log
❑ Message Form

Operations Checklist   *Medical Services*

Medical Services is responsible for coordinating Monterey Peninsula College's emergency medical response. This responsibility includes determining when the scope of an emergency exceeds the capabilities of the Team and notifying the Operations Section Chief of the need for outside assistance. Medical Services is also charged with calling for and directing the establishment of an on-site morgue when warranted.

Start-up Actions/Activation

- Sign in at the Check-In/Check out desk (if applicable)
- Put on Personal Safety equipment
- Read position description
- Activate team members as needed
- Attend a briefing with the Operations Section Chief and other Operations Team Leader
- Determine if medical needs exceed scope of on-site team *(if so, have Operations Section Chief notify Management Team)*
- Facilitate set-up of first aid treatment area away from public view. Area should be accessible to emergency vehicles
- Establish entry or "triage" station adjacent to first aid treatment area and assign 2 people to this station
- Set-up areas for "immediate" and "delayed" treatment and assign 2 staff per station
- If needed, request Crisis Intervention or Critical Incident Stress debriefing to set up intervention/counseling area
- Gather Situation Status Update Report from Team and relay information to OPS Section Chief

Operational Duties

- Assume the duties of team positions until staff is available or assigned
- As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise team activities, schedule breaks and re-assign staff, as needed
- Remember Shift Changes and establish a process for briefing the incoming staff
- Oversees/monitors the assessment, care and treatment of patients
- Ensures caregiver and rescuer safety *(i.e., universal precautions)*
- Maintain open line of communication with Search and Rescue and Crisis Intervention
- Provides staff for "field" injury response/treatment
- Requests additional personnel from Logistics
- Reports deaths and any other critical information immediately to Section Chief
- Determines need for morgue set-up and chooses location
- Monitors situation for communicable diseases
- Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Activity Log

Closing Down/Deactivation

- ❑ Oversee the closing of the first aid station and direct the proper disposal of hazardous waste
- ❑ Release medical teams per direction of the Section Chief
- ❑ Gather all logs and other documentation from Team members and turn them into Section Chief
- ❑ Makes sure all equipment and re-usable supplies are returned to Logistics
- ❑ Sign out at Check-In/Check -out Desk and leave contact information in case you need to be reached

Supplies/Equipment

- ❑ Table and chairs
- ❑ First Aid Kit *(*see recommended supply list)*
- ❑ Ground cover/tarps
- ❑ Stretchers
- ❑ Blankets

Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (**S**imple **T**riage **A**nd **R**apid **T**reatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below (See County Guidelines or reference below):

TRIAGE Priorities
Highest Priority
1. Airway and breathing difficulties
2. Cardiac arrest
3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
Second Priority
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
Third Priority
1. Fractures or other injuries of a minor nature
Lowest Priority
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

S.T.A.R.T. Plan Triage Checklist

Simple Triage And Rapid Transport

This method allows rapid identification of those patients who are at greatest risk for early death, and the provision for basic life-saving stabilization techniques.

Initial contact
- ❑ Identify self, and direct all patients who can walk to gather and remain in a safe place. Sort these people **GREEN**
- ❑ Begin evaluating the non-ambulatory patients where they are lying.

Assess respiration (normal, rapid, absent)
- ❑ If absent, open airway to see if breathing begins
- ❑ If not breathing, sort **BLACK** (dead) DO NOT PERFORM C P R
- ❑ If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, sort **RED** (attempt to use a bystander to hold airway open)
- ❑ If respiration is normal, go to next step

Assess perfusion (pulse, bleeding)
- ❑ Use the capillary refill test to check radial (wrist) pulse
- ❑ If capillary refill test is greater than 2 seconds, or radial pulse is absent, sort **RED**
- ❑ If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- ❑ Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

Assess Mental Status (commands, movement)
- ❑ Use simple commands/tasks to assess
- ❑ If patient cannot follow simple commands, sort **RED**
- ❑ If patient can follow simple commands, they will be sorted **YELLOW** or **GREEN**
- ❑ This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

Disaster Medical Supplies (see appendices)

Additional medical supplies should be provided for use in disasters only. Disaster medical supplies can be specifically packaged in units to be used when necessary in an emergency. The disaster supplies should not be used for day-to-day needs.

Place below in appendices:
Trauma Kit Contents

QTY	NAME	VENDOR	NO.
1	Wet Pruf tape 1" X 10 YDS		
1	Wet Pruf tape 2" X 10 YDS		
1-100pk	Adhesive Bandages **3/4** x 3		
1-100pk	Sterile Gauze Pads 4"x 4"		
1-5pk	Instant Cold Pack		
15	Tongue Depressors		
1	Tourniquet		
1	Medical Flashlight		
1.10pk	Ammonia Inhalants		
1-12pk	Stretch Gauze Roll 3"x 4.lyds		
1	First Aid Guide		
2	Ace Bandages 3"x 5 yds		
1-25pk	Plastic Adhesive 2"x3"		
4	Triangular Bandages		
1	First Aid Scissors		
1	Metal Tweezers		
12pr	Latex Exam Gloves -		
1-100 tabs	Non-Aspirin Aypanal		
8	Round Eye Pads		
1	First Aid Cream		
1-20pk	Antiseptic Wipes		
20	Abdominal Pads 8"x10"		
2	Multi-Trauma Dressing 12"x30"		
1	Arm Splint		
1	Leg Splint 24"x12"		
1	Extrication Collar-Regular		
1	Extrication Collar-Short		
1	Deluxe Duffle Bag-Small-Black		

Essential Shelter Supplies

- ❑ First Aid Kits
- ❑ First Aid Text Books
- ❑ Emergency generator
- ❑ Sanitary supplies
- ❑ Blankets
- ❑ Cots (mats, rugs)
- ❑ Cleaning equipment
- ❑ Shelter identification sign

Operations Checklist — Campus Security

Campus Security is responsible for maintaining the safety and security of campus operations, by coordinating with the local law enforcement agencies (Monterey Police Dept., Marina Police Dept., and Seaside Police Dept.,). Additional information is also available in the current MOUs with the police departments.

(Note: Campus Security may not be located at the EOC, depending on the emergency, however, radio communications with local law enforcement needs to be established with the EOC).

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Check Out desk
- ❑ Put on Personal Safety equipment and Position Identification
- ❑ Check-in with Operations Chief
- ❑ Read position description
- ❑ Obtain update of the status of the campus from Building Response Teams
- ❑ Locate and set up work space
- ❑ Set-up morgue *(if needed)*

Operational Duties

- ❑ Communicate to everyone about safety issues and monitor information from County Dispatch on the status of the City and County

- ❑ Monitor the safety conditions of the campus and cordon off unsafe areas

- ❑ Activate the EOC-Base Station Radio Room (exa: Small Admin Conf. Rm.)
- ❑ Maintain law and order
- ❑ Fill out Situation Status Update Report and provide to Operations Chief
- ❑ Coordinate law enforcement resources with campus personnel
- ❑ Monitor/assess campus building and road safety at regular intervals
- ❑ Monitor/assess all utilities and pipelines on campus for safety issues
- ❑ When transportation becomes available, safely assist in evacuation
- ❑ Document all safety issues, incoming messages, all actions taken, all decisions made and requests being filled on the Section Activity Log

Closing Down/Deactivation

- ❑ Document all unsafe areas and communicate to local authorities
- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs and turn them over to Logistics Chief
- ❑ Sign out at Check-In/Check out Desk and leave contact information in case you need to be reached

EOC Go-Kit = Emergency (CERT) trailer

- ❑ Checklist and Contact Information
- ❑ Maps of all potential hazards such as gas pipelines, hazardous materials storage, turn-off valves and equipment locations
- ❑ Portable radios
- ❑ Hard hats/vests/safety equipment
- ❑ Protective gloves
- ❑ Monterey Peninsula College Site Map
- ❑ Pens, pencils, paper and clipboards
- ❑ Duct tape and yellow barrier tape

Supplies/Equipment

- ❑ Tables and chairs (located in the Student Center)
- ❑ First Aid Kit
- ❑ Barrier Tape (for the field)
- ❑ Flares, light sticks and flashlights
- ❑ Road Barriers are located at the Facilities yard.
- ❑ See CERT Trailer for additional supplies/equipment

Resource Information

- ❑ Damage Summary Ratings (by qualified building inspection services)

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Damage Assessment Log
- ❑ Damage Summary
- ❑ Message Form
- ❑ Situation Status Form

Rating Code	Explanation	Cond. Code	Conditions	Action
HIGH PRIORITY		**1**	**Building has collapsed, partially collapsed, or moved off it's foundation**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
H1	Sites showing severe structural damage to any building or severe ground movement (Condition Codes 1-4)	2	**Building or any story is leaning significantly**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
H2	Sites showing any structural or non-structural damage that students and staff intend to re-occupy in 24 - 48 hours	3	**Obvious severe damage to primary structure members, severe leaning of walls or other signs of severe distress present.**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
MODERATE PRIORITY		4	**Large cracks in ground, massive ground movement, or slope displacement present that are under, or near, the building and are a hazard to the building.**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
M1	Sites showing any structural damage to any building or that have overhead hazards (Condition Codes 5-8)	5	**Obvious parapet, chimney, or other falling hazard present.**	**Barricade to prevent access to the area. Rescuers may enter**
M2	Sites showing any non-structural or structural damage that students & staff intend to occupy in 24 - 48 hours	6	**Other hazard present (toxic spill, chemical spill, asbestos contamination, broken gas line, fallen power lines**	**Barricade to prevent access to the area. Once made as safe as possible, and with proper safety equipment, rescuers may enter**
LOW PRIORITY		7	**Air duct terminals, ductwork, light fixtures, lenses and fluorescent bulbs fallen or dislodges. Suspended ceiling system grid members fallen or dislodges. Broken windows. Overhead mechanical equipment supports or bracing dislodges.**	**Barricade to prevent access to area. Rescuers may enter with proper safety equipment.**
L	Sites showing structural damage or non-structural damage that students & staff intend to occupy in 72 hours or more	8	**Although no damage is yet apparent, areas with overhead elements similar to those indicated in condition 7 may also fall in an earthquake aftershock; therefore, they are potentially hazardous.**	**Barricade to prevent access to area. Rescuers may enter**
R	Sites showing no or very minor damage			
NR	Sites where no report has been made			

Operations Checklist   *Building Response Team (BRT)*

Prior to an emergency, BRT should ensure that current Emergency Action Guides (EAG) and Evacuation Maps are placed in each classroom and in the common areas of their building. Building Managers regularly walk their building to become familiar with it and to find any hazards. In an emergency, BRT are responsible for safely evacuating all people from their building, accounting for everyone in a designated gathering place and reporting missing people to Search & Rescue. They also survey the buildings for potential dangers or unsafe conditions. BRT can possibly turn off utilities and assist special needs people out of the building. Ideally, they attend 1st Aid, Search and Rescue, and Damage Assessment team training to enhance their skills as a Building Manager and work closely with those teams.

Start-up Actions/Activation

- ❑ When an emergency occurs, immediately begin to monitor phones and radios. Turn cell phones on if available.
- ❑ Put on Personal Safety Equipment and Position Identifier
- ❑ Recruit help from building faculty, staff, and/or students
- ❑ Walk the building in an organized manner looking for:
  - o Injuries (call 911 immediately or use the walkie-talkie
  - o Gas leaks
  - o Downed power lines
  - o Water leaks
  - o Danger from falling objects (overhead cabinets, windows, etc.)
  - o Hazardous Materials Spills
- ❑ Mark the room doors/building in accordance to CERT guidelines that have been inspected.
- ❑ Survey the availability of faculty and staff in your area
  - o Determine if anyone in your building has special skills that could be helpful in the emergency (including students)
- ❑ Be prepared to report the following information to the EOC when contacted by phone or radio:
  - o Number and nature of injuries
  - o Building conditions
  - o Immediate dangers
  - o Indicate if any rescue personnel are working in your area
  - o Communicate any immediate needs in your area
  - o Advise if you have people with special needs (i.e., disabled students or children needing escorts and transportation)
  - o Advise if you have extra staff that could be assigned to other areas of the campus
- ❑ Follow instructions from the EOC
- ❑ Assist rescue personnel and damage assessment teams as requested
- ❑ Stay with injured or special needs people until they have left the campus

Operational Duties

- ❑ Report all gas leaks, fires, and structural damage to the Search & Rescue Team and Damage Assessment Team
- ❑ Inspect the exterior of each building for structural integrity *before* entering.
- ❑ Identify unsafe areas with caution tape *(**DO NOT** enter unsafe buildings)*
- ❑ Search **ONLY** structurally sound buildings using S & R protocol
- ❑ As searched rooms have been cleared, call in report to the Search & Rescue Team *("Room B-2 is clear.") When entering a room, place a chalk mark or duct tape strip on the front of the door. When exiting, place a second chalk mark or duct tape strip through the initial mark to form an X. This indicates that the room has been cleared.*
- ❑ When injured individuals are located, call in their condition and location to Search & Rescue Team *(Use proper protocol, i.e., no names are broadcast over the radio.)*
- ❑ Note damage on your building map and relay information to Search & Rescue Team and Damage Assessment
- ❑ Fill out Situation Status Update Report and relay information to the EOC Operations Section

Closing Down/Deactivation

- ❑ When finished evacuating the building and reporting the status of the building, as well as taking care of any needs of the evacuees, then ask if there are any other assignments before being released
- ❑ Return all equipment to appropriate storage containers, if accessible
- ❑ Complete/close-out all logs and turn them over to Operations
- ❑ Sign out at Check-In/Out Desk or over the radio and leave contact information in case you need to be reached

Emergency Barrel

- ❑ Checklist and Contact Information
- ❑ Roster of students and staff
- ❑ Duct tape and sharpies
- ❑ Whistles, bullhorn
- ❑ Clipboards, paper and pens
- ❑ Leather gloves
- ❑ Hard hats/vests/safety equip
- ❑ Latex gloves/dust masks
- ❑ Map of building

Supplies/Equipment

- ❑ Storage container for building tools/gear
- ❑ Fire extinguishers
- ❑ Flashlights w/batteries
- ❑ Crowbars and fire axes
- ❑ Caution tape and barricades
- ❑ Basic first aid kit
- ❑ Backpacks for gear/first aid supplies

FORMS

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Damage Assessment Log
- ❑ First Aid Log
- ❑ Message Form
- ❑ Situation Status Log

LOGISTICS

The Logistics Section manages the procurement and distribution of supplies and equipment, is responsible for recruiting and deploying personnel, and for the acquisition of and mobilization of vehicles to move people and/or equipment as needed and in support of response activities.

☐ **EQUIPMENT & SUPPLIES** (Facilities) is tasked with filling all requests for personnel, equipment, supplies and facilities in support of response activities.

☐ **TRANSPORTION (**Facilities) is tasked with filling all requests for vehicles necessary to transport people, equipment, and supplies.

☐ **MAINTENANCE & OPERATIONS (Facilities)** is tasked with maintaining the infrastructure and continuance of operations.

☐ **STAFF & VOLUNTEERS** (Personnel) is tasked with maintaining records of all staff and volunteers and fulfilling requests for assistance.

SHELTERING & SPECIAL NEEDS is tasked with providing food and housing for staff, students, and volunteers (Facilities)

Logistics Checklist   *SECTION CHIEF*

The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. Monterey Peninsula College's Logistics Section is made up of the following team:
- ❑ Equipment and Supplies
- ❑ Transportation
- ❑ Maintenance and Operations
- ❑ Staff & Volunteers
- ❑ Sheltering and Special Needs

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with the EOC Incident Commander, Management Team and Section Chiefs
- ❑ Locate and set up work space
- ❑ Open on-site supplies containers/facilities
- ❑ Activate Equipment and Supplies Team Leader, as needed

Operational Duties

Assume the duties of Section positions until staff is available or assigned
- ❑ As the Team(s) are assigned, provide staff with a briefing, the current section

objectives, and blank Activity Log sheets
- ❑ Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- ❑ <u>Remember Shift Changes</u> and establish a process for briefing the incoming staff
- ❑ Ensure that the EOC, and other facilities are properly set-up
- ❑ Meet with team leader and assist in initiating the team's response activities
- ❑ Coordinate supplies, equipment, and personnel needs with the EOC Incident Commander
- ❑ Oversee distribution of supplies and equipment where and as needed
- ❑ Maintain security of stored supplies and equipment
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Activity Log
- ❑ Schedule breaks and re-assign Logistics staff as needed

Closing Down/Deactivation

- ❑ Release each Logistics Team when directed by EOC Incident Commander
- ❑ Secure all equipment and reusable supplies
- ❑ Gather all logs, reports, and response-related information from Team Leaders and submit to the Recordkeeping Team
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

EOC Go-Kit

- ❑ Monterey Peninsula College Emergency Plan
- ❑ Job description Checklist/Checksheet
- ❑ Vest and/or ID badge
- ❑ Hard hat/safety equipment
- ❑ Pens, pencils, paper and clipboard
- ❑ On-site supply storage lists
- ❑ Site maps and regional/neighborhood maps
- ❑ AM/FM Radio with batteries

Supplies/Equipment

- ❑ Table and chair

Forms

Located in Part 6: FORMS
- ❑ Activity Log ❑ Emergency Resources Summary
- ❑ Initial Situation Status Report
- ❑ Message Forms
- ❑ Planning & Strategy Worksheet
- ❑ Site Inventory
- ❑ Site Status Report

Logistics Checklist *EQUIPMENT & SUPPLIES*

Equipment & Supplies is responsible for filling all requests for personnel, facilities, equipment, supplies, and materials necessary to support response efforts.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with the Logistics Chief for a briefing
- ❑ Locate and set up work space

Operational Duties

- ❑ Distribute and document amount and location of supplies, equipment and personnel as they are requested
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log

Closing Down/Deactivation

- ❑ Receive and store all returned equipment and unused supplies
- ❑ Complete/close-out all logs and turn them over to Recordkeeping
- ❑ Collect all receipts for purchases and turn them over to Finance with the background to what, why, and how the items were used
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Supplies/Equipment

- ❑ Table and chair
- ❑ Phones
- ❑ Computer or laptop
- ❑ Solar-powered calculator

Resource Information

- ❑ Emergency Barrel Contents

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Classroom Emergency Supplies
- ❑ Emergency Supply Inventory
- ❑ Message Form

Emergency Barrel Contents

OTY	NAME	VENDOR	NO.
1	**Trauma Kit – (see below)**		
1	**Tool Kit – (see below)**		
1 (4 Pak)	"AAA" Alkaline Batteries	SOS	54215.
1 (12 Pak)	"D" Alkaline Batteries	SOS	54256
4	Goggles	SOS	21217
4	Hard Hats	**SOS**	21425
4	Whistles	SOS	22410
4	Flashlights	SOS	54061
4	Vinyl Safety Vests	**SOS**	22380
6	Blankets	**SOS**	2560
1	Rope 3/8x100 ft	SOS	22115
25	Dust Masks	SOS	20865
1	Blue Poly Tarp	SOS	11075
2 rls	Toilet Paper	SOS	33293
1	Toilet + Bags	SOS	33135
2 rls	Duct Tape	SOS	22363
1	Am/Fm Radio	SOS	54148
1 (12 Pak)	Canvas Gloves	SOS	21206A
1	Candle Lantern	SOS	54370
1 (4 Pak)	Candles	SOS	54375
2 (2 Pak)	Waterproof Matches	SOS	54382
1	Shovel	SOS	22315
1	Small Axe	SOS	23327
1	Large Axe	SOS	26381
1	Hand Pick	SOS	22190
2	Wrecking Bars	SOS	22185
1	Bolt Cutter-24"	SOS	27242
1	Hydraulic Jack	SOS	21535
1	Collapsible Bucket	Campsaver.com	341088
300 ft	Barricade Tape	SOS	22345
1	Wheeled Container	SOS	95455
4	Grease Pencils	SOS	20857

Tool Kit Contents

QTY	NAME	VENDOR	NO
1 (2pk)	Can Opener	SOS	35032
1	Army Knife	SOS	15152
1	Jab Saw	SOS	22127
1	Hack Saw	SOS	22132
1	Hammer-curved claw	SOS	22338
1	Small Sledge Hammer	SOS	21350
1	Screwdriver-#2 phillips	SOS	22210
1	Screwdriver-#3 phillips	SOS	22218
1	Screwdriver-1/4x4 slot	SOS	22205
1	Cold Chisel 3/4x12	SOS	22152
1	Wrench-adjustable-10"	SOS	22245
1	Pliers 8"	SOS	22119
1	Pliers, groove joint	SOS	22124
1	Pipe Wrench-14'	SOS	22140
1 (2pk)	Hacksaw Blades	SOS	22133
	Deluxe duffle bag-Med-Royal	Outdoor World	203-002

Trauma Kit Contents

QTY	NAME	VENDOR	NO.
1	Wet Pruf tape 1" X 10 YDS	SOS	45764
1	Wet Pruf tape 2" X 10 YDS	SOS	45765
1-100pk	Adhesive Bandages ³/4 x 3	SOS	42457
1-100pk	Sterile Gauze Pads 4"x 4"	SOS	43150
1-5pk	Instant Cold Pack	**SOS**	46526
15	Tongue Depressors	SOS	45774
1	Tourniquet	SOS	46106
1	Medical Flashlight	SOS	54040
1.10pk	Ammonia Inhalants	SOS	42545
1-12pk	Stretch Gauze Roll 3"x 4.Iyds	SOS	43551
1	First Aid Guide	SOS	12130A
2	Ace Bandages 3"x 5 yds	SOS	41003
1-25pk	Plastic Adhesive 2"x3"	**SOS**	42483
4	Triangular Bandages	SOS	45800
1	First Aid Scissors	SOS	46150
1	Metal Tweezers	SOS	4612
12pr	Latex Exam Gloves -	SOS	46414
1-100 tabs	Non-Aspirin Aypanal	SOS	42622
8	Round Eye Pads	SOS	41377
1	First Aid Cream	SOS	46198
1-20pk	Antiseptic Wipes	SOS	46249
20	Abdominal Pads 8"x10"	SOS	43535
2	Multi-Trauma Dressing 12"x30"	SOS	43540
1	Arm Splint	SOS	45725
1	Leg Splint 24"x12"	SOS	45750
1	Extrication Collar-Regular	AllMed	5350
1	Extrication Collar-Short	AllMed	5349
1	Deluxe Duffle Bag-Small-Black	Outdoor World	202-008

Logistics Checklist — *TRANSPORTATION*

Transportation is responsible for filling all requests for moving personnel, equipment, supplies, and materials necessary to support response efforts. A Transportation Staging Area or Areas may be created to move those without transportation. It will be important to identify specific special needs such as vehicle wheel chair access for those needing transportation.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with the Logistics Chief for a briefing
- ❑ Locate and set up work space

Operational Duties

- ❑ Distribute supplies, equipment and obtain personnel as requested
- ❑ Document all incoming messages, all actions taken, all decisions made), and requests being filled on the Section Activity Log
- ❑ Order vehicles to move people, equipment or supplies and determine delivery point on the campus
- ❑ Monitor the roads for safe access onto and off campus
- ❑ Keep accurate records of type of equipment, size, driver, location of use and length of time that it was in operation for possible state or federal reimbursement

Closing Down/Deactivation

- ❑ Receive and store all returned equipment and unused supplies
- ❑ Complete/close-out all logs and turn them over to Planning
- ❑ Consolidate all purchase and rental receipts for transportation and give to Finance
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Supplies/Equipment

- ❑ Table and chair
- ❑ Phones
- ❑ Computer or laptop

Resource Information

- ❑ Individuals without Transportation
- ❑ Evacuation Chair Locations

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Emergency Resources Summary
- ❑ Message Form

Individuals without Transportation

In the event of a campus-wide evacuation, some individuals will need transportation.

After injuries have been dealt with and the cause of the emergency is past, advise the Incident Command Team about the number of people who need transportation. Be specific about special needs such as wheelchairs.

The Incident Command staff will specify a Transportation Staging area or areas and will communicate the locations by phone or radio.

Evacuation Chair Locations

Evacuation Chairs are located in the following buildings:

- ❑ Library
- ❑ Student Services Bldg
- ❑ Security
- ❑

Logistics Checklist   *CRISIS INTERVENTION*

The Crisis Intervention (BART)is in charge of assessing the immediate and long-term mental health support needs of students, staff, parents, and volunteers involved in or affected by a Monterey Peninsula College emergency. This person is also responsible for mobilizing the Crisis Intervention Team under the direction of the EOC Incident Commander.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on Personal Safety equipment and Position Identifier
- ❑ Read position description
- ❑ Attend a briefing with the Operations Section Chief and other Operations Team Leaders
- ❑ Activate team members as needed
- ❑ Locate and set up work space

Operational Duties

- ❑ Assume the duties the Incident Command roles as assigned
- ❑ As the Team(s) are assigned, provide staff with a briefing and current section objectives, and blank Activity Log sheets
- ❑ Supervise team activities, schedule breaks and re-assign staff, as needed
- ❑ Remember Shift Changes and establish a process for briefing the incoming staff
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- ❑ Oversee set-up of intervention/counseling site
- ❑ Monitor well-being of staff, students, and volunteers
- ❑ Determine need for outside assistance
- ❑ Activate off-site crisis intervention teams/support personnel when directed by the EOC Incident Commander or Section Chief

Closing Down/Deactivation

- ❑ Release staff and volunteers per direction of Operations Section Chief
- ❑ Return all equipment and unused supplies to Logistics
- ❑ Gather all logs and other BRT documentation from Team members and turn them over to the Operations Section Chief
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist & Contact Information
- ❑ Job description clipboard
- ❑ Hard hat and vest/safety equip
- ❑ Map of facility
- ❑ Walkie-talkie/RADIOS
- ❑ Pens and pencils, paper

Resource Information

- ❑ Refer to Crisis Intervention List

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form

Logistics Checklist   *MAINTENANCE & OPERATIONS/Facilities*

Maintenance & Operations is responsible for the continuity of services on the campus including water, electricity, gas and the infrastructure including pipelines, electrical lines, communications lines, alarm systems, sprinkler systems, security systems and the buildings themselves operating properly especially after an event like an earthquake or storm that may affect the structural integrity of the building. Information from the field will come into this section from Building Response Team members and any damage assessment personnel relaying their observations on-site. Direct the clean up of the campus.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with the Logistics Chief for a briefing
- ❑ Locate and set up work space

Operational Duties

- ❑ Asses the building and infrastructure status of the campus via field responders such as Building Response Team, Facilities staff or external public safety resources.
- ❑ Assess the safe operation of all the buildings and stationary equipment (elevator check for persons and mechanical operations) on campus,
- ❑ Watch for fire hazards, hazard materials spills, structural damage, and/or damage caused by the specific disaster, such as a mudslide, airplane crash, earthquake or fire.
- ❑ EOC members to document all incoming messages, all actions taken and decisions, requests being filled on the Section Activity Log
- ❑ Direct the clean-up and debris removal on the campus

Closing Down/Deactivation

- ❑ Receive and store all returned equipment and unused supplies
- ❑ Complete/close-out all logs and turn them over to Planning
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist and Contact Information
- ❑ Walkie-talkies/RADIOS
- ❑ On-site supply storage list(s)/map
- ❑ Map of Monterey Peninsula College facility
- ❑ Pens and pencils, paper
- ❑ Hard hats, vests and safety equipment

Supplies/Equipment

- ❑ Table and chair
- ❑ Phones
- ❑ Computer or laptop
- ❑ Binder with MOU's, Vendors, P.O. Book, College Credit Card

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form

Logistics Checklist - Personnel

The Personnel Section (staff & volunteers) is responsible for filling all requests for people to help in the emergency response. The people resources may be drawn from the staff, students, volunteers, or community surrounding the campus. For liability and insurance purposes, documenting the names and time period of participation in the response will be of utmost importance.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Begin a Personnel Log for everyone that is involved in the incident
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with the Logistics Chief for a status briefing
- ❑ Locate and set up work space

Operational Duties

- ❑ Acquire people to perform activities needed to support the EOC sections, both in the EOC and in the field.
- ❑ Have all volunteers and students participating in the response sign the Disaster Services Worker release. (Paid staff are already Disaster Services Workers by law.)
- ❑ EOC members to document all incoming messages, all actions taken, all decisions made and requests on the Section Activity Log
- ❑ Collect all staff, student, and volunteer logs at the end of each day of the incident for legal and reimbursement purposes

Closing Down/Deactivation

- ❑ Receive and store all returned equipment and unused supplies
- ❑ Complete/close-out all logs and turn them over to Planning
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist and Contact Information
- ❑ Walkie-talkies/RADIOS
- ❑ On-site supply storage list(s)/map
- ❑ Map of Monterey Peninsula College facility
- ❑ Pens and pencils, paper
- ❑ Hard hats, vests and safety equipment

Supplies/Equipment

- ❑ Table and chair
- ❑ Phones
- ❑ Computer or laptop
- ❑ Lists of Employees with contact information (obtained from HR)
- ❑ Lists of Students with contact information (Obtained from Student Services)

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Emergency Supply Inventory
- ❑ Message Form
- ❑ Staff Release Log
- ❑ Student Release Log
- ❑ Volunteer Assignments
- ❑ Disaster Services Worker Form (Must be signed through a local government)

Logistics Checklist <mark>*SHELTERING & SPECIAL NEEDS*</mark>

Sheltering and Special Needs is responsible for the feeding and sheltering staff, students and volunteers who are either part of the emergency response groups or are unable to safely leave the campus. The population to be served may also be visitors on campus at the time of the emergency and/or people in the area of the campus who take refuge on the campus. In addition, there may be a request from local governments to open a Red Cross Shelter on the campus. This group will provide the location, resources and equipment to shelter, feed and serve all individuals, including, but not limited to, those with special needs such as impaired mobility, sight, hearing, or medically fragile people.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on Personal Safety equipment and Position Identifier
- ❑ Read position description
- ❑ Report to the Logistics chief to get update and assignments
- ❑ Locate and set up work space
- ❑ Check radios, flashlights and sheltering resources

Operational Duties

- ❑ Assess the possibility of people that will need care and sheltering on campus
- ❑ Prepare to receive and serve the needs of identified users of sheltering and any special needs and relay any purchasing needs to Finance
- ❑ Set up sanitation facilities, if bathrooms are unavailable
- ❑ Monitor sanitation & properly care for waste until it can be disposed of
- ❑ Gather all food/water supplies for distribution, as needed
- ❑ Fill out Situation Status Update Report and relay information to the Logistics Chief on a regular basis
- ❑ Set up areas for shelter, sleeping, eating, working with Equipment Supplies Section
- ❑ Establish and maintain campus security/perimeter control with Security and Law
- ❑ Account for on-site vehicles in the event of relocation
- ❑ EOC to document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- ❑ Work with the American Red Cross, if it is necessary to open a Red Cross Shelter (See "Opening an American Red Cross Shelter in College Facilities" following this checklist)

Closing Down/Deactivation

❑ When ordered to de-activate; report-in to Logistics Section Chief
❑ Return all equipment and unused supplies to Logistics
❑ Complete/close-out all logs and turn them over to Planning
❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

❑ Checklist and Contact Information
❑ Facility and supply storage maps
❑ Walkie-talkies/RADIOS
❑ Roster of staff and visitors
❑ Monterey Peninsula College site map
❑ Hard hats, vest and safety equipment
❑ Latex gloves for working with people, and work gloves
❑ Lists of locations of food, blankets, cots, showers, bathrooms and other sheltering and food equipment with access keys
❑ Yellow caution tape and shelter signage

Supplies/Equipment

❑ Access to food, water, sanitary supplies, cots, tables, chairs, blankets, and possibly tents (field supplies)
❑ Radios

Resource Information

❑ Operating a Shelter
❑ Care & Shelter Protocols
❑ Outdoor Sanitary Facility Set-up Instructions
❑ Water & Food
❑ Guidelines for Assisting People with Disabilities
❑ Recommended Sheltering & Special Needs Supplies

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Facilities Inventory
- ❑ Message Form
- ❑ Sheltering & Special Needs Supplies
- ❑ Site Inventory

Operating a Shelter

Opening an American Red Cross Shelter in College Facilities

The time-frame necessary to accomplish all of the steps to establish a shelter may vary from a few hours to several days. The goal is to respond to the needs of the community within the first 24 hours following a catastrophic disaster
.
When College property is used to establish an American Red Cross Emergency Shelter, the following procedures can be expected to be followed:

- ❑ Initial post-disaster survey of facilities to establish safety and suitability of them.
- ❑ American Red Cross (ARC) personnel will obtain permission of the EOC Incident Commander to use the facilities.
- ❑ ARC personnel and College personnel will conduct a joint inventory of the facilities and photograph site for pre-use status.
- ❑ ARC personnel will implement a pre-established shelter plan.
- ❑ ARC personnel will register all inhabitants of the shelter.

If the shelter is established while school is in session and students are present, ARC will not interfere with the implementation of the school's own disaster plan. The ARC shelter plan is not to replace plans or abrogate the school's responsibility for the management and safety of College students and staff.

College employees will be expected to assist in the Red Cross shelter once they have met their obligations to family and job emergency responsibilities. Instructions and training for walk-in (temporary) Red Cross Disaster volunteers will be available at the shelters.

Care & Shelter Protocols

College Site Personnel at designated shelter sites will need to know:

- ❑ Monterey Peninsula College site personnel must perform a site check and inventory (see Site Inventory form in this section) prior to turning site over to ARC as a temporary shelter
- ❑ Site check & inventory includes record of the condition of property (photograph) prior to turn over and usable supplies available
- ❑ Monterey Peninsula College site personnel will unlock the school site upon arrival of ARC shelter manager and his/her staff

During (Response Stage)

- ❑ EOC Incident Commander or designee will inform school President of shelter opening
- ❑ If school is not in session or if shelter opening occurs after hours, Monterey Peninsula College site personnel will be present to actually unlock the site for the shelter manager

School Site Personnel (Designated Shelter Site)

- ❑ Prior to turning school site over to ARC for use as a temporary shelter, Monterey Peninsula College site personnel will:
  - ❑ Inventory usable materials within the shelter's designated area (see Site Inventory form in this section), i.e. toilet tissues, paper towels, soap
    - ❑ Only the gymnasium or the multi-purpose room as designated in ARC Mass Care Facility Survey can be utilized by people in shelters.
    - ❑ Ensure all other areas of the school site are secured.

After (Recovery Stage)

Designated Shelter Site

- ❑ Upon closing of shelter, ARC ensures the site is secure and shelter manager has tracked Monterey Peninsula College supplies and materials used.
- ❑ Monterey Peninsula College site personnel compares supplies and materials used, physical property loss and damages
- ❑ Both ARC and Monterey Peninsula College site personnel inspect shelter site for
  - ❑ Material and supplies used
  - ❑ Property loss
  - ❑ Property damage
- ❑ When inspection is completed, Monterey Peninsula College site personnel gives District Office Business Services a report of materials used and property damaged/loss (photograph)
- ❑ Business Services
- ❑ Assesses property loss/damage and determines cost of property loss and repair costs
- ❑ Formalizes letter to ARC to file a claim covering loss and material usage

Outdoor Sanitary Facility Set-up Instructions

1. Start by inserting at least 6 poles in the ground in a 4 foot by 6 foot rectangle.

2. Wrap wire securely around poles approximately 4 to 4 1/2 feet above where the poles are to be buried.

3. Stretch wire tightly between and wrap each pole before going on to the next.

4. Hang 5-foot wide strips of black polyethylene sheeting over the wire and clamp (like a clothespin) using the stainless steel clamps.

5. Leave a little extra on the bottom as it may be necessary to apply weights between posts to keep from blowing in the breeze.

6. Leave one section without sheeting to serve as an entrance.

7. Set up portable johns, urinal buckets, and toilet paper holders inside enclosure.

8. Set up a hand washing or hand-wipe station at the enclosure entrance/exit.

Water & Food

Water for Three Days (minimum)

One-gallon bottles filled to the top with fresh water and eight drops of chlorine disinfectant **(sold commercially), or five-gallon sterile, sealed containers.**

NEEDS: 1-quart drinking water per person per day
5 gallons all-purpose water per person per day

NOTE: Hot water tanks and toilet tanks contain emergency water

Water for drinking is the most important. Cooking, bathing and washing take additional water. Besides emergency water stored, it can also be from other sources such as hot water heaters, toilet holding tanks (that do not contain chemicals). Do not flush toilets until you know the state of the sewers and the water availability.

If you have water pressure after the disaster, start filling additional containers. It can be stored for bathing and washing; for drinking the water should be purified to eliminate any contamination.

How to Purify Water:

Boiling: Boil vigorously for 1-3 minutes. To improve taste, pour from one container to another several times.
Purification Tablets: Available at any drug store. Follow directions on package.
Bleach Purification: Liquid household bleach can also be used. It must contain hypochlorite, preferably 5.25%. Add according to the table below then stir or mix.
Purification Guidelines:

AMOUNT OF WATER	CLEAR WATER	CLOUDY WATER
1 QUART	2 DROPS	4 DROPS
1 GALLON	8 DROPS	16 DROPS
5 GALLONS	½ tsp.	1 tsp.

Food Supplies for Three Days (minimum):

Suggested canned foods:
Luncheon meat, ham, nuts, fruits, fruit juices, vegetables, refried beans, date-nut rolls, soft drinks.

Suggested dry foods:
Cereals, peanut butter, crackers, freeze-dried foods, granola or energy bars, dehydrated potatoes, instant coffee, tea, milk powder (or tetra boxes), sugar, candy, powdered fruit juice mixes, soup and bouillon (also comes in tetra boxes)

Suggested equipment and supplies for food service:
- ❑ Can openers (non-electric)
- ❑ Pots, pans, serving utensils
- ❑ Coffee pots
- ❑ Paper cups, plates, bowls, napkins, towels
- ❑ Plastic utensils
- ❑ Serving Trays
- ❑ Camp stoves or hibachis, and fuel*

(* check fire code on fuel storage. Provide adequate ventilation.

Cafeteria or Food Service
Make sure you date and rotate your food supplies so that they do not get old. When opening cans of fruits or vegetables, do not throw away the liquid if there is a water shortage. Do not drink or eat anything from open containers near shattered glass. Strain

suspected liquids through a clean handkerchief.

After a disaster, use the food in the refrigerator and freezer first. Although the disaster may not interrupt power, shortages may have occurred elsewhere and may have caused loss of electric current.

Guidelines for Assisting People with Disabilities

All Emergency Operations Plans must include procedures to address the needs of students, staff and visitors with disabilities during a disaster. For people with disabilities, the problems of evacuating a building during an emergency are a major concern. Many people with mobility impairments cannot use stairs and people with hearing and vision impairments may not receive emergency notification and directions unless they are provided in both audible and visual forms. In addition, people with learning, emotional or cognitive disabilities may need to have safety and emergency procedures taught in language/terms they understand. Because Monterey Peninsula College may, at one time or another, have staff, students or visitors who need evacuation assistance, we must have a plan that includes the needs of individuals with disabilities.

This checklist indicates those steps recommended to address the needs of those with disabilities. The training materials that are part of the pre-plan include detailed information and guidelines for developing and implementing an effective plan.

- ❑ Assess all areas of the Monterey Peninsula College building for unsecured, non-structural hazards, potentially blocked exits and other issues that could put students and staff at risk of injury in a fire, earthquake or other emergency.
- ❑ Take mitigation measures to eliminate or reduce hazards.
- ❑ Develop a list of individuals needing evacuation assistance and update regularly.
- ❑ Establish Evacuation Staging Areas.
- ❑ Establish a Buddy System and assign someone to assist a disabled individual in exiting the building or getting to an Evacuation Staging Area.
- ❑ Test your evacuation plan.
- ❑ Finalize Your Evacuation Plan.
- ❑ Train staff in evacuation procedures.
- ❑ Include procedures for evacuating individuals with disabilities in regular fire, earthquake and all other drills and exercises.

Review Evacuation Procedures for Individuals with Disabilities annually and make changes as necessary.

General Guidelines

The following guidelines should be considered when assisting a person with disabilities during an emergency.

- ❑ Assess how immediate the emergency is and communicate the nature of emergency to the person.
- ❑ Ask the person how he/she would like to be assisted.
- ❑ Evacuate mobility devices with the person if possible (Le., crutches, wheel chairs, etc)

Disability-Specific Guidelines

Visual Impairments: For persons with visual impairments, describe the nature the emergency and offer to guide him/her to the nearest emergency exit and evacuation assembly area. Have the person take your elbow and escort him/her advising of any obstacles such as stairs, narrow passageways or overhanging objects. When you have reached safety, orient the person to where he/she is and ask if further assistance is needed.

Hearing Impairments: Communicate with the person by writing a note or through simple hand gestures about the nature of the emergency and what they should do.

Persons Using Wheelchairs: Ask the person what methods of assistance he/she prefers. Some people have minimal ability to move and lifting them may be dangerous to their well-being. Some persons using wheelchairs have respiratory complications. Remove them from smoke or fumes immediately. If the person wants to be moved in his/her chair, keep the following considerations in mind:

- ❑ Always turn the wheelchair so it is lowered down the stairs backwards (person facing up the stairs), so the occupant cannot slip forward out of the chair and down the stairs.
- ❑ Wheelchairs have many movable and weak parts.
- ❑ Some persons have no upper trunk or neck strength. Push the chair with the person sitting in the chair.
- ❑ Powered wheelchairs have very heavy batteries; an evacuation chair for stairs may be needed with the powered chair to be retrieved later.
- ❑ If a seatbelt is available, use it.

If the person needs to be removed from his/her wheelchair for an evacuation ask the following:

- ❑ How he/she prefers to be moved from the chair.
- ❑ If pain or harm will result from moving extremities.
- ❑ If any equipment is needed for immediate safety of life-support.

Wheelchairs should be retrieved as soon as possible and given high priority,

Persons Using Crutches, Canes, Walkers, etc.: Ask the person what method of assistance they prefers.

Evacuation Chair Locations

Evacuation Chairs are located in the following buildings:

- ❑ Library
- ❑ Student Services Bldg. Assessment Office 2nd floor
- ❑
- ❑

RECOMMENDED SHELTERING & SPECIAL NEEDS SUPPLIES *Logistics*

Suggested quantities are for 100 people for a period of 72 hours.

Item	Recommended Quantity	Quantity on Hand
Blankets	100	
Large battery operated radio with batteries	1	
Heavy duty flashlights with spare batteries and bulbs	4	_____
Whistles (for communicating with staff and students)	4	_____
Clipboards	4	
Ink pens	6	
Medium garbage bags	4 packages (40 count)	_____
Large 3-ply garbage bags	4 packages (20 count)	_____
Plastic buckets - 5 gallon	6	
Pads of paper	4	
Scotch tape	4 rolls	_____
Bed sheet strips (to be used as optional bandages)	4	
Plastic cups	6 packages (100 count)	_____
Paper plates	6 packages (100 count)	_____
Plastic spoons, knives and forks	6 packages (100 count)	_____
Can openers - manual	5	
Portable toilet kit	2	

PLANNING / INTELLIGENCE

The Planning / Intelligence Section is responsible for assessing available and needed resources, monitoring incident status, and documenting response activities.

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                    MANAGEMENT/COMMAND

   Operations      Logistics      Planning/       Finance/
                                  Intelligence   Administration
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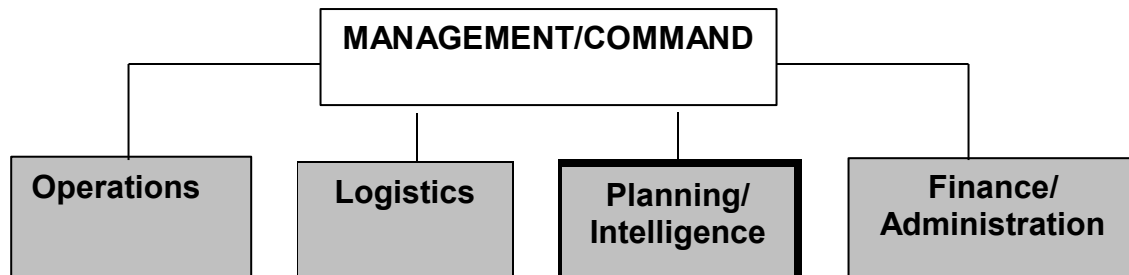
☐ **SITUATION STATUS** is responsible for collecting, evaluating, documenting, and utilizing response-related information in support of on-site and off-site Monterey Peninsula College programs.

☐ **DOCUMENTATION** is tasked with pulling together records from all sections of the EOC for the creation/production of accurate, complete incident files for legal, analytical, fiscal and historical purposes. Responsible for monitoring Situation Status Reports and compiling up-to-date status reports on the incident.

☐ **DAMAGE ASSESSMENT** is responsible for collecting information on the status of the facilities.

☐ **SUBJECT MATTER EXPERTS** may be called in to the EOC because of their specific and unique knowledge that will assist in the response to the emergency.

Planning/Intelligence Checklist/

SECTION CHIEF

The Planning/Intelligence Section Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the incident and the status of resources, as well as the maintenance of accurate records and site maps. Provides ongoing analysis of situation and resource status. The Planning/Intelligence Section is made up of the following teams:

❑ Situation Status
❑ Documentation
❑ Damage Assessment
❑ Subject Matter Experts

Start-up Actions/Activation

❑ Sign in at the Check-In/Out desk
❑ Put on personal safety equipment and position identifier
❑ Read position description
❑ Meet with EOC Incident Commander, Management Team and Section Chiefs
❑ Locate and set up work space
❑ Activate Team Leaders
❑ Meet with Team Leaders for briefing and initiate response activities

Operational Duties

❑ Assume the duties of Section positions until staff is available or assigned
❑ As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
❑ Supervise Section staff activities, schedule breaks and re-assign staff, as needed
❑ <u>Remember Shift Changes</u> and establish a process for briefing the incoming staff
❑ Write Action Plans with assistance from the EOC Incident Commander
❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
❑ Keep EOC Incident Commander informed based on Situation Status Reports and makes modifications to the Action Plan based on that information.

Closing Down/Deactivation

- ❑ Release Planning/Intelligence Teams when directed by EOC Incident Commander
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs. Ensure that the documentation Team has collected all logs, reports, and response-related documentation from all Sections and submit to the Recordkeeping Team
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Monterey Peninsula College Emergency Plan
- ❑ Map of Monterey Peninsula College facility
- ❑ Pens and pencils, paper
- ❑ Hard hat, vest and safety equip
- ❑ Walkie-talkie/RADIOS
- ❑ On-site supply storage list(s)/map
- ❑ Job description clipboard

Supplies/Equipment

- ❑ Table
- ❑ Chair
- ❑ Situation Status Wall Boards, if available, or plain whiteboards
- ❑ Flipcharts, felt pens, masking tape

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Emergency Resources Summary
- ❑ Message Form
- ❑ Planning & Strategy Worksheet
- ❑ Staff Release Log

Planning/Intelligence Checklist   *SITUATION STATUS*

The Director of Communications is responsible for managing all information coming out of Monterey Peninsula College EOC. This includes monitoring media information, city and county bulletins, and information from all sources throughout the Campus.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with Planning and Intelligence Chief for briefing
- ❑ Locate and set up work space
- ❑ Activate team members as needed
- ❑ Gather all supplies, including whiteboards, flipcharts, felt pens, and masking tape

Operational Duties

- ❑ Assume the duties of team positions until staff is available or assigned
- ❑ As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- ❑ Supervise team activities, schedule breaks and re-assign staff, as needed
- ❑ Remember Shift Changes and establish a process for briefing the incoming staff
- ❑ Ensure communications systems between Monterey Peninsula College sites and City/County EOC's
- ❑ Monitor the flow of information from City/County EOC's into Monterey Peninsula College. If City/County EOC's have not checked in with Monterey Peninsula College, attempt to communicate with them to determine status
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- ❑ Ensure that information coming into Monterey Peninsula College is recorded on activity log and routed to the appropriate Section
- ❑ Gather Situation Status Forms from team members and provide to documentation

Closing Down/Deactivation

- ❑ Release staff per direction of Section Chief
- ❑ Make sure all equipment and unused supplies are returned to Logistics
- ❑ Gather all logs from team members and turn them over to Section Chief
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist
- ❑ Contact Information
- ❑ Emergency Contact Information
- ❑ Walkie-talkie/RADIOS
- ❑ Job description clipboard
- ❑ File Box
- ❑ Pens and pencils, paper
- ❑ Hard hat and vest

Supplies/Equipment

- ❑ Table, chair
- ❑ computer or laptop
- ❑ Phones

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form
- ❑ Situation Status Form

Planning/Intelligence Checklist   *DOCUMENTATION*

The Planning and Intelligence Chief is responsible for overseeing the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Responsible for collecting Situation Status Reports and creating an up-to-date Situation Status Board indicating current conditions.

Start-up Actions/Activation

- ❏ Sign in at the Check-In/Out desk
- ❏ Put on personal safety equipment and position identifier
- ❏ Read position description
- ❏ Meet with Planning and Intelligence Section Chief for briefing
- ❏ Locate and set up work space
- ❏ Activate Team members as needed

Operational Duties

- ❏ Assume the duties of team positions until staff is available or assigned
- ❏ As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- ❏ Supervise team activities, schedule breaks and re-assign staff, as needed
- ❏ <u>Remember Shift Changes</u> and establish a process for briefing the incoming staff
- ❏ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- ❏ Stay in contact with Section Chief about the needs of other sections
- ❏ Gather Situation Status Forms from Team Leaders and makes sure up-to-date situation status is maintained.
- ❏ Collect all important papers, photographs, maps, messages, logs, bulletins, etc.
- ❏ Keep Section Chief informed.

Closing Down/Deactivation

- ❏ Release staff and volunteers per direction of Section Chief
- ❏ Monitor packaging and storage of response-related Documents
- ❏ Make sure all equipment and unused supplies are returned to Logistics
- ❏ Oversee the collection of all completed/closed-out logs from all Sections and turn them over to the Section Chief
- ❏ Collect contact information for deactivated team members from Check-In/Out desk and provide to Recordkeeping Team
- ❏ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist and Contact Information
- ❑ Map of facility
- ❑ Pens and pencils, paper
- ❑ Hard hat, vest and safety equip
- ❑ Walkie-talkie/RADIOS
- ❑ On-site supply storage list(s)/map
- ❑ Job description clipboard

Supplies/Equipment

- ❑ Table
- ❑ Chair
- ❑ Situation Status Boards (if available)

Forms

Located in Part 6: FORMS
- ❑ Activity Logs from all Sections
- ❑ Message Forms
- ❑ Situation Status Form from all Sections

Planning/Intelligence Checklist   *DAMAGE ASSESSMENT*

Damage Assessment is tasked with receiving, disseminating, and recording all incoming information from the Building Response Team, Facilities Dept., outside resources such as Public Safety responders and other appropriate information sources during emergencies.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with Planning Chief for status briefing
- ❑ Locate and set up work space
- ❑ Gather all supplies

Operational Duties

- ❑ Collect information on campus damage from all potential sources:
  - ○ Media Reports, including TV and Radio
  - ○ Building Managers
  - ○ Search & Rescue Teams
  - ○ Staff and Student Reports
  - ○ Public Safety Personnel, i.e. Sheriff and Fire
- ❑ Check evacuation routes for safety. Advise alternate routes, if necessary
- ❑ Check student assembly areas for gas/water pipe ruptures, downed power lines, etc.
- ❑ Inspect all campus buildings for structural problems such as cracks in walls, damage to science labs, and other critical areas and Document on the Rapid Assessment Forms
- ❑ Always inspect all buildings after significant earthquakes and aftershocks
- ❑ Cordon off dangerous areas with barrier tape/danger signs
- ❑ Log all incoming information onto the activity log
- ❑ Document all incoming messages, all actions taken, all decisions made and requests being filled on the Section Activity Log
- ❑ Disseminate information to appropriate Sections in regards to safe and unsafe areas on campus
- ❑ Complete Situation Status Forms and send into the EOC.

Closing Down/Deactivation

- ❑ Return all equipment and unused supplies to Logistics
- ❑ Complete/close-out all logs and turn them over to Team Leader
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist and Contact Information
- ❑ Emergency Contact Information
- ❑ Pens and pencils, paper
- ❑ File Boxes
- ❑ Barrier Tape, Cones, Street Barriers

Supplies/Equipment

- ❑ Table, Chairs and phones
- ❑ Barrier Tape, Cones, Street Barriers
- ❑ Marking Tape, or marking chalk or spray paint
- ❑ Damage Red and Green signs
- ❑ Staple Gun or Duct Tape

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form
- ❑ Situation Status Form
- ❑ Rapid Assessment Form

Planning/Intelligence Checklist — *SUBJECT MATTER EXPERTS*

Subject Matter Experts are invited into the EOC and can be assigned to field responders if specialized information is needed to assist in the response to the emergency. Some examples would be: Structural Engineers, Seismic Retrofit Specialists, water mitigation specialist, hazardous cleanup specialist, and flood or fire restoration companies.

This position is only opened when an outside specialist is needed to join the EOC team and provide suggestions to the response and recovery of the emergency.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with Planning and Intelligence Section Chief and for briefing
- ❑ Locate and set up work space
- ❑ Ask for other specialists, as needed
- ❑ Gather all supplies

Operational Duties

- ❑ Work with the EOC team to answer subject matter questions that the specialist knows with his/her experience
- ❑ Provide insight and direction to the EOC team to mitigate further damage and loss of life
- ❑ Document all incoming messages, all actions taken, all decisions made and requests being filled on the Section Activity Log
- ❑ Submit Situation Status Reports to Documentation

Closing Down/Deactivation

- ❑ Make sure all equipment and unused supplies are returned to Logistics
- ❑ Gather all logs from team members and turn them over to Section Chief
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist and Contact Info
- ❑ Walkie-talkie/RADIOS
- ❑ Pens, pencils, markers & paper
- ❑ Assorted regional/area maps and
- ❑ File boxes
- ❑ Pens, pencils, markers & paper
- ❑ Hard hat and vest
- ❑ Facility maps
- ❑ Specific Resources brought in by the Subject Matter Expert

Supplies/Equipment

- ❑ Table, chair, computer or laptop
- ❑ Appropriate resources to support the subject that is the specialty i.e. floods maps, seismic maps, structural diagrams, etc.

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form
- ❑ Situation Status Form

FISCAL / ADMINISTRATION

The Fiscal/Administration Section is responsible for buying materials and keeping financial records of response-related expenditures as well as tracking employee hours spent on response and recovery activities.

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                    MANAGEMENT/COMMAND

    Operations    Logistics    Planning/      Fiscal/
                               Intelligence   Administration
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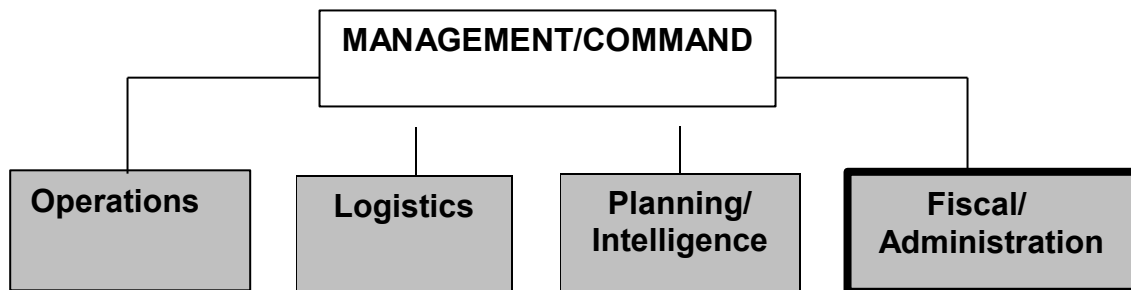
☐ **RECORDKEEPING** is charged with keeping records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking all expenditures in support of response activities.

☐ **STATE & FEMA DOCUMENTATION** is charged with keeping all the records of time worked by all staff and volunteers, for logging any and all injury claims, and for tracking expenditures in support of response activities that will be reported to the State and Federal Governments for potential reimbursement.

Fiscal/Administration Checklist *SECTION CHIEF*

The Fiscal/Administration Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours. The Fiscal/Administration Section is made up of the Recordkeeping and State and FEMA teams.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with EOC Incident Commander, Management Team and Section Chiefs for briefing
- ❑ Locate and set up work space
- ❑ Activate team leaders as needed
- ❑ Gather all supplies
- ❑ Check in with Documentation Team Leader to ensure that recordkeeping procedures are in place

Operational Duties

- ❑ Assume the duties of Section positions until staff is available or assigned
- ❑ As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- ❑ Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- ❑ Remember Shift Changes and establish a process for briefing the incoming staff
- ❑ Assume all duties of Recordkeeping Team until staff arrives
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- ❑ Schedule breaks and re-assign staff as needed
- ❑ Ensures that Documentation materials are collected from all sections and compiled into a final report at the end of the incident

Closing Down/Deactivation

- ❑ Release Fiscal/Administration Team when directed by the EOC Incident Commander
- ❑ Direct the return of all equipment and reusable supplies to the Logistics Team
- ❑ Close logs.
- ❑ Oversee the collection, filing and securing of all logs, reports, and response-related Documentation and provide to the EOC Incident Commander
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist and Contact Information
- ❑ Monterey Peninsula College Emergency Plan
- ❑ Vest and/or ID badge
- ❑ Hard hat
- ❑ Clipboard w/pad and pens/Sharpies
- ❑ Walkie-talkie/Radio/Cell phone ?
- ❑ Job description clipboard
- ❑ File folders and boxes

Supplies/Equipment

- ❑ Table
- ❑ Chair
- ❑ Computer or laptop

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Emergency Resources Summary
- ❑ Force Account Equipment Record Account
- ❑ Message Form
- ❑ Planning & Strategy Worksheet
- ❑ Rental Equipment Record
- ❑ Staff Release Log

Fiscal/Administration Checklist   *RECORDKEEPING*

Recordkeeping is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost of the recovery are maintained during emergencies.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with Fiscal/Administration Chief for briefing
- ❑ Locate and set up work space and gather all supplies
- ❑ Activate team members as needed

Operational Duties

- ❑ Assume the duties of team positions until staff is available or assigned
- ❑ As the Team(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- ❑ Supervise team activities, schedule breaks and re-assign staff, as needed
- ❑ Remember Shift Changes and establish a process for briefing the incoming staff
- ❑ Monitor the tracking of staff and volunteer hours
- ❑ Document all incoming messages, all actions taken, all decisions made (and the justification for them), and requests being filled on the Section Activity Log
- ❑ Monitor the tracking of response-related requests and purchases
- ❑ Facilitate the processing of purchase requests from Logistics Section Chief
- ❑ Oversees the collection of all final Documents from Sections

Closing Down/Deactivation

- ❑ Release staff and volunteers per direction of Section Chief
- ❑ Make sure all equipment and unused supplies are returned to Logistics
- ❑ Direct the collection and close-out of all logs to include in final report
- ❑ Collect final Documentation from Team and provide to Section Chief
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist and Contact Information
- ❑ Walkie-talkie/Radio
- ❑ Job description clipboard
- ❑ File Boxes
- ❑ Vendor contracts/agreements list
- ❑ Pens and pencils, paper
- ❑ Hard hat and vest

Supplies/Equipment

- ❑ Table
- ❑ Chair
- ❑ Computer or laptop
- ❑ Solar Calculator

Forms

Located in Part 6: FORMS
- ❑ Activity Log
- ❑ Message Form

Fiscal/Administration Checklist — *STATE & FEMA DOCUMENTATION*

Expenditure Tracking is tasked with the maintenance of records for tracking personnel costs, volunteer hours, payroll, materials and supplies purchases, insurance claims, and cost recovery in support of response activities that will be reported for reimbursement to State and Federal Agencies.
.

Start-up Actions/Activation

- ❑ Sign in at the Check-In/Out desk
- ❑ Put on personal safety equipment and position identifier
- ❑ Read position description
- ❑ Meet with Recordkeeping Team Leader for briefing
- ❑ Locate and set up work space
- ❑ Gather all supplies

Operational Duties

- ❑ Track staff and volunteer hours
- ❑ Track all response-related purchases

Closing Down/Deactivation

- ❑ Return all equipment and unused supplies to Logistics
- ❑ Collect all logs, receipts, time records, and other Documentation from Section Chiefs and organize for submission of final report
- ❑ Provide all compiled information to Team Leader
- ❑ Sign out at Check-In/Out Desk and leave contact information in case you need to be reached

Go-Kit

- ❑ Checklist and Contact Information
- ❑ Vendor contracts/agreements list
- ❑ Pens and pencils, paper
- ❑ File Boxes
- ❑ Walkie-talkies/Radio
- ❑ Hard hat and vest
- ❑ State and FEMA Documentation Guidelines Booklet

Supplies/Equipment

❑ Table and chairs
❑ Calculator

Resource Information

❑ Disaster Recovery Documentation Package

Forms

Located in Part 6: FORMS
❑ Activity Log
❑ Force Account Equipment Record
❑ Message Form
❑ Rented Equipment Record

Disaster Recovery Documentation Package

This checklist is designed to help keep track of response plan, damage, and financial details during the entire recovery phase. Documentation must begin as soon as the disaster occurs.

Do not wait for the Damage Survey Report (DSR) to be written and approved before starting the Documentation process.

Documentation package includes:

- ❑ Dates and times
    - ❑ Incident beginning
    - ❑ When each responder was notified and on scene
    - ❑ Of all news releases and Emergency Alert System messages
    - ❑ Of each injury, loss of life, and loss of property
    - ❑ Of mitigation actions and recommendations
    - ❑ Of personnel-hours expended and disaster-related expenses
- ❑ Time and description of each response action
- ❑ Date, time, and response action for each request for assistance.
- ❑ Audio and video tapes and pictures of disasters
- ❑ Dates, times and transcripts for all news briefings
- ❑ Damage data and subsequent spreadsheets
- ❑ Damage survey efforts
- ❑ Personnel rosters
- ❑ Situation reports
- ❑ Event logs
- ❑ Photographs
- ❑ Invoices
- ❑ Daily activity reports
- ❑ Materials from stock
- ❑ Rental and lease agreements
- ❑ Contract Documents
- ❑ Insurance information
- ❑ Approved Damage Survey Reports (DSRs)

ACCOUNTING FOR PROJECT COSTS

Separate disaster-related activities from normal activities.

Do not co-mingle disasters

Designate a person to coordinate accumulation of records.

Capture specific accounting by DSR and site.

Capture Force Account labor hours, rates, work locations, and description of work performed.

Capture Force Account equipment hours, rates, and locations.

Capture rented equipment cost and location.

Capture Force Account material used from storage, its costs, location, and project.

Capture equipment damaged or destroyed by inventory number, location, and costs to repair or replace.

Capture vendor services or materials acquired under purchase orders or contracts.

Capture contracted construction services and costs by site.

Capture insurance settlements and other credits (salvage, rebates, etc.) reported by project.

Capture technical consultant service costs and specific purposes of work performed.

Document and describe nonproductive labor costs (sick leave, vacation, etc.).

Document and describe fringe benefit rates.

DOCUMENTING PROJECT COSTS

Prepare detailed discussion of the damage and what was done or needs to be done at the site.

Take photographs of the site before work begins, during, and after completed.

List damaged and destroyed equipment.

Prepare Force Account labor summaries backed up by detail labor runs and time sheets.

Keep equipment usage records.

Log vendor purchase orders, invoices, and payments. Keep copies.

Prepare materials usage records.

Record contracts, invoices, and payments by contractors.

Prepare explanation of how contract was executed and the procurement method used.

Prepare explanation if price was not competitively determined.

Document authorizations to perform work by department head, legislative authority, or executive authority.

File correspondence with grantee and/or FEMA.

File copies of police, fire, and medical dispatch logs.

Document insurance information, settlements, and appeals information.

File final inspection reports.

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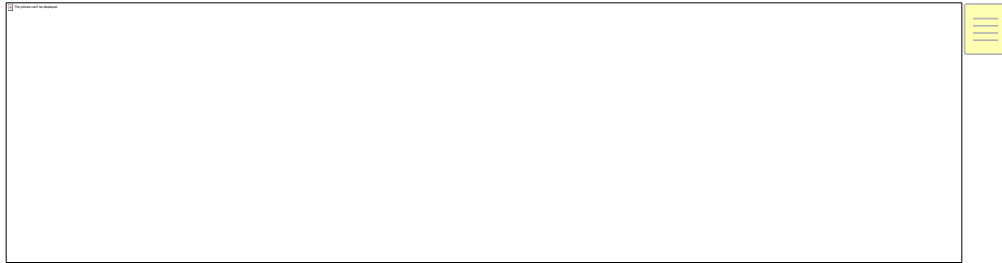
PART 5
INCIDENT & ACTION PLANS

INCIDENTS

This section contains specific information on 22 Incidents, in alphabetical order, followed by the seven (7) Actions that may be used in one or more of them, also in alphabetical order. The final item is the Action Plan for Recovery.

INDEX: INCIDENTS & ACTIONS

INCIDENT: AIRCRAFT ACCIDENT

EMERGENCY AIRCRAFT LANDING

Monterey Peninsula College is located near an airport; therefore an emergency aircraft landing on campus is possible.

This type of emergency may cause explosions, fire, and injury.

The disaster procedure will be coordinated by the Fire and/or Police Department Incident Commander once the following information has been obtained:

❑ The location of the emergency
❑ An initial assessment of damages by the police or plant operations
❑ Activation of 911 Fire/Emergency Medical System

FALLEN AIRCRAFT

If an aircraft crashes on or near school buildings:

❑ Give **DROP, COVER, AND HOLD** command to protect students against blast and falling objects.
❑ The College President with the assistance of Public Safety Personnel will determine which ACTION, if any, should be implemented. *When necessary, faculty or other personnel will take immediate action for the safety of students without waiting for directions from the President.*
❑ Sound fire alarm to evacuate building.
❑ Evacuate using standard fire evacuation procedures unless designated areas are not a safe distance from affected area.
❑ Follow directions given for changes in evacuation routes and designated safety areas exactly.
❑ Be prepared to change designated safety areas.

ACTIONS

Actions may include:

❑ Cancellation/Closure of School During Campus Hours
❑ Cancellation of Classes Before the Campus Day
❑ Drop, Cover, and Hold On
❑ Evacuation
❑ Return to Building/Reverse Evacuation

ANTHRAX

Some characteristics of suspicious letters or packages include the following:

- ✓ Excessive postage
- ✓ Handwritten or poorly typed addresses
- ✓ Incorrect titles
- ✓ Title, but no name
- ✓ Misspellings of common words
- ✓ Oily stains, discolorations or odors
- ✓ No return address
- ✓ Excessive weight
- ✓ Lopsided or uneven envelop
- ✓ Protruding wires or aluminum foil
- ✓ Excessive security material such as masking tape, string, etc.
- ✓ Visual distractions
- ✓ Ticking sound
- ✓ Marked with restrictive endorsements, such as "Personal" or "Confidential."
- ✓ Shows a city or state in the postmark that does not match the return address.

Suspicious unopened letter or package marked with threatening message such as "Anthrax"

- ❑ Do not shake or empty the contents of any suspicious envelop or package.

- ❑ Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.

- ❑ If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.

- ❑ Then leave the room and close the door, or section off the area to prevent others from entering.

- ❑ Wash your hands with soap and water to prevent spreading any powder to your face.

- ❑ If you are at home, report the incident to the local police. If you are at work,

report the incident to the local police and your site administrator.

❑ List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

Envelope with powder or powder spills out onto a surface

❑ Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove this cover.

❑ Leave the room and close the door or section off the area to prevent others from entering.

❑ Wash your hands with soap and water to prevent spreading any powder to your face.

❑ If you are at home, CALL 9-1-1 to report the incident. If you are at work, CALL 9-1-1 and your site administrator to report the incident.

❑ Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. The clothing bag should be given to the emergency responders for proper disposal.

❑ Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.

❑ If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

Possible room contamination by aerosol

(Examples: small devices triggered warning that air handling systems is contaminated, or warning that a biological agent is released in a public space.)

❑ Turn off local fans or ventilation units in the area.

❑ Leave the area immediately.

❑ Close the door or section off the area to prevent others from entering.

❑ If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.

❑ Shut down air handling systems in the building if possible.

❑ If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

<div align="center">DO NOT PANIC</div>

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. In order for this to happen, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

BOTULISM

Botulism infection is extremely rare, with fewer than 200 cases report in the U.S. each year. There are two forms of botulism which are associated with a terrorist act:

<div align="center">Food-born Botulism</div>

The bacterium is ingested with the contaminated food source.

Symptoms begin within 6 hours to 2 weeks, but most commonly between 12 to 36 hours after eating contaminated foods.

Double or blurred vision, drooping eyelids, slurred speck, difficulty swallowing, dry mouth, and a descending muscle weakness that effects the shoulders first, then upper arms, lower arms, thighs, calves, etc.

These symptoms may be preceded by gastrointestinal disorder such as abdominal cramps, nausea, vomiting, and diarrhea. Paralysis of the respiratory muscles will cause death unless the person is assisted by mechanical ventilation. Botulism toxin can occur naturally in undercooked food, but the frequency of this is extremely rare.

<div align="center">Inhalational Botulism</div>

Inhalation botulism results from the inhalation of the aerosolized toxin. A small amount of aerosolized toxin released into the wind can have a devastating effect on the surrounding population. Notwithstanding, inhalational botulism could be inflicted upon a more limited number of victims by introducing a contaminated object into an enclosed area such as inside of a building. The symptoms are indistinguishable form those of food-borne botulism, except that the gastrointestinal signs sometimes associated with food-bourn botulism may not occur.

Botulism cannot be transmitted from one person to another. There is no vaccine for

botulism treatment at this time. However, treatment consists of passive immunization with equine anti-toxins and supportive patient care.

SMALLPOX

Smallpox infection results from the variola virus. The disease was once worldwide in scope. Before people were vaccinated, almost everyone contracted the disease. The virus was effectively eradicated from the world in the late 1970's, and the World Health Organization recommended governments cease routine vaccinations in 1980.

Vaccination has proven effective in preventing the disease in exposed persons if administered within 4 days of exposure.

Smallpox is a highly contagious infectious disease that has a mortality rate of about 30%. Since the discontinuation of vaccination in the early 1980's, virtually no one is protected against the disease today. The U.S. government is currently working to address the need for vaccinations. There is no proven treatment should infection occur.

STEPS TO TAKE

❑ Monitor Health Advisories
❑ Report student or staff smallpox cases or if there is an unusual rise in absenteeism at the college
❑ Consider offering the college as a point of distribution for the vaccination
❑ Keep the students and staff informed by posting any Health Advisories and School Policies on the school website and/or school bulletin boards

ACTIONS

Actions may include:

❑ Cancellation/Closure of School: During Campus Hours
❑ Cancellation of Classes: Before the Campus Day

INCIDENT: BOMB THREATS

ALL BOMB THREATS ARE SERIOUS!

Most likely, threats of a bomb or other explosive device will be received by telephone.

THE PERSON RECEIVING THE BOMB THREAT WILL:

❑ Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.

❑ Use the **"bomb threat checklist"** form (following) as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.

The most important information is:
❑ **When will the bomb explode and where is the bomb located?**

❑ Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator and the College President of the threat received. Complete the "bomb threat checklist" form (attached).

❑ Turn off cellular phones and/or walkie-talkie radios (transmits radio waves--could trigger a bomb).

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

❑ Call 9-1-1. Give the following information:

  ✓ Your name
  ✓ Your call-back phone number
  ✓ Exact street location with the nearest cross street
  ✓ Nature of incident
  ✓ Number and location of people involved and/or injured

❑ Notify President's Office.

❑ Evacuate involved <u>buildings</u> using fire drill procedures. The President will decide whether to evacuate the entire site and/ close the school.

❑ Implement a systematic inspection of the facilities to determine if everyone is out.

❑ Fire Department or Police Officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.

❑ Maintain an open telephone line for communications.

❑ Secure all exits to prevent re-entry to buildings during the search period.

❑ Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.

❑ Re-occupy buildings only when proper authorities give clearance.

BOMB THREAT CHECKLIST

D O   N O T   H A N G   U P
Person Receiving Call Completes the Following:

1. Date & time call received:_____

2. Exact words of person making threat (ask caller to repeat what he or she said: "I'm sorry, could you repeat that?"):

3. Questions to ask caller:

4. When is the bomb going to explode? _____

5. Where is it right now? _____

6. What does it look like? _____

7. What kind of bomb is it? _____
_____

8. What will cause it to explode? _____

9. Did you place the bomb? _____

10. Why? _____
_____

11. What is your address? _____

12. What is your name? _____

Sex of caller: M / F Age:_____   Accent:_____ Length of call:_____

13. Caller's Voice. Check all that are appropriate:

___Calm   ___Laughing   ___Lisp   ___Distinguished

___Angry   ___Crying   ___Raspy   ___Accent

___Excited   ___Normal   ___Deep   ___Whisper

___Slow   ___Distinct   ___Ragged   ___Soft

___Rapid   ___Slurred   ___Clearing throat___Nasal
___Deep   ___Stutter   ___Cracking voice ___Loud breathing

___Familiar? Whom did it sound like?

14. Background Sounds. Check all that are appropriate:

___Street noises   ___House noises
___Dishes banging   ___Children's voices
___Static   ___Adult voices

___Local call   ___Long Distance
___PA systems   ___Factory noises
___Rapid   ___Phone booth

15. Language Used. Check all that are appropriate:

___Educated   ___Incoherent   ___Irrational
___Foul/Swearing   ___Message read   ___Message taped
                      by caller

16. Other. Use this space to write anything else not covered above:

Name of employee taking the call:_____
Position:_____   Department:_____
Work Phone:_____   Date:_____

RECOMMENDATIONS

Each phone receiving incoming calls should have one 3X5 card at the phone with key words relating to this checklist to be used as a reminder for whoever receives a bomb threat.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Evacuation
- ❑ Return to Classroom/Reverse Evacuation

INCIDENT: CIVIL UNREST

In the event of a civil disturbance such as gangs, mob, unruly political rallies or groups forming and moving onto campus, the following steps should be taken:

- ❑ Call Police and/or Fire Department.
- ❑ Notify the President.
- ❑ Under the direction of the President, available faculty members may assist the Police Officers in confining the disturbance to one area.
- ❑ Keep the Police Department apprised of the situation.
- ❑ Take pictures or videos of any groups involved in disobedience activities.
- ❑ In extreme situations, the President or a Public Safety Officer will address the group, informing participants of possible consequences of their actions, i.e., individuals who refuse to comply with college and civil regulations will, if necessary, be removed from the campus by the Police.
- ❑ In the event the disturbance is serious enough to require the Police Department's assistance in controlling the campus, it must be understood that authority for decision-making then becomes a police matter.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Drop, Cover, and Hold On
- ❑ Evacuation
- ❑ Lockdown
- ❑ Return to Building/Reverse Evacuation
- ❑ Shelter In Place

INCIDENT:	CRISIS INTERVENTION

Normal people may respond in various psychological ways during the hours and days following a major incident that affects faculty, students, and the community, such as a Presidential shooting, a major attack on the United States, a declaration of war, etc. Crisis intervention deals with students, faculty, and staff who require help to return to their normal emotional equilibrium. The following steps should be taken:

❑ Inform faculty and students of factual information.

❑ Establish a Site Intervention Team, listing names of Counselors and other trained staff.

❑ Convene the site team. Establish responsibilities

❑ Determine if the site team can handle the situation or if outside assistance is needed.

❑ Contact County Mental Health and/or other volunteer professionals. Meet these people as they arrive.

❑ Release no information relating to the situation. Refer all information requests to the President.

❑ Establish a sign-in and message center for outside assistance persons.

❑ Maintain Intervention Team folders for the outside assistance person(s).

The Site Team will:

❑ Assess the situation.

❑ Identify at risk students or faculty.

❑ Assign conference areas for individual and group consultations.

❑ Coordinate efforts with outside assistance.

❑ Debriefing and reassessment of the situation.

❑ Calling Monterey County Behavioral Health Bureau at 831-755-4500

ACTIONS

Actions may include:

❑ Cancellation/Closure of School: During Campus Hours
❑ Cancellation of Classes: Before Campus Day

INCIDENT: EARTHQUAKE

Tremors and shaking of the earth indicate an earthquake and there are usually no warnings. Disaster simulation exercises shall be held annually and shall demonstrate safety procedures for various types of emergencies.

INSIDE A BUILDING

- ❑ Direct students to move under desks and assume correct Drop, Cover and Hold position.
- ❑ Move away from windows where there are large panes of glass and away from heavy suspended light fixtures.
- ❑ Be prepared for aftershocks.
- ❑ Evacuate the building when the shaking stops. Special consideration should be given to exit routes. Use fire exit procedures, if route is safe.
- ❑ When evacuating, check on other classes on the way out and assist, if needed.
- ❑ Mark door that room is clear, or that students remain in the room due to injury.
- ❑ Move to designated evacuation area.
- ❑ Account for all students. Prepare list of injured, missing and absent students.
- ❑ Remain in evacuation area and await further instructions.
- ❑ Do not re-enter the building for any reason.

OUTSIDE BUILDINGS

- ❑ Direct students away from buildings, poles, or exposed wires.
- ❑ Implement Drop, Cover, and Hold action. Students shall cover as much skin surface as possible, close eyes, and cover ears.
- ❑ Stay in the open until the earthquake is over or until further directions are given.
- ❑ Render first aid if necessary

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Drop, Cover, and Hold On
- ❑ Evacuation
- ❑ Return to Building/Reverse Evacuation

INCIDENT: EXPLOSION

In the event of an explosion:

- ❑ Direct students to Drop, Cover, and Hold.

- ❑ If the explosion occurred within the building, the staff should wait for instructions for the safest way to leave the building.

- ❑ Evacuate the classroom.

- ❑ Move to the assigned evacuation area.

- ❑ Use same procedures as those designated for an earthquake.

- ❑ Students and Staff should not enter the buildings until the Fire Department or President has declared the area safe.

The warning of an explosion is usually a bomb threat or the discovery of leaking gas or a faulty boiler. In the event of the threat of an explosion:

- ❑ Analyze the situation for immediate action.
    - o If explosion is expected immediately, tell students to Drop, Cover, and Hold
    - o If time permits, evacuate all people away from the threat area.

- ❑ Notify Fire Department and utility companies of breaks and other malfunctions.

- ❑ Person receiving a bomb threat should complete the Bomb Threat checklist form (see Incident: Bomb Threat). Copies of this form are to be kept by the telephones in the administration building and/or distributed to staff.

- ❑ Resume classes when buildings are declared safe.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Drop, Cover, and Hold On
- ❑ Evacuation
- ❑ Return to Building/Reverse Evacuation
- ❑ Shelter In Place

INCIDENT: FIRE ON CAMPUS

Things to know or do BEFORE a fire:

❑ Know the location of fire extinguishers, fire exits, and alarm systems in your area and how to use them.
❑ Identify at least two possible evacuation routes from your classroom or office area.
❑ Make sure all emergency phone numbers are located on or near your telephone

Remember the following safety tips:

1. To escape a fire, "FALL AND CRAWL."
2. If you're on fire, "STOP, DROP, and ROLL."

If you Discover a fire:

❑ **CALL** 9-1-1 immediately if you see or smell smoke or see flames.
  ☐ Give your name and describe the location and the size of the fire.
❑ **EVACUATE** the immediate area. Activate the building alarm system if necessary.
  ☐ Assist the limited mobility people in exiting the building.
❑ **EXTINGUISH** minor fires that appear controllable with a fire extinguisher.
  • Promptly direct the extinguisher contents towards the base of the flames.
  • Get help.
  • During large fires that are not immediately controllable, or after using the extinguisher, close all doors to confine the fire and reduce oxygen – BUT DO NOT LOCK THEM.
❑ If there is heavy smoke, stay as low to the floor as possible.
❑ Once outside, move to the evacuation assembly area or where you are directed to go. Keep the walkways clear for emergency vehicles.
❑ To the best of your ability, and without re-entering the building, attempt to determine that everyone is accounted for and has evacuated safely.
❑ Keep clear of the Command Post during the emergency unless you have important information to report.

ACTIONS

Actions may include:

❑ Evacuation
❑ Return to Building/Reverse Evacuation

INCIDENT: GAS LEAK

If a natural gas line breaks on or near the campus and natural gas is flowing into the air near classrooms do the following.

- ❑ Call 9-1-1 from off campus.
- ❑ *Do not* use phones on campus.
- ❑ *Do not* turn lights on or off.
- ❑ Notify school through runners, *NOT* by sounding Fire Alarm, because switches can spark an explosion.
- ❑ Depending on public safety's recommendation, either Shelter in Place or
- ❑ Evacuate the students upwind at least 500 feet away from the gas leak.
- ❑ If leaving classrooms, close the doors behind in case of possible fires.

ACTIONS

Actions may include:

- ❑ Evacuation
- ❑ Return to Building/Reverse Evacuation
- ❑ Shelter in Place

INCIDENT:	HAZARDOUS MATERIALS

CHEMICAL SPILL

The following are guidelines for Chemical Spills:

- ❑ Evacuate the immediate area of personnel

- ❑ Determine whether to initiate Shelter In Place Protocol

- ❑ Secure the area (block points of entry)

- ❑ Identify the chemical and follow the procedures for that particular chemical.

- ❑ Notify the Chemical Spill Assessment Team

CHEMICAL SPILL ASSESSMENT TEAM:

Should a chemical spill <u>affect or threaten</u> the safety and health of staff, students, property and/or environment, the Fire Department will be called at 9-1-1. Notify the Fire Department through 9-1-1-1and provide the following information:

- ✓ Date, time, and exact location of the release or threatened release

- ✓ Name and telephone number of person reporting

- ✓ Type of chemical involved and the estimated quantity

- ✓ Description of potential hazards presented by the spill

- ✓ Document time and date notification made

- ✓ Other emergency personnel responding (Highway Patrol, CALTRANS, etc.)

- ❑ Locate a fire extinguisher and have present, should the need arise

- ❑ Place reflective triangles or traffic cones if in street or highway.   DO NOT LIGHT FLARES!

- ❑ If spill response equipment is available use it to take the necessary measures to prevent the spill from spreading.

Reporting Chemical Spills

Once an emergency spill response has been completed, the person reporting the initial spill must complete a SPILL RESPONSE EVALUATION. The incident must be reported to the President WITHIN 24 HOURS OF THE SPILL.

Spill Clean Up

Chemical Spills may not be cleaned up by college personnel. Call the Fire Department. The Fire Department will coordinate cleanup through a designated contractor.

Emergency Telephone Number

Facilities	(831) 645-1362 (Pete Olsen)
Monterey County Office of Emergency Services	911/831-796-1900
California Office of Emergency Services	(800) 852-7550
Monterey County HAZMAT	911/831-796-1900
National Emergency Response Center	(800) 424-8802
California Department of Fish and Game	(916) 448-5780
Environmental Protection Agency	(415) 744-2000
Fire Department	9-1-1
California Highway Patrol	9-1-1

HAZARDOUS SUBSTANCES

Hazardous Substances include the following, but is not limited to the following:

Gasoline	Lacquer Thinner
Solvents	Paint
Motor Oil	Agricultural Spray
Diesel Fuel	Paint Thinner
Kerosene	Stain
Anti-Freeze	Brake Fluid
Airborne Gases/Fumes	

Always call for assistance and:

- ❑ Extinguish all ignition sources
- ❑ Shut off main emergency switch to fuel pump, if appropriate
- ❑ Move appropriate fire extinguishing equipment to area
- ❑ If possible, contain the spill to prevent further contamination
- ❑ Move people/personnel away or evacuate from contamination area

If the spill is too great to handle, contact the Fire Department. College

Staff will evacuate the area immediately, if appropriate. Stand upwind from fumes, if possible.
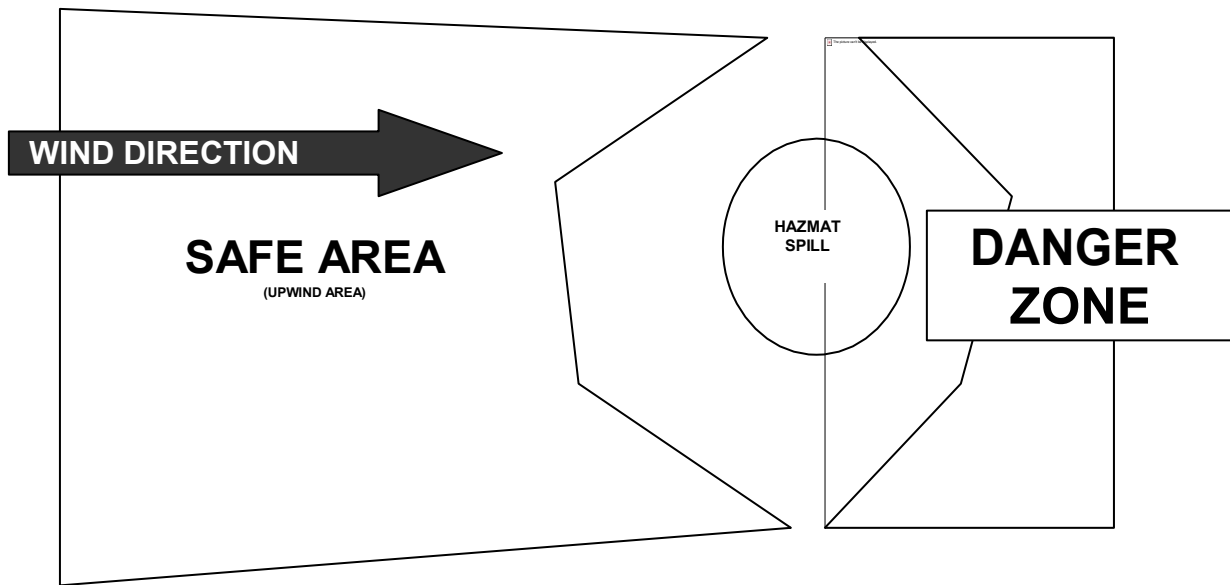
ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Evacuation
- ❑ Return to Building/Reverse Evacuation
- ❑ Shelter In Place

INCIDENT: INTRUDER ON CAMPUS

IMPORTANT STEPS

A campus intruder is defined as a non-student or a student who loiters or creates disturbances on campus. Dangerous and/or concealed weapons are forbidden on campus premises unless carried by law enforcement officers.

- ❑ **If possible, alert Police IMMEDIATELY at 9-1-1.**
- ❑ Have the person(s) under suspicion kept under constant covert surveillance.
- ❑ **DO NOT ATTEMPT TO DISARM THE PERSON(S).**
- ❑ If it is determined that the intruder has no rightful reason to be on campus, CHALLENGE HIS/HER PRESENCE.
- ❑ Ask the intruder to quietly leave the campus
- ❑ If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- ❑ If the intruder gives no indication of voluntarily leaving the premises, notify Police Department.
- ❑ Call for an EMERGENCY LOCKDOWN if necessary.

ACTIONS

Actions may include:

- ❑ Lockdown

INCIDENT: **LANDSLIDE**

Some areas of the community are highly susceptible to landslides. Closure of highways can result in isolating areas of the community. Staff and students may be unable to return home or may have to be evacuated to an alternate location.

College officiates may be alerted to danger and be ordered to evacuate by Fire and/or Police Departments, or local emergency response officials.

POTENTIAL LANDSLIDE

The College President on the advice of the local authorities shall determine if conditions are such that cancellation of campus activities is warranted.

- ❑ Determine potential area threatened through contact with local agencies and/or Monterey County OES or the County EOC.
- ❑ If necessary, arrange for evacuation of staff and students to a safe alternate location.
- ❑ Advise news media of the evacuation and direction of travel from the campus.

LANDSLIDE DURING NON-CAMPUS HOURS

The President will decide whether or not the Campus will be open or closed. Local radio stations will be advised.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Drop, Cover, and Hold On
- ❑ Evacuation
- ❑ Return to Building/Reverse Evacuation

INCIDENT: LAW ENFORCEMENT ACTION NEARBY

If the Police Department informs the campus that there is a Law Enforcement Action nearby, such as a high speed chase, bank robbery, hazardous materials spill or other event and feels that it is safer to contain staff and students to the campus, rather than allow release onto the surrounding streets, they may ask for a lockdown of the campus.

- ❏ **The campus will be notified by local authorities with instructions to the college appropriate for the situation**

- ❏ Information may also be given via the media

- ❏ Exit roads to and from the campus may be temporarily blocked off with cones or saw horses with people stationed to explain the situation

- ❏ The Police Department will inform the campus when it is safe to open the campus

ACTIONS

Actions may include:

- ❏ Lockdown
- ❏ Evacuation
- ❏ Return to Building/Reverse Evacuation

INCIDENT: MASS CASUALTY

In the event of a Multiple Injuries or a Mass Casualty Incident (MCI):

- ❑ Determine what the problem is and **call 9-1-1** for local emergency services.
  Note: A casualty is a victim of an accident or disaster.
- ❑ Determine if problem will continue or if it is over.
- ❑ Notify President's Office.
- ❑ A College representative will meet Incident Command Officer (Fire Department or Police Official) who will determine exact nature of incident.
- ❑ Keep calm, reassure students.
- ❑ Fire Department will notify appropriate agencies for additional help.
- ❑ Crisis Team will convene.
- ❑ Contact College President to determine need to send students home and close the campus.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day

INCIDENT: NATIONAL DEFENSE EMERGENCY

A warning will be received from the North American Air Defense Command (NORAD) through the Civil Defense Warning System when an attack is in progress against the United States, its territories, possessions, or allies.

- ❑ Establish the Emergency Operations Center (EOC).
- ❑ Establish communications with the Monterey County Emergency Operations Center.
- ❑ Prepare to cooperate with the Red Cross in the opening of the college as a shelter, if necessary

STRATEGIC WARNING

Notification will be made by the local authorities and the news media. No estimate can be made of the duration of a strategic warning condition. The warning time may vary from several hours to several days.

- ❑ Follow the local authorities in regards to sending students home.

- ❑ Take necessary steps to close the College, if necessary.

- ❑ Notify the County Emergency Operations Center when this has been accomplished.

ATTACK WARNING

- ❑ Execute the **DROP, COVER, AND HOLD** action.
- ❑ Turn on battery-operated AM radio and tune to any EAS (Emergency Alert System) station for official information and instructions.
- ❑ Take precautions to minimize the possibility of persons being struck by flying objects such as glass and window coverings.
- ❑ Remain at college until other action is advised

SURPRISE ATTACK WARNING

Detonation of a weapon will be the only notification. This will be accompanied by intense light and heat. The light may be followed by heavy shock (blast) waves.

- ❑ Give command to **DROP, COVER, AND HOLD**.
- ❑ When blast wave has passed, command action to take shelter inside if one is not already in a sheltered area.
- ❑ Report missing students and administer first aid as necessary.
- ❑ Await information and directions.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Drop, Cover, and Hold On
- ❑ Evacuation
- ❑ Lockdown
- ❑ Return to Building/Reverse Evacuation
- ❑ Shelter In Place

Situations involving a pandemic or other community health concern often occur without warning and evolve quickly. The World Health Organization (WHO) and the Centers for Disease Control (CDC) warn that the current risk from avian influenza becoming the next human influenza pandemic is high. Should any disease outbreak occur, it is the intention of the District to provide a coordinated and comprehensive response to the outbreak in order to minimize exposure and ensure continuation of education and services.

ADDITIONAL RESOURCES

Monterey County Health Department

Official U.S. Government Website
www.pandemicflu.gov

Centers for Disease Control & Prevention
www.cdc.gov/flu/avian/gen-info/index.htm

World Health Organization – Avian Influenza Information
www.who.int/csr/disease/avian_influenza/en

World Health Organization's Human Case Count
www.who.int/csr/disease/avian_influenza/country/en

Precautions for Travel to Countries Reporting H5N1
www.cdc.gov/travel/other/avian_influenza_se_asia_2005.htm

ADDITIONAL STEPS TO TAKE

- ❑ Monitor Department of Public Health Announcements and follow their guidance.
- ❑ Call Monterey County Health Department to ask if they would like to use the College site as a vaccination location at 831-647-7650

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day

INCIDENT:	POWER OUTAGE/ROLLING BLACKOUTS

IT IS THE COLLEGE'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE IF INSTRUCTORS ARE ABLE TO CONTINUE TEACHING.

Information may be obtained by calling PG&E at 1-800-746-5002 or listening to the stages of alerts that will be broadcast over the radio:

- ❑ STAGE 1 POWER EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria.

- ❑ STAGE 2 POWER EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than five (5) percent.

- ❑ STAGE 3 POWER EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than 1.5 percent.

If the district is notified of a STAGE 3 POWER EMERGENCY, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district. To keep abreast of the daily situation, listen to 740AM (KCBS) radio station as you are driving into work for the status of the day.

PREPARING FOR AN OUTAGE

- ❑ Determine availability of portable lighting at site, i.e. flashlights & batteries.
- ❑ Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- ❑ Clear away materials and boxes from hallways and pathways.
- ❑ Check College District's PG&E Block list to determine in which PG&E block your site is located. As a note, Block 50's power will not be interrupted.
- ❑ Ask Staff to have alternative teaching methods and plans to be used at STAGE 3 only.
- ❑ Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
- ❑ Plan alternative communication methods that suit your site, such as runners, cell phones, or radios.
- ❑ Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
- ❑ Ask staff and students to have seasonal warm clothing available, if appropriate.

❑ Use surge protectors for all computer equipment, major appliances and electronic devices.
❑ Electric smoke detectors should have battery-powered back-up smoke detectors

DURING AN OUTAGE

❑ CONTACT 479-NEWS for updates related to power outages.
❑ According to the Telephone Company, phones connected directly to a phone jack will be operable. Phones that require power from an electrical outlet will not work.
❑ DO NOT USE barbeques, Coleman-type stoves, hibachis and other outdoor-cooking devices indoors.
❑ DO NOT USE candles or gas lanterns.
❑ Turn off PCs, monitors, printers, copiers, major appliances and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
❑ Shut off lights in unoccupied rooms.

The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible.

❑ If a power outage is prolonged, the Building Manager should contact the Site President for directions (release students/staff, evacuation to another site, etc.).

ACTIONS

Actions may include:

❑ Cancellation/Closure of School: During Campus Hours
❑ Cancellation of Classes: Before the Campus Day

INCIDENT: SEVERE WEATHER

FLOODS

Flash Flood Watch means it is possible that rains will cause Flash Flooding in the specified area. Be alert and prepare for flood emergency.

Flash Flood Warning means flash flooding is occurring or is imminent in the specified area. Move to safe ground immediately.

- ❑ Any evacuation of campus will not be attempted until:
  - o Approved by the Incident Commander (IC).
  - o A safe escape route has been verified by County Communications.
- ❑ Don't attempt to cross flowing water which may be more than knee deep. If you have doubts, don't cross.
- ❑ Be especially cautious at night since it's harder to recognize the danger then.
- ❑ Don't try to drive through flooded areas. If your vehicle stalls, abandon it and seek higher ground.

SEVERE STORM OR WINDS

Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains.

The National Weather Service has developed a system of "watches" and "warnings" that are issued when severe weather conditions may exist.

A "Watch" is issued by the National Weather Service when a thunderstorm with winds in excess of 55 m.p.h. or a tornado may develop in a given area and during a specific time frame.

A "Warning" is issued when a thunderstorm has winds in excess of 55 m.p.h. or a tornado has been sighted in the area, and precautions to minimize potential risks should be taken.

If a "Watch" or "Warning" has been issued:

- ❑ Remain alert for additional weather advisories if a severe windstorm "Watch" has been issued.
- ❑ If a "Watch" is issued during Campus Hours, notification will be by the Operational Area Emergency Operations Center, or local agencies, and will be kept up-to-date on the latest developments. Monitor Situation.
- ❑ If a "Warning" is issued during campus hours, provide care for students at school.
- ❑ If a "Warning" is issued, the EOC may direct the closing of the College, if there is sufficient time before the anticipated arrival of the storm, or may direct everyone to

remain at their work sites if it would be dangerous to leave. Monitor Situation.
- ❑ Once alerted to the possibility of impending severe winds or tornado, follow the instructions of the Incident Commander (IC).
- ❑ Move away from all windowed areas, close doors, and remain in hallways until you receive further instructions.
- ❑ All property and equipment must be properly anchored and stored.
- ❑ It may be necessary to shut off all utilities.
- ❑ After incident, inspect campus for damage and injuries.

If there is no advance warning:

- ❑ Take cover immediately in interior rooms or along an inside wall. Try to find a place away from large, heavy objects, and windows.
- ❑ Open doors if possible.
- ❑ Keep calm personally and maintain calm for students and/or staff you are supervising.
- ❑ Wait for instructions from the Operational Area Emergency Operations Center.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Evacuation
- ❑ Return to Building/Reverse Evacuation

INCIDENT:	**SHOOTING OR SNIPER, BRANDISHING WEAPON OR EXPLOSIVE**

REMEMBER: Protect the students and protect yourself.

When shooting begins or when you are advised that a shooting on campus has taken place, you should do the following:

1. **Do not** come to campus if you aren't already there.
2. **Initiate Code RED Lockdown:** If you hear the sound of gunshots or you are instructed to do so, initiate **Code RED** lockdown procedures: Lock doors, close curtains, silence phones, spread out and get low, away from windows or fields of fire. Refer to communication plan for notification procedures.
3. **Do NOT** evacuate rooms or buildings unless told to do so by the Building Manager, police officers, or unless is it absolutely clear that it is safe to do so.
4. **Call 911**. Give the following information:
   - Indicate that there has been a shooting or that someone has been shot.
   - The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side window, roof, office, classroom, etc.
   - Whether any shots were fired by the suspect(s), if the suspect(s) is still shooting, and the type of weapon (rifle, shotgun, handgun, etc.) or explosive device(s)
   - Description of suspects(s), their clothing, vehicle used, and direction of travel.
   - Condition and number of hostages, and number of victims injured or killed.
   - Any demands or information supplied by suspect(s).
5. Follow the instructions of 911 personnel, police officers, or other rescue personnel.

Watch "Run Hide Fight" video

SAME ROOM OR IMMEDIATE AREA AS THE SHOOTER

If you are in the same room or immediate area as the shooter...

- ❑ Do exactly as the shooter says, unless it endangers you or someone else.

- ❑ Remain quiet

- ❑ Do not argue with or provoke the shooter

- ❑ Try to take cover as soon as you can

INCIDENT: **TERRORIST ACTS**

The Department of Defense defines terrorism as "the calculated use of violence or the threat of violence to inculcate fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are political, religious, or ideological." In this context, most incidents of robbery, assault, and murder would be excluded as terrorist acts. The tragic murder of students at Columbine High School, for example, would not constitute a terrorist act under this definition, even though, the attack itself terrified and stunned an entire nation. In addition, most other violent gang related activity would not be considered "terrorism".

The types of weapons used by terrorists may be chemical, biological, radiological, nuclear or explosives - CBRNE for short - and may result in one or more of the following Incidents.

Bio-terrorism: Anthrax Threat, Botulism, Smallpox

Bomb Threats

Chemical / Hazardous Materials Spills / Release

Intruder on Campus

Mass Casualty

Power Outage

Shooting or Sniper, Brandishing a Weapon or Explosive

HOMELAND SECURITY ADVISORY SYSTEM

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

Additional Resources

http://www.ready.gov   Disaster Preparedness Information

http://:www.dhs.gov   Federal Department of Homeland Security

http://:www.nasponline.org   National Association of School Psychologists

http://www.fema.gov/   Federal Emergency Management Agency

http://www.oes.ca.gov/   California Office of Emergency Services

http://www.bt.cdc.gov/   Centers for Disease Control and Prevention

http://www.fbi.gov/   Federal Bureau of Investigation

INCIDENT: TRANSPORTATION ACCIDENT

VEHICLE FUEL SPILL

When a spill has occurred, the first thing to do is to keep the situation from worsening. Follow these steps:

❑ Shut off emergency switch

❑ Avoid skin contact

❑ Isolate the spill from people and vehicles by blocking all points of entry

❑ Stop and evaluate any hazards

❑ Prevent discharge into storm drains. Divert the flow by sealing off areas with absorbents. Prevent runoff. Use absorbent "socks" or "booms" to contain the spill

❑ Identify the source, estimated quantity spilled and stop further release(s) - IF IT CAN BE DONE SAFELY

❑ Take care of any injured

❑ For information on Chemical Spills call 1800 698-6942

❑ If the spill is unmanageable, contact the Fire Department by calling 9-1-1

If, after attempted containment, the release still poses either a present or a potential threat, notify the California Office of Emergency Services and local emergency assistance organizations (fire, police, etc.). Give the following information:

❑ Date, time, and exact location of the release

❑ Name and telephone number of persons reporting the release

❑ The type of fuel spilled and the estimated quantity

❑ Description of potential hazards presented by the fuel spill

❑ Document the time and date notification was made and the information provided

❑ A written report to the appropriate office of the California Department of Health Services is required within 15 days after the incident. Contact the College M&O Director for assistance with this report.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Evacuation
- ❑ Return to Building/Reverse Evacuation
- ❑ Shelter In Place

INCIDENT: WILD LAND FIRE

Some parts of the District are surrounded by wooded areas which pose a serious wild land fire threat to school sites, community, and homes.

- ❑ Determine potential area threatened through contact with the local agencies and/or the Monterey County Office of Emergency Services at 831-796-1900
- ❑ Provide care for students at school.
- ❑ If necessary, arrange for the evacuation of staff and students to a safe alternate location.
- ❑ Advise news media movement of students to an alternate location.
- ❑ Prepare to open the Emergency Operations Center. Immediately contact the County Emergency Operations Center.
- ❑ Prepare to open college sites for shelter use as determined by the County Emergency Operations Center and the Red Cross.

ACTIONS

Actions may include:

- ❑ Cancellation/Closure of School: During Campus Hours
- ❑ Cancellation of Classes: Before the Campus Day
- ❑ Evacuation
- ❑ Return to Building/Reverse Evacuation

ACTION PLANS

Seven (7) Action Plans are included, in alphabetical order.

1. Cancellation/Closure of School during Campus Hours
2. Cancellation of Classes Before the Campus Day
3. Drop, Cover, and Hold On
4. Evacuation
5. Lockdown
6. Return to Building/Reverse Evacuation
7. Shelter In Place

The last Action Plan is Recovery, as that is the final phase of the EOP.

ACTION:	CANCELLATION/CLOSURE OF SCHOOL *During Campus Hours*

Schools are closed or classes cancelled when it is *unsafe* for students and staff to be there due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or wide scale public health measures.

WHEN TO CANCEL/CLOSE THE COLLEGE

- ❑ Aircraft Accident
- ❑ Bio-Terrorism
- ❑ Bomb Threats
- ❑ Civil Unrest
- ❑ Crisis Intervention
- ❑ Earthquake
- ❑ Explosion
- ❑ Hazardous Materials Incident
- ❑ Landslide
- ❑ Mass Casualty
- ❑ National Defense Emergency
- ❑ Pandemic Influenza
- ❑ Power Outage/Rolling Blackouts
- ❑ Severe Weather
- ❑ Terrorist Acts
- ❑ Transportation Accident
- ❑ Wild land Fire

CANCELLATION/CLOSURE PROCEDURES

- ✓ Notify Police Department

- ✓ Notify Staff and Students

     a. Make an announcement over a PA, if available

   OR

     b. Send runners to each Building Manager with information. Be sure *all* classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Post Alert on College website

✓ Post "School Closed" signs at all main entry points *(Provide information on how to get additional information such as an emergency phone number, radio station, etc.)*

SECTIONS INVOLVED IN SCHOOL CANCELLATION/CLOSURE

- Management/Command
- Operations

NOTE

The conversion of a school campus for purposes of public sheltering or mass prophylaxis **must** be initiated by the College President at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

ACTION:	CANCELLATION OF CLASSES *Before the Campus Day*

If conditions warrant the cancellation of school prior to the beginning of the school day, the Monterey Peninsula College normally requests the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

WHEN TO CLOSE THE COLLEGE

- Aircraft Accident
- Bio-Terrorism
- Bomb Threats
- Civil Unrest
- Crisis Intervention
- Earthquake
- Explosion
- Hazardous Materials Incident
- Landslide
- Mass Casualty
- National Defense Emergency
- Pandemic Influenza
- Power Outage/Rolling Blackouts
- Severe Weather
- Terrorist Acts
- Transportation Accident
- Wild land Fire

CANCELLATION PROCEDURES

- ✓ Monterey Peninsula College notifies the

    County EOC Monterey County

- ✓ Monterey & Marina Police Departments:

    Monterey 831-646-3914   Marina 831-384-7575

- ✓ Post signs on all major entrances to Campus

- ✓ Post Closure Alert on MPC website

- ✓ Notify Staff *(use staff phone tree, if one is in place)*

- ✓ Notify Radio and Television stations

SECTIONS INVOLVED IN COLLEGE CLOSURE

❑ Management/Command

ACTION: DROP, COVER, AND HOLD ON

Drop, Cover, and Hold On is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus. ***The call to "drop and cover" is usually initiated by classroom staff.***

WHEN TO DROP, COVER, AND HOLD ON

- ❑ Aircraft Accident
- ❑ Civil Unrest
- ❑ Earthquake (he event will initiate the actions)
- ❑ Explosion
- ❑ Landslide
- ❑ National Defense Emergency
- ❑ Shooting or Sniper, Brandishing weapon or explosives
- ❑ Terrorist Acts

DROP, COVER, AND HOLD ON PROCEDURES

INDOORS

- ✓ Students, staff, and employees drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.

- ✓ Stay put until "All Clear" announcement is made

- ✓ Check for injuries and make sure everyone is accounted for

HALLWAYS AND BATHROOMS

- ✓ Kneel next to a bare, inside wall and place your hands over the back of your neck

- ✓ Stay put until shaking stops

- ✓ Check for injuries and make sure everyone is accounted for

OUTDOORS

- ✓ Move away from trees, billboards, signs, buildings, electrical wiring and power poles
- ✓ Drop to the ground and cover the back of your neck with your hands
- ✓ Stay put until "All Clear" announcement is made
- ✓ Check for injuries and make sure everyone is accounted for

SECTIONS INVOLVED IN DROP, COVER AND HOLD ON

- ❑ Management/Command
- ❑ Operations _(as needed)_
- ❑ Logistics _(as needed)_
- ❑ Planning/Intelligence _(as needed)_
- ❑ Fiscal/Administration _(as needed)_

NOTE
After an earthquake, remember to stay alert for aftershocks!

ACTION: EVACUATION

This emergency response activity is initiated by the President when it is determined that it is not safe to remain in school buildings or to stay on campus. In this situation, students and staff are moved to a safer location either on- or off-site.

WHEN TO EVACUATE YOUR SCHOOL

- ❑ Aircraft Accident
- ❑ Bomb Threats
- ❑ Civil Unrest
- ❑ Earthquake
- ❑ Explosion
- ❑ Fire on Campus
- ❑ Gas Leak
- ❑ Hazardous Materials Incident
- ❑ Landslide
- ❑ Law Enforcement Action Nearby
- ❑ National Defense Emergency
- ❑ Severe Weather
- ❑ Terrorist Acts
- ❑ Transportation Accident
- ❑ Wild land Fire

EVACUATION PROCEDURES

ON-SITE EVACUATION

- ✓ Notify Police Department

- ✓ Sound fire alarm

- ✓ Notify Staff and Students

    Make an announcement over the PA and walkie-talkies

    "Your attention please. Your attention please. Students and staff should proceed immediately to _____

    OR

    If a PA system is not available and it is safe to do so: send runners to each classroom with above information. Be sure *all* classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ When all students and staff have arrived at the evacuations site, Building Managers take roll and determine if anyone is missing. Add names of guests/visitors
- ✓ Post an alert on the MPC website

OFF-SITE EVACUATION

- ✓ Notify Police Department
- ✓ Activate Transportation Plan, if necessary
- ✓ Post signs with directions to evacuation site along with any emergency numbers to call for additional information
- ✓ Sound fire alarm
- ✓ Notify Staff and students

    Make an announcement over the PA, if available, and walkie-talkies:

    "Your attention please. Your attention please. Students and staff should proceed immediately to the off-site evacuation staging area."

OR

    If a PA system is not available and it is safe to do so, send runners to each building with above information. Be sure *all* classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Post an alert through the MPC website

SECTIONS INVOLVED IN EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Student Release
- Logistics: Transportation Team

ACTION:	LOCKDOWN

Lockdown is the response action initiated when schools are faced with extremely violent behavior, armed intruders, an on-campus hostage situation, snipers, or there is police activity in the vicinity that could threaten the safety of students and staff. ***Lockdowns are serious business***. When a President, Police Officer, or Fire Department initiates a lockdown it means that there is an immediate and possibly life-threatening situation on-campus.

WHEN TO INITIATE LOCKDOWN

- ❑ Civil Unrest
- ❑ Intruder on Campus
- ❑ Law Enforcement Acton Nearby
- ❑ National Defense Emergency
- ❑ Shooter or Sniper, Brandishing weapon or explosives
- ❑ Terrorist Acts

LOCKDOWN PROCEDURES

- ✓ Notify Police Department

- ✓ Notify Staff and students

    a. Make an announcement over the PA or Walkie-talkies/Radio/Cell phones

    "Your attention please. Initiate lockdown procedures immediately and stand-by for further instructions."

    Remember to lockdown your office!

    b. If you do not have a PA system, use predetermined System to alert staff. Be sure *all* classrooms, libraries, cafeterias, gymnasiums, offices, and on-campus programs (like day care) are also notified.

- ✓ ***Call 9-1-1*** and ***stay on the phone*** with the operator

- ✓ ***Sit tight!*** When law enforcement arrives on campus they will give you instructions

IN CLASSROOMS AND OFFICES

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). ***DO NOT*** open the door for anyone or peek out windows until "All Clear" signal is given

- ✓ Move away from windows and stay low (below window line)

- ✓ Keep calm and quiet

- ✓ Communicate if everyone is OK or if students are missing/injured on exterior door or window (IF it is safe to do so)

- ✓ **REMAIN** in classrooms and offices until the "All Clear" signal is given or you are escorted out by first responders

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)

- ✓ Move away from windows and stay low (below window line)

- ✓ Keep calm and quiet

- ✓ Post green sign if everyone is OK or red sign if students are missing/injured on exterior door or window (IF it is safe to do so)

- ✓ **REMAIN** in place until the "All Clear" signal is given or you are escorted out by first responders

OUTDOORS

- ✓ **IMMEDIATELY** move inside the nearest building

- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows)

- ✓ Move away from windows and stay low (below window line)

- ✓ Keep calm and quiet

- ✓ Post green sign if everyone is OK or red sign if students are

  missing/injured on exterior door or window (IF it is safe to do so)

- ✓ **REMAIN** in place until the "All Clear" signal is given or you are escorted out by first responders

SECTIONS INVOLVED IN LOCKDOWN

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter, Crisis Intervention, First Aid, Student Release *(these teams will ONLY be activated when it is safe to do so)*

ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)
> Open emergency supply box/kit as needed

Long-term lockdown (more than 8 hours)
> Open emergency supply box/kit and set-up latrine system

After "All Clear" Signal is given

- ✓ Post an alert on the MPC website

- ✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc.

NOTE

"Lockdown," like "Drop and Cover," can be initiated by a **teacher** or **employee** in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teachers or staff, it is their responsibility to get a message to the President's office and Police Department about the nature of the incident, when it is safe to do so.

ACTION:	RETURN TO BUILDING/REVERSE EVACUATION

This emergency response action is designed to immediately bring people *indoors* from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting activities near the school could pose a threat to students and staff.

WHEN TO INITIATE REVERSE EVACUATION

- ❑ Aircraft Accident
- ❑ Bomb Threats
- ❑ Civil Unrest
- ❑ Earthquake
- ❑ Explosion
- ❑ Fire on Campus
- ❑ Gas Leak
- ❑ Hazardous Materials Incident
- ❑ Landslide
- ❑ Law Enforcement Action Nearby
- ❑ National Defense Emergency
- ❑ Severe Weather
- ❑ Terrorist Acts
- ❑ Transportation Accident
- ❑ Wild land Fire

REVERSE EVACUATION PROCEDURES

- ✓ Notify Staff and Students

    a. Make an announcement over the PA, if available, and on Walkie-talkies:

    "Your attention please. Students and Staff should return to your classrooms or offices immediately and stand-by for further instructions."

OR

    c. If it is safe to do so, runners can be sent to all outdoor fields with above information.

- ✓ Notify Police Department

- ✓ Once threat passes, issue "All clear" to resume regular activities

- ✓ Post an alert through the MPC website

SECTIONS INVOLVED IN REVERSE EVACUATION

- Management/Command
- Operations: Maintenance/Fire/Site Security, Assembly/Shelter

ACTION:	SHELTER-IN-PLACE

Whenever an emergency situation presents itself such that it is safer for students and staff to remain inside the Campus buildings, the President, EOC Incident Commander, Police, or Fire Department may order "shelter-in-place." This response action is initiated when there has been an accidental or intentional release of a chemical, radiological, or biological contaminant in the vicinity of the school. "Shelter-in-place" may also be called for in response to terrorist activities, though Lock-down or Code Red is also appropriate in a shooter on Campus situation.

WHEN TO SHELTER-IN-PLACE

- ❑ Civil Unrest
- ❑ Explosion
- ❑ Gas Leak
- ❑ Hazardous Materials Incident
- ❑ National Defense Emergency
- ❑ Terrorist Acts
- ❑ Transportation Accident

SHELTER-IN-PLACE PROCEDURES

- ✓ Notify Police Department

- ✓ Notify Staff and Students

  a. Make an announcement if Campus-wide communications are available on PA's or on Walkie-talkies:

  "Your attention please. Your attention please. Students and staff should immediately prepare to shelter-in-place and stand-by for further instructions."

OR
  b. If you do not have a PA system <u>and it is safe to do so</u>: send runners to each building with above information. Be sure *all* classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.

- ✓ Order Building Managers or custodian to shut down air circulation system

- ✓ Turn on radio and monitor updates

- ✓ Post an alert on the MPC website

- ✓ Post signs on exterior windows, if there is time and it is safe to do so, "This School is Sheltering-in-Place. Do Not attempt to enter any office or building.

IN CLASSROOMS AND OFFICES

- ✓ Post "shelter-in-place" sign on exterior door or window (*if* it is safe to do so)

- ✓ Shut doors and all windows (pull draperies or close blinds)

- ✓ Seal doors and vents with plastic wrap and duct tape

- ✓ Take out class roster and take roll

- ✓ Wait for an announcement or communication of "all clear" before releasing anyone or opening doors and windows

IN THE CAFETERIA, LIBRARY OR GYMNASIUM

- ✓ Move students and staff into a hallway or small room

- ✓ Shut doors and all windows (pull draperies or close blinds)

- ✓ Write down names of everyone in the room

- ✓ Wait for an announcement or communication of "all clear" before releasing anyone or opening doors and windows

OUTDOORS

- ✓ Move inside the nearest building

- ✓ Shut doors and all windows (pull draperies or close blinds)

- ✓ Write down names of everyone in the room

- ✓ Wait for an announcement or communication of "all clear" before releasing anyone or opening doors and windows

SECTIONS INVOLVED IN SHELTER-IN-PLACE

- ❑ Management/Command
- ❑ Operations *(if long duration)*
- ❑ Logistics *(if long duration)*
- ❑ Planning/Intelligence *(if long duration)*
- ❑ Fiscal/Administration *(if long duration)*

NOTE

A request to "shelter-in-place" is usually of short duration (a few hours), so there is little danger that you will run out of oxygen or suffocate.

ACTION:	RECOVERY

The goal of recovery is to return to normalcy and restore the infrastructure of the Monterey Peninsula College programs and offices as quickly as possible. Focus should be on staff and the physical Monterey Peninsula College site, and to take as much time as needed for recovery. One of the major goals of recovery is to provide a caring and supportive environment. Financial recovery and protection of the Monterey Peninsula College's assets are also crucial to the overall restoration of Monterey Peninsula College's normal activities.

RECOVERY ACTION CHECKLIST

- ❑ Strive to return to normal business as quickly as possible.
- ❑ Assemble the Crisis Intervention Team, if needed.
- ❑ Restore the physical site.
- ❑ Restore communications systems.
- ❑ Institute data recovery procedures.
- ❑ Make arrangements for alternative housing for offices, if necessary.
- ❑ Monitor how staff are dealing with the emotional impact of the crisis.
- ❑ Identify what follow up interventions are available to staff.
- ❑ Conduct debriefings with staff and first responders.
- ❑ Assess curricular activities that address the crisis.
- ❑ Allocate appropriate time for recovery.
- ❑ Plan how anniversaries of events will be commemorated.
- ❑ Capture "lessons learned" and incorporate them into revisions and trainings.
- ❑ Complete all paperwork and reports for financial aid for disaster relief if available.
- ❑ Work with local or state emergency services professionals to maximize your cost-recovery efforts.

PLAN FOR RECOVERY IN THE PREPAREDNESS PHASE

Determine the roles and responsibilities of staff and others who will assist in recovery during the planning phase. Crisis Intervention Teams may want to train school staff to assess the emotional needs of colleagues to determine intervention needs. Experience shows that after a crisis many unsolicited offers of assistance from outside agencies are made. During planning, you may want to review the credentials of service providers and certify those that will be used during recovery.

During the preparedness phase, local vendors who can assist in recovery efforts should be identified. Items and services, such as debris removal, carpet repair and replacement, cleaning services, computer data recovery, fire restoration, structural engineers, tree damage/repair/removal, etc. should be arranged for in advance of an emergency situation.

Assemble the Crisis Intervention Team (if needed). A Crisis Intervention Team, or CIT, is composed of trained individuals who will be available to assist in recovery efforts. Even when crisis intervention teams exist within the organization, it may be

necessary for the superintendent or designee to allocate additional resources on an as-needed basis.

Service providers in the community may want to assist after a crisis. With prior planning, those with appropriate skills and certifications may be tapped to assist in recovery. This will help to coordinate activities of the community service providers and see that Monterey Peninsula College procedures and intervention goals are followed.

Return to the "business of school business" as quickly as possible. Experts agree that the first order of business following a crisis is to return the organization to normal operations as quickly as possible. This may involve helping staff and their families cope with separations from one another with the reopening of business after a crisis.

Focus on the building, as well as people, during recovery. Following a crisis, buildings and their grounds may need repairing, renovation or repainting/re- landscaping. Conduct safety audits and determine the parts of the building that can be used and plan for repairing those that are damaged. Use the **Loss Recovery Resource Guide** that was provided to each District as part of the SchoolGuard USDOE Emergency Response and Crisis Management Grant.

Provide assessment of emotional needs of staff and their families. Assess the emotional needs of all staff, and determine those who need intervention by a counselor, social worker, psychologist or other mental health professional. Arrange for appropriate interventions by CIT teams or community-based service providers. In addition, available services need to be identified for any Monterey Peninsula College students that may have been affected by the incident. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

Provide stress management during class time. Trauma experts emphasize the need to create a caring, warm and trusting environment for staff following a crisis. Allow staff to talk about what they felt and experienced during the traumatic event.

Provide information on the incident to the appropriate person(s) in the EOC. Follow the chain of command in the plan when providing information about an incident. All information is to be disseminated through the PIO position in the EOC. It is important to have a single message being sent out to parents, staff, the community and the media. Be clear about what steps have been taken to attend to student and staff safety. Let families and other community members know what support services Monterey Peninsula College is providing or what other community resources are available. Any messages to students should be age appropriate. It may be necessary to translate letters and other forms of communication into languages other than English. Be sure to consider cultural difference when preparing these materials.

Take as much time as needed for recovery. An individual recovers from a crisis at his or her own pace. Recovery is not linear. After a crisis, healing is a process filled with ups and downs. Depending on the traumatic event and the individual, recovery may take months or even years.

Remember anniversaries of crises. Many occasions will remind staff about crises. The anniversary of a crisis will stimulate memories and feelings about the incident. In addition, other occasions may remind the school community about the crises, including holidays, returning to work after vacations and other breaks, as well as events or occasions that seemingly have little connection to the incident. This underscores the notion that recovery may take a long time than anticipated.

Staff members need to be sensitive to their own as well as others' reactions in such situations and provide support when necessary. School crisis planning guides suggest holding appropriate memorial services or other activities, such as planting a tree in memory of victims of crises. Trauma experts discourage memorials for suicide victims to avoid glorification and the sensationalizing of these deaths.

Evaluate. Evaluating recovery efforts will help prepare for the next crisis. Use several methods to evaluate recovery efforts. Conduct brief interviews with emergency responders, staff and others involved in the incident. Focus groups may also be helpful in obtaining candid information about recovery efforts. The following are examples of questions to ask:

► Which interventions proved most successful and why?
► Which assessment and referral strategies were the most successful and why?
► What were the most positive aspects of staff debriefings and why?
► Which recovery strategies would you change and why?
► Do other professionals need to be considered to help with future crises?
► What additional training is necessary to enable the Monterey Peninsula College community and community at large to prepare for future crises?
► What additional equipment or resources are necessary to support recovery efforts?
► What other planning actions will facilitate future recovery efforts?

Recovery may seem like an end, but it is also a beginning. You must close the loop on the circle. A critical step in crisis planning is to evaluate each incident. What worked? What didn't work? How could you improve operations? Take what you have learned and start at the beginning. Update and strengthen the plan so that in future crises, response and recovery happens smoothly.

PART 6
FORMS

DESCRIPTION OF FORMS

Four forms are used by all positions in the EOC. These forms are designed to capture all information necessary to meet emergency incident Documentation requirements. These forms are:

Activity Log

This form is to be used as a running record of all activity associated with the incident. Each position in the EOC and the FOC should maintain their own activity log. **Copying the logs should be avoided so that efforts are not duplicated**. Virtually every activity at each position should be logged on this sheet. When an incident response is closed, the logs should be compiled and turned in to the Administration & Fiscal Section Chief for filing.

EOC Message Form

Any and all messages and communications received by the EOC are recorded on this form. Ideally, all incoming information is received by the Communications Position, whether by phone, radio, or runner. Persons filling the Communications Position record the incoming information on the EOC Message Form and deliver it to the appropriate Section Chief. The Section Chief takes action or delegates the action required, makes a record on the Message Form, records activities in the Activity Log and then places the message in a completed box for that Section. **Avoid photocopying or duplicating the EOC Message Form.** During high activity in an EOC, copies of Message Forms have proven to be a hindrance in that they cause severe duplication of effort. At the close of activation, all message forms are compiled by Section and turned into the Administration & Fiscal Section Chief for filing.

Emergency Resources Summary

During EOC activation, each Section Chief may have several resources at their disposal. The Emergency Resources Summary form is designed to capture the information required for post-disaster financial recovery Documentation. When resources are deployed to deal with aspects of the emergency, entries should be made on this form. At the end of each day during the response, these forms are compiled by Section and turned into the Logistics Section Chief who records the information on a master list. At the close of activation, all Emergency Resource Summary forms are forwarded to the Administration & Fiscal Section Chief for filing. Again, **avoid duplicating these forms.**

Planning & Strategy Worksheet

This form is used by Section Chiefs to record strategies determined at Planning Sessions. The sheet is divided into three sections; Goal (or Objective), Plans, and Tactics. During planning sessions, Section Chiefs bring histories, observations, and predictions associated with the response to the table. These are formulated into simple goals. Each goal or objective is then broken down into plans - what needs to be down to accomplish the goal. Each plan is then broken down into tactics. Here, the actual steps for carrying out the plan and those responsible for carrying out these actions are identified. Planning sessions are facilitated by the Planning & Intelligence Section Chief. It is up to the people involved in the session how best to use these forms. There are two recommended uses of the form:

☐ The Planning & Intelligence Section Chief prepares a master form during the session listing all goals/plans/tactics discussed and then duplicates it for each of the Section Chiefs. Each Section Chief acts on the items identified as their responsibility in the session, or

☐ Each Section Chief prepares their own Worksheet at the session listing only the items identified as their responsibility.

☐ Each Section Chief brings the Worksheet they received at the previous Planning Session to the next session. Each action item is discussed and then another Worksheet is prepared for future actions. The completed worksheets are turned in to the Planning & Intelligence Section Chief. At the close of activation, all Worksheets are turned in to the Administration & Fiscal Section Chief for filing.

Alphabetical Index

All forms used in each of the various EOC sections are listed on the next page in an alphabetical index. The forms are placed within each EOC section where they would be used by the personnel in that section. A copy is also in the following Forms Index, so they are readily available to photocopy. The Documentation group in the Planning Section would be responsible for making blank copies of all forms for each section to use and is responsible for collecting all filled-in forms when the EOC closes.

FORMS IN ALPHABETICAL ORDER

Action Plan & Staffing
Activity Log
Damage Assessment Message
Damage Summary Report
Emergency Resources Summary
Emergency Supply Inventory
Facilities Inventory
First Aid Log
First Aid Supplies
Force Equipment Record
General Log
Incident Action Plan Worksheet
Initial Site Status Report
Management Situation Report
Medical Treatment Log
Message Form
Planning & Strategy Worksheet
Proclamation of a Campus State of Emergency
Rapid Assessment Form
Rented Equipment Record
Scheduled Briefings & Meetings
Section Tasks
Site Inventory
Sheltering & Special Needs Supplies
Site Status Report
Situation Status Report
Situation Status Update Report
Staff Release Log
Staff Trained in First Aid & CPR
Student Release Log
Volunteer Assignments

The photocopying, distribution, and collection of all forms is the responsibility of the Planning & Intelligence Section.

ACTION PLAN

All Sections

FOR OPERATIONAL PERIOD:	PREPARED:
FROM: *Date* **TO:** *Date* *Time* *Time*	*Date* *Time*

GENERAL OBJECTIVES

OBJECTIVES should be stated in measurable terms to allow for evaluation of progress.
Each TASK assigned to Sections should address a specific OBJECTIVE.

WEATHER FORECAST FOR OPERATIONAL PERIOD

SAFETY MESSAGE

ATTACHMENTS (✓ IF ATTACHED)

❑ Current Situation Report	❑ Task Assignments	❑ Traffic/Staging Area Map
❑ _____	❑ _____	❑ _____
❑ _____	❑ _____	❑ _____

PREPARED BY (Planning Section Chief):	Approved by (Monterey Peninsula College EOC Incident Commander):

STAFFING LIST			Action Plan Continued

FOR OPERATIONAL PERIOD:			PREPARED:
FROM: *Date* *Time*	TO: *Date*	Time	*Date* *Time*

MANAGEMENT STAFF	OPERATIONS SECTION
MPC College EOC IC	Operations Section Chief
Public Information Officer	Communications
Liaison	Search and Rescue
Safety Officer	First Aid Team Leader
	Security & Law
	Health & Safety
	Building Managers

PLANNING & INTEL SECTION	LOGISTICS SECTION
Planning & Intel Section Chief	Logistics Section Chief
Damage Assessment	Equipment & Supplies
Subject Matter Experts	Transportation
Documentation	Crisis Intervention
	Maintenance & Operations
	Staff & Volunteers
	Sheltering & Special Needs

AGENCY REPRESENTATIVES	FISCAL & ADMIN SECTION
	Fiscal/Administration Section Chief
	Recordkeeping
	State & FEMA Documentation
Approved by:	Prepared by:

❑ **If additional space is needed, ✓box and use reverse side of this sheet**

ACTIVITY LOG			*All Sections*	
SECTION:	**TEAM:**		**PAGE____OF_____PAGES**	
EOC IC/PIO/SAFETY OFFICER/LIAISON OFFICER/SECTION CHIEF/ TEAM LEADER/TEAM MEMBER *(circle one)*			**START DATE:**	**END DATE:**
TIME	**INCIDENTS, MESSAGES, NOTES**		**ACTION TAKEN**	**INITIAL**
Completed by:				

Damage Assessment Message Form   *Planning & Intelligence*

Date	Priority (Circle one)		
Time	**EMERGENCY** (Life Threatened)	**URGENT** (Property Threatened)	**ROUTINE** (All Others)

	Name	FROM	Name
	Title		Title
	Location		Location

Check One   ☐Take Action   ☐For Information   ☐Other
_____

Category	Number	Description
A.	#_____	**Fatalities**
B.	#_____Minor	**Injuries** **Minor:** In need of First Aid attention only
C.	# of Injured	**Injuries (Ambulance)**
	#_____Major	**Major:** Unable to treat on site, i.e. airway & breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.
	#___Moderate	**Moderate:** Burns, major multiple fractures, Back injuries with or without spinal cord damage
D.	**Circle one**	**Property Damages**
	Major	**Major damage:** building collapse, building leaning, major ground movement causing large cracks in ground.
	Moderate	**Moderate damage:** Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines).
	Minor	**Minor damage:** Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.
E.	__**Ambulance**	**Resources Needed**
	__**PG&E**	___ **Other: (describe)**
	__**Other** ⬆	

Transmit only the data within the box above in 30-45 seconds. After transmission, wait for EOC's request to elaborate.

Additional Information:

Disposition:

Action Taken By: _____
      (Name)

Method Sent	Time Action Taken:
____ Radio Dispatch	Dispatch Cell phone ____ FAX

_____ Courier
Other_

Status

Date_____Time_____Initial_____

DAMAGE REPORT   *Planning & Intelligence*

Facility Identification	Damage		Comments or Concerns	Rating Code
	Structural	Non-structural		

Rating Code	Explanation	Cond. Code	Conditions	Action
HIGH PRIORITY		**1**	**Building has collapsed, partially collapsed, or moved off it's foundation**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
H1	Sites showing severe structural damage to any building or severe ground movement (Condition Codes 1-4)	2	**Building or any story is leaning significantly**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
H2	Sites showing any structural or non-structural damage that students and staff intend to re-occupy in 24 - 48 hours	3	**Obvious severe damage to primary structure members, severe leaning of walls or other signs of severe distress present.**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
MODERATE PRIORITY		4	**Large cracks in ground, massive ground movement, or slope displacement present that are under, or near, the building and are a hazard to the building.**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
M1	Sites showing any structural damage to any building or that have overhead hazards (Condition Codes 5-8)	5	**Obvious parapet, chimney, or other falling hazard present.**	**Barricade to prevent access to the area. Rescuers may enter**
M2	Sites showing any non-structural or structural damage that students & staff intend to occupy in 24 - 48 hours	6	**Other hazard present (toxic spill, chemical spill, asbestos contamination, broken gas line, fallen power lines**	**Barricade to prevent access to the area. Once made as safe as possible, and with proper safety equipment, rescuers may enter**
LOW PRIORITY		7	**Air duct terminals, ductwork, light fixtures, lenses and fluorescent bulbs fallen or dislodges. Suspended ceiling system grid members fallen or dislodges. Broken windows. Overhead mechanical equipment supports or bracing dislodges.**	**Barricade to prevent access to area. Rescuers may enter with proper safety equipment.**
L	Sites showing structural damage or non-structural damage that students & staff intend to occupy in 72 hours or more	8	**Although no damage is yet apparent, areas with overhead elements similar to those indicated in condition 7 may also fall in an earthquake aftershock; therefore, they are potentially hazardous.**	**Barricade to prevent access to area. Rescuers may enter**
R	Sites showing no or very minor damage			
NR	Sites where no report has been made			

Emergency Resources Summary   *Logistics*

Date:	Incident:			Page____of ____
Resources Ordered	**Resource Identification**	**ETA**	**Time On Scene**	**Location/Assignment**

Prepared by each site (make as many copies as necessary)

ITEM	Quantity	Location	Who is Responsible?

Site	Size (Acres)	Bldg Purpos	Year Built	Square Ft

FIRST AID CARE LOG   *Operations*

Name of person treated		Triage Tag Color
Date	Time	Where initially located

Treatment Summary:

Name of person treated		Triage Tag Color
Date	Time	Where initially located

Treatment Summary:

Name of person treated		Triage Tag Color
Date	Time	Where initially located

Treatment Summary:

QUANTITY ON HAND	Recommended QTY	NAME	VENDOR NO.	
_____	1	Wet Pruf tape 1" X 10 YDS	SOS	45764
_____	1	Wet Pruf tape 2" X 10 YDS	SOS	45765
_____	1-100pk	Adhesive Bandages ^{3}/4 x 3	SOS	42457
_____	1-100pk	Sterile Gauze Pads 4"x 4"	SOS	43150
_____	1-5pk	Instant Cold Pack	**SOS**	46526
_____	15	Tongue Depressors	SOS	45774
_____	1	Tourniquet	SOS	46106
_____	1	Medical Flashlight	SOS	54040
_____	1.10pk	Ammonia Inhalants	SOS	42545
_____	1-12pk	Stretch Gauze Roll 3"x 4.lyds	SOS	43551
_____	1	First Aid Guide	SOS	12130A
_____	2	Ace Bandages 3"x 5	SOS	41003
_____	1-25pk	Plastic Adhesive 2"x3"	**SOS**	42483
_____	4	Triangular	SOS	45800
_____	1	First Aid Scissors	SOS	46150
_____	1	Metal Tweezers	SOS	4612
_____	12pr	Latex Exam Gloves	SOS	46414
_____	1-100 tabs	Non-Aspirin Aypanal	SOS	42622
_____	8	Round Eye Pads	SOS	41377
_____	1	First Aid Cream	SOS	46198
_____	1-20pk	Antiseptic Wipes	SOS	46249
_____	20	Abdominal Pads	SOS	43535
_____	2	Multi-Trauma Dressing 12"x30"	SOS	43540
_____	1	Arm Splint	SOS	45725
_____	1	Leg Splint 24"x12"	SOS	45750
_____	1	Extrication Collar-Regular	AllMed	5350
_____	1	Extrication Collar-Short	AllMed	5349
_____	1	Deluxe Duffle Bag-Small-Black	Outdoor	202-008

FORCE ACCOUNT EQUIPMENT RECORD

FEMA- -DR DSR No: _____ ____	LOCATION _____	Page_____of _____page(s)
APPLICANT NAME: _____		Time Period ____ to ____ 19
ID:		

TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER. MAKE, AND MODELS APPROPRIATE	FEMA EQ.RATE NUMBER	DATE/HOURS USED EACH DAY Job Site Number:														TOTAL HOURS	RATE	TOTAL COST
		DATE																
	HOURS																	
	IIOURS																	
	HOURS																	
	IIOURS																	
	HOURS																	
	I/OURS																	
	HOURS																	
	HOURS																	
	HOURS																	
	HOURS																	

I CERTIFY THAT THE ABOVE INFORMATION WAS TRANSCRIBED FROM DAILY UXiS OR OTifER IX>CUMENTS THAT ARE AVAILAl3LE FOR AUDIT.

CERTIFIED BY: _____ TITLE: _____

General Log	*Planning &Intelligence*

Date of this page＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿**Page #**＿＿＿＿＿**of**
＿＿＿＿＿＿

<u>PLEASE TAKE TIME TO RECORD INFORMATION</u>
IT IS A LEGAL DOCUMENT

Time	Person Reporting	Information/Message/Action

Incident Action Plan Worksheet

Planning & Intelligence

Date: **Incident:**   **Page____of ____**

Goal (Objective)	Plans	Tactics

- INITIAL ASSESSMENT -

Monterey Peninsula College Team _____

Completed by _____Date_____Time_____

Immediate Assistance Required

_____None   _____Medical   _____Fire

_____Search & Rescue   _____Support Personnel

Condition of Staff

_____All Accounted For   _____No Injuries   _____No immediate help required
_____Missing (number)

Names

_____

_____

_____

_____

_____

_____Trapped in Building: (number)   **Names**

_____

_____

_____

_____

_____

_____Injured (number)   _____Number Requiring Immediate Medical Attention

Type of Injury   **Names**

_____   _____

_____   _____

_____   _____

_____   _____

_____Deceased: (number)   **Names**

_____

_____

Condition of Visitors or Students

_____All Accounted For   _____No Injuries   _____No immediate help required
_____Missing (number)   **Names**

_____

_____

_____

_____

_____Trapped in Building (number)

Names

_____

_____

_____

_____

_____Injured (number)   _____Number Requiring Immediate Medical Attention
            Type of Injury   **Names**

_____   _____

_____   _____

_____   _____

_____   _____

_____Deceased: (number)   **Names**

                                                 _____

                                                 _____

Condition of Monterey Peninsula College Building and Grounds
e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.

_____   _____

_____   _____

_____   _____

Condition of Surrounding Area
e.g.: fallen power lines, debris-cluttered streets, etc.

_____   _____

_____   _____

_____   _____

_____   _____

MANAGEMENT SITUATION REPORT *Management*

DATE:	TIME:	REPORT NO.	RPTG PERIOD
PREPARED BY:		EVENT:	
(Shift_____)			

EOC ACTIVATION/DECLARATIONS/ORDINANCES

ACTIVATION/DECLARATION/ORDINANCE	SUBJECT MATTER	DATE/TIME
EOC ACTIVATION		
LOCAL EMERGENCY DECLARATION		
BOARD OF SUPERVISORS CONFIRMATION		
COUNTY DECLARATION		
GUBERNATORIAL DECLARATION		
PRESIDENTIAL DECLARATION		
SMALL BUSINESS ADMIN. DECLARATION		
RESOLUTION OR ORDINANCE NO.		
RESOLUTION OR ORDINANCE NO.		

ACTION PLAN OBJECTIVES FOR TOMORROW (MPC EOCDirector)

SAFETY MESSAGE   (SAFETY OFFICER)

LIAISON REPRESENTATIVES FROM OTHER AGENCIES (LIAISON OFFICER)

ORGANIZATION/AGENCY	NAME	EOC LOCATION	CONTACT NUMBER
American Red Cross			
CAL-AM			
AT&T			
CA National Guard			
OpArea OES			
Transit Agency/MST			

DISTRIBUTION:
- All Section Chiefs
- All Operations Team Leaders
- All Management Section staff
- Documentation Unit
- _____
- _____
- _____
- _____

MEDICAL TREATMENT LOG   *Operations*

Name of Person Treated		**Triage Tag Color**
Date	**Time**	**Where Initially Located**

Treatment Summary:

Name of Person Treated		**Triage Tag Color**
Date	**Time**	**Where Initially Located**

Treatment Summary:

Name of Person Treated		**Triage Tag Color**
Date	**Time**	**Where Initially Located**

Treatment Summary:

Message Form   *All Sections*

Date	Priority (Circle one)
Time	**EMERGENCY** **URGENT** **ROUTINE** (Life Threatened) (Property Threatened) (All Others)

TO	Name	**FROM**	Name
	Title		Title
	Location		Location

Check One   ☐Take Action   ☐For Information   ☐Other _____

Message:

Disposition:

Action Taken By: Time Action Taken:(Name)

Method Sent	Status
____ Radio Dispatch ____ Dispatch ____ Cell phone ____ FAX ____ Courier ____ Other	 Date_____Time_____Initial_____

Planning & Strategy Worksheet		*All Sections*

Date:	Incident:	Page___of ___

Goal (Objective)	Plans	Tactics

PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

WHEREAS, MONTEREY PENINSULA COLLEGE emergency policies and procedures empower the President to proclaim a Campus State of Emergency, when a campus(es) has been affected by an emergency or disaster; and

WHEREAS, the President does hereby find that conditions of peril to the safety of

persons and property have arisen within the _____,

campus, _____ caused

by _____, commencing on or about

_____, on the date of

_____, warranting the necessity for, and proclamation

of, a Campus State of Emergency;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the President of the Monterey Peninsula College.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of Monterey and the Monterey Peninsula College Board of Trustees.

_____   _____
President   Date

RAPID ASSESSMENT FORM   *Planning & Intelligence*

Building Description   **Overall Rating (check one)**

Name _____   _____Inspected (green)

Address__Exterior only

_____   _____Exterior & Interior

_____

_____Limited Entry (yellow)

# of stories _____   _____Unsafe (red)

Basement: Yes____No____Unknown____

Inspector _____

Department_____

Building Type   Inspection Date (m/d/y)_____
_____Apartment   Inspection Time_____:____am/p.m.
_____Office
_____Residential
_____Warehouse
_____Other (specify)

Structural System
_____Wood frame
_____Un-reinforced masonry
_____Reinforced masonry
_____Tilt up
_____Concrete frame
_____Steel frame
_____Other (specify)

Main Occupants
_____Students/Staff
_____Handicapped
_____Non English speaking
_____Staff
_____Outside agency
_____Other (specify)

This works w/ code red

Instructions
1. Review structure for conditions listed below.

2. A "yes" answer to 1,2,3 or 4 is grounds for posting the entire structure UNSAFE.
3. If more review is needed, post LIMITED ENTRY.

4. A "yes" answer to 5 requires posting AREA UNSAFE and/or barricading around the hazard.
5. Hazards such as a toxic spill or an asbestos release are covered by 6, and are to be posted and/or barricaded to indicate AREA UNSAFE.

__Condition of Building__	Yes	No
1. Collapse, partial collapse, or building off foundation.	_____	_____
2. Building or story noticeably leaning.	_____	_____
3. Severe racking of walls, obvious severe damage and distress.	_____	_____
4. Severe ground or slope movement present.	_____	_____
5. Chimney, parapet, or other falling hazard.	_____	_____
6. Other hazard.	_____	_____

Recommendations

_____No further action needed.

_____Detailed evaluation required

    _____Structural

    _____Geotechnical

    _____Other

_____

Barricades needed in these areas:

_____

_____

Other (specify)

_____

Comments

_____

_____

_____

Building Equipment Damage Assessment

	OK	Damaged/ Operable	Damaged/ Inoperable	Comments
Main boilers	___	___	___	_____
Chillers (for HVAC)	___	___	___	_____
Emergency generators	___	___	___	_____
Fuel tanks	___	___	___	_____
Battery racks	___	___	___	_____
Fire pumps	___	___	___	_____
On-site water storage	___	___	___	_____
Communication equipment	___	___	___	_____
Main transformers	___	___	___	_____
Elevators	___	___	___	_____

Other Fixed Equipment
Gas main

_____	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Toxic chemical storage:

_____	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Other

_____	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Comments:

_____

_____

_____

Geotechnical Hazards

	OK	No	Unknown	Comments
Slope failure, debris ___				
	___	___		_____
Ground movement, fissures ___	___	___		_____
_____ ___	___	___		_____
_____ ___	___	___		_____

Non Structural Hazards

	OK	No	Unknown	Comments
Parapets, ornamentation ___	___	___		_____
Cladding, glazing ___	___	___		_____
Ceilings, light fixtures ___	___	___		_____
Interior walls, partitions ___	___	___		_____
Elevators ___	___	___		_____
Stairs, exits ___	___	___		_____
Electric, gas, other utilities ___	___	___		_____
_____ ___	___	___		_____

Preliminary Evaluation Criteria (SEND COPY OF THIS FORM TO COMMAND POST)

Conditions	Action
1. **Building has collapsed, partially collapsed, or moved off it's foundation**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
2. **Building or any story is leaning significantly**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
3. **Obvious severe damage to primary structure members, severe leaning of walls or other signs of severe distress present.**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
4. **Large cracks in ground, massive ground movement, or slope displacement present that are under, or near, the building and are a hazard to the building.**	**DO NOT OCCUPY. Tag DANGEROUS. Prevent Access**
5. **Obvious parapet, chimney, or other falling hazard present.**	**Barricade to prevent access to the area. Rescuers may enter**
6. **Other hazard present (toxic spill, chemical spill, asbestos contamination, broken gas line, fallen power lines**	**Barricade to prevent access to the area. Once made as safe as possible, and with proper safety equipment, rescuers may enter**
7. **Air duct terminals, ductwork, light fixtures, lenses and fluorescent bulbs fallen or dislodges. Suspended ceiling system grid members fallen or dislodges. Broken windows. Overhead mechanical equipment supports or bracing dislodges.**	**Barricade to prevent access to area. Rescuers may enter with proper safety equipment.**
8. **Although no damage is yet apparent, areas with overhead elements similar to those indicated in condition 7 may also fall in an earthquake aftershock; therefore, they are potentially hazardous.**	**Barricade to prevent access to area. Rescuers may enter**

BUILDING DETAILED EVALUATION FORM

<u>Building Name and Address</u>

_____

_____

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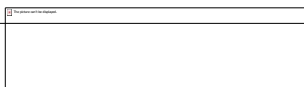
SCHEDULED BRIEFINGS & MEETINGS   *Management, Planning & Intelligence*

BRIEFING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
EOC Section Chiefs	2/Daily			EOC Director/Plans Chief
EOC Staff	2/Daily			Plans Chief
Media	2/Daily			PIO

SCHEDULED MEETINGS (EOC Director/PLANS CHIEF/PIO)				
MEETING TYPE	FREQUENCY	TIME	LOCATION	FACILITATOR
Planning Meeting	2/Daily			EOC Director/Plans Chief

SECTION TASKS	*Management*	**Part A**

For Op Period from: *Date*	*Time*	to: *Date*	*Time*

MANAGEMENT SECTION	Assigned To:

PUBLIC INFORMATION OFFICER	Assigned To:

OPERATIONS SECTION	Assigned To:

SECTION TASKS	*Management* **Part B**

For Op Period from: *Date*	*Time*	to: *Date*	*Time*

PLANNING SECTION	Assigned To:

LOGISTICS SECTION	Assigned To:

FISCAL/ADMIN SECTION	Assigned To:

SHELTERING & SPECIAL NEEDS SUPPLIES   *Logistics*

Suggested quantities are for 100 people for a period of 72 hours.

Item	Recommended Quantity	Quantity on Hand
Blankets	100	
Large battery operated radio with batteries	1	
Heavy duty flashlights with spare batteries and bulbs	4	_____
Whistles (for communicating with staff and students)	4	_____
Clipboards	4	
Ink pens	6	
Medium garbage bags	4 packages (40 count)	_____
Large 3-ply garbage bags	4 packages (20 count)	_____
Plastic buckets - 5 gallon	6	
Pads of paper	4	
Scotch tape	4 rolls	_____
Bed sheet strips (to be used as optional bandages)	4	
Plastic cups	6 packages (100 count)	_____
Paper plates	6 packages (100 count)	_____
Plastic spoons, knives and forks	6 packages (100 count)	_____
Can openers - manual	5	
Portable toilet kit	2	

Campus

Current Usable Inventory			Inventory Used by Shelter Operations	
Date Inventory Taken	/	/	Date Inventory Taken	/ /
Description			Quantity Used	Comments
Paper Goods:				
Toilet Paper				
Hand Towels				
Sanitary Seat Covers				
Other:				
Liquid Soap				
Sanitation Supplies:				
Other:				

The signatures of both Monterey Peninsula College personnel & Shelter Manager (of resident city or American Red Cross personnel) verifies what goods were used.

_____   _____ MPC
College Site Personnel Signature   Date

_____   _____
Shelter Manager Signature   Date

SITE STATUS REPORT

Site Name/Address:_____

_____

Date:_____

Time:_____

Prepared by: _____

GENERAL STATUS (attach listing, by name, of persons deceased or missing)

Number with Minor injuries	Number Trapped	Number with Serious Injuries
Number Rescued	Number of Fatalities	Number of Total Occupants

ASSET STATUS

Personnel

# First Aid Personnel	# Search & Rescue Personnel	# Safety & Security Personnel
# Rapid Assessment Personnel	# Logistics Section	# Planning/Intel Section
# Admin/Fiscal Section	Other (specify)	

Survival

Days of Food	Days of Water	Blankets
First Aid Equipment		
Search & Rescue Equipment		
Flashlights	Batteries	Sanitary Facilities
Other		

SITE STATUS REPORT

Transportation

TOTAL OPERATIONAL		
Cars	4X2 Pickup Trucks	4X4 Pickup Trucks
Vans	Motorcycles	Motor Homes
Other		
TOTAL NON-OPERATIONAL		
Cars	4X2 Pickup Trucks	4X4 Pickup Trucks
Vans	Motorcycles	Motor Homes
Other		

Communications

TOTAL OPERATIONAL		
Telephones (List #s)	Cellular Telephones (List #s)	Radios (List type/call signs)
Extra Radio Batteries	Chargers	
Other		
TOTAL NON-OPERATIONAL		
Telephones	Cellular Telephones	Radios
Extra Radio Batteries	Chargers	

Monterey Peninsula College Team

Completed by_____Date_____Time_____

_____Number of staff remaining on-site

_____Number of visitors remaining on-site

_____Number of students remaining on-site

_____Assistance Required:

     _____water

     _____food

     _____blankets

     _____additional personnel (number) to assist in student care

_____Other:

_____

_____

_____

_____

_____

_____

_____

_____

_____

STAFF RELEASE LOG   *All Sections*

Staff Release Form # _____

Staff Name	Time Released	Signature

STAFF TRAINED IN FIRST AID & CPR				*Operations*
NAME	Dept.	Contact Info.	First Aid Cert. Date	CPR Certificated Date

STUDENT RELEASE LOG   *Operations*

Student Release Form #

Student Name	Time Released	Signature

VOLUNTEER ASSIGNMENTS		*Logistics*
For Use by the Support Team		
Time	**Name**	**Assignment**

PART 7
EMERGENCY RESPONSE TERMS
AND
GLOSSARY

EMERGENCY RESPONSE TERMS
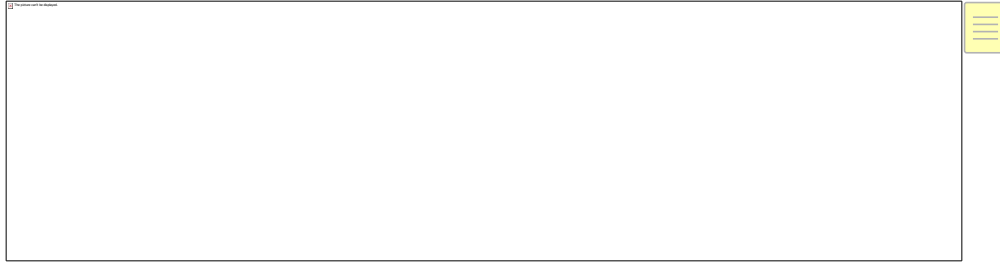
Acronyms

ARC	American Red Cross
CERT	Community Emergency Response Team
DES	County Department of Emergency Services
DHS	Department of Homeland Security
DO	District Office
DPH	Department of Public Health
DSW	Disaster Service Worker
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
RADIOS	Family Radio System
HAZMAT	Hazardous Materials
ICS	Incident Command System
LOG	Logistics
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services (California)
OP AREA	Operational Area
OPS	Operations
PA	Public Address
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
S&R	Search and Rescue
SEMS	Standardized Emergency Management System
SOP	Standard Operations Procedure
SIT STAT	Situation Status
VOAD	Volunteer Organizations Active in Disasters
VRC	Volunteer Reception Center
WMD	Weapon of Mass Destruction

GLOSSARY

Action Plan — the plan prepared on-site by the Management Team that will guide response to the emergency at hand.

Activate — is the verb used to describe the intention of implementing the emergency plan.

American Red Cross — a national volunteer agency that provides disaster relief.

Damage Assessment — the process used to determine the amount and severity of damage caused by a disaster or emergency.

Disaster — a sudden, calamitous event that causes damage, loss, and destruction to people and property.

Disaster Service Worker — refers to any public employee or any unregistered person impressed into service consequent to a state of emergency.

Emergency — a condition of disaster or extreme peril to the safety of persons and property.

Emergency Operations Center — the location from which centralized management is performed during emergency response.

Emergency Operations Plan — the plan that outlines the chain of command, span of control and individual responsibilities of Monterey Peninsula College staff for responding to disasters and/or crises.

EOC Incident Commander — the individual responsible for the overall management during an emergency response requiring an EOC activation. In a Unified Command situation, this function may be performed by two or more individuals representing multiple agencies.

Exercise — a simulated emergency situation designed to evaluate an organization or agency's level of preparedness.

Federal Disaster Assistance	refers to the federal government's in-kind and financial assistance provided to disaster victims, the state, or local government agencies through the Federal Disaster Relief Act.
First responder	a collective term used to describe law enforcement, fire, EMS, public works, and public health personnel; those agencies generally first on the scene during emergencies.
Hazard	any source of danger or element of risk to people, property, or the environment.
Hazard Mitigation	any measure taken that attempts to eliminate or reduce the potential for damage or injury from a disaster.
Incident	an occurrence or event, natural or man-made, that requires action by emergency personnel.
Incident Command System	the national standard for on-scene emergency management.
Management by Objectives	a top-down management activity that involves a three-step approach to problem-solving: establishing the objectives, selecting the appropriate strategy (ies) to achieve those objectives, and providing the direction of or assignments associated with the selected strategy.
Mass Care Facility	a location where food, lodging, clothing, first aid, welfare inquiry, and social services are available to victims of disaster.
Mass Prophylaxis	distribution of medicines, vaccinations or inoculations to the public on a mass scale in response to a public health threat.
Media	refers to any/all of the means of disseminating information and instructions to the public: radio, television, and newspapers.
Memorandum of Understanding	a pre-existing agreement between agencies to render support (personnel, equipment or facilities) during times of emergency.

Mitigation	the pre-event actions taken to lessen the effects and impact of a disaster.
Operational Area	an intermediate level of the state emergency organization, consisting of a county and all of the political sub-divisions/special districts within its boundaries.
Pandemic	a global outbreak of disease when a new virus emerges that affects a large portion of the human population for which there is little or no immunity.
Preparedness	refers to the entire spectrum of planning and training that ensures emergency readiness
Recovery	those activities associated with "getting back to business" after an emergency; the long-term plan.
Response	those activities undertaken to address the immediate short-term effects of an emergency or disaster. Response activities include actions taken to save lives, protect property and meet basic human needs.
Section	within ICS, the organizational level with responsibility for a major functional area of incident response: Management/Command, Operations, Planning/Intelligence, Logistics, Fiscal/Administration.
Section Chief	the ICS title given to those individuals responsible for the command of a functional section.
Triage	a process of rapidly classifying patients on the basis of urgency of treatment.
Threats	those situations or circumstances (i.e., earthquake, flood, fire, hazmat incident, winter storm, etc.) that are likely to occur within, or affect, the Operational Area.

PART 8
APPENDIX