

# **EMERGENCY OPERATIONS PLAN**

July 2014

**PROMULGATION STATEMENT**  
**South Orange County Community College District (SOCCCD)**

The Office of the Chancellor, or designee, has the authority and responsibility for the direction and control of the resources for district-wide business continuity emergencies.

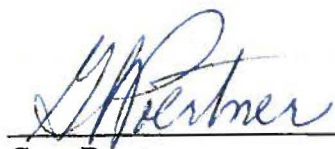
This Plan supersedes any previous SOCCCD Emergency Operations Plans issued for business continuity management purposes. It provides a framework in which SOCCCD can perform its responsibility to prepare and respond to business continuity emergencies during disasters or threats to public safety.

The Plan was developed in concurrence with the district-wide Business Continuity Planning Committee and complies with federal, state and local statutes and agreements made with the various agencies identified herein. It is both SEMS and NIMS compliant. It shall be periodically reviewed and revised by the Business Continuity Planning Committee in accordance with federal and state guidelines.

It is the responsibility of district-wide departments and personnel identified in this Plan to advise the Business Continuity Planning Committee of any changes that may result in its improvement or increase its effectiveness.

Date:

Signatures:

  
\_\_\_\_\_  
Gary Poertner  
Chancellor

  
\_\_\_\_\_  
Robert Bramucci,  
Vice Chancellor, Technology & Learning Services  
Chair, Business Continuity Planning Committee



# Emergency Operations Plan

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# 1A

## BASIC PLAN

### OVERVIEW

This is the first edition of the South Orange County Community College District (SOCCCD) Emergency Operations Plan. This plan:

- Implements the mandatory provisions required by the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS)
- Reflects recent advances in emergency management protocols and strategies and changes in the Emergency Services Act (ESA)
- Addresses important considerations for mitigation, preparedness, response, and recovery activities
- Is a flexible multi-hazard plan

There are four parts to the SOCCCD Emergency Operations Plan:

- **Part I** is the Basic Plan, describing the hazards we face in California, the emergency management organization, the Standardized Emergency Management System (SEMS), emergency declarations, roles and responsibilities, and administrative practices. The basic plan is intended to be general in its application and provide for flexibility during response and recovery.
- **Part II** consists of an overview of the organization for response and recovery operations, including state agencies and other organizations with lead and support responsibilities.
- **Part III** is a listing of plans and documents that are identified as references to the SOCCCD Plan. Included are laws, regulations, orders, plans, training material, resource manuals, and agreements that support this plan. They provide additional detailed information for the conduct of emergency operations and performance of emergency duties.
- **Part IV** contains a glossary of definitions used in this plan.

The SOCCCD Emergency Operations Plan is not meant to stand alone; it is intended to be used in conjunction with plans from the colleges, city, county, operational area (OA), state agencies, and associated standard operating procedures. Other specific contingency plans may also support this plan. Where supporting plans are inconsistent with the general principles described in the SOCCCD Plan, the State Plan will supersede supporting plans.

## **INTRODUCTION**

### **FUNCTION**

This plan outlines the emergency management system used for all emergencies impacting South Orange County Community College District (SOCCCD). It describes the SOCCCD emergency management organization and its supporting contingency plans and operating procedures.

### **RELATIONSHIP TO SEMS AND NIMS**

The plan establishes protocols for responding to emergencies within SOCCCD. It conforms to the requirements outlined in the Standardized Emergency Management System (SEMS) and is compliant with the federal National Incident Management System (NIMS). In addition, it promotes use of the Incident Command System (ICS) during emergency operations.

The plan establishes the policies, concepts, and general protocols for the implementation of SEMS and NIMS. The California Emergency Services Act (Government Code 8607[d]) requires the use of SEMS during emergency response by state agencies. The SOCCCD emergency management organization will use SEMS/NIMS/ICS throughout the four phases of a disaster: mitigation, preparedness, response, and recovery. The integration of emergency management activities throughout all phases of an emergency and across all functions will increase accountability, provide continuity of resource application, establish a clear chain of command and coordination, and identify responsibilities for critical task performance.

## **PURPOSE, SCOPE, AND ASSUMPTIONS**

### **PURPOSE**

The plan is supported by an emergency management organization that focuses on specific functional responsibilities during such emergencies as earthquakes, fires, hazardous material spills, civil disorder or terrorist attacks.

The plan includes:

- A description of the SOCCCD Emergency Organization
- A description of mutual aid use during non-declared and declared emergencies to ensure effective coordination of needed resources
- General policies to guide emergency management activities
- Guidance on interagency coordination to deliver assistance
- Specific responsibilities of various levels of the campus' emergency management organization
- Interagency and intergovernmental shared responsibilities and support capabilities
- Supporting plans and procedures

## **SCOPE**

The plan applies to all elements of SOCCCD's emergency management organization during all phases of emergency management. Primary audiences are:

- Saddleback College
- Irvine Valley College (IVC)
- Advanced Technology and Education Park (ATEP)
- South Orange County Community College District Services
- The California Community Colleges Chancellor's Office
- Local emergency responders

This plan is also a reference for emergency managers from local, state and federal governments, as well as private agencies and interested members of the public. It is intended to be an operational document with supporting attachments.

## **ASSUMPTIONS**

The following assumptions apply to this plan:

- Emergency management activities are accomplished using SEMS/NIMS/ICS protocols
- Emergency response is best coordinated at the lowest level of government involved in the emergency
- SOCCCD will coordinate operational control and responsibility for emergency management activities within its jurisdictional area with the colleges, unless otherwise superseded by statute or agreement
- Mutual Aid will be requested when needed and provided when available
- Mitigation activities conducted prior to the occurrence of a disaster potentially reduce damage, injuries, and loss of life
- Supporting plans and procedures are maintained and updated by the responsible emergency management unit



## CONCEPT OF OPERATIONS

### OPERATIONAL PRIORITIES

Special consideration will be given to the following priorities when conducting emergency operations:

- Protecting life (highest priority), property, and the environment
- Meeting the immediate emergency needs of students, faculty, staff and visitors (e.g., rescue, medical care, food and shelter)
- Temporarily restoring facilities that are essential to the health, safety, and welfare of the district population (e.g., medical, water, and electricity)
- Mitigating hazards that pose a threat to life, property, and the environment

### DIRECTION, CONTROL AND COORDINATION

Implementation of the Standardized Emergency Management System (SEMS) is required by Government Code §8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing discipline-specific mutual aid, the operational area concept, and multi-agency or inter-agency coordination. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Its use is required for government response agencies, including SOCCCD.

### THE FIVE SEMS ORGANIZATIONAL LEVELS

The Standardized Emergency Management System (SEMS) consists of five organizational levels that are activated as necessary in response to an emergency:

- 1) **Field Level** on-scene responders carry out tactical decisions and activities in direct response to an incident or threat (colleges).
- 2) **Local Government Level** manages and coordinates the overall emergency response and recovery activities within the jurisdiction (SOCCCD).
- 3) **Operational Area Level** manages and/or coordinates information, resources and priorities among local governments within the operational area and serves as the coordination and communications link between the local government level and the regional level.
- 4) **Regional Level** manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code Section 8600 and between the operational areas and the state level. The regional level along with the state level coordinates overall state agency support for emergency response activities.
- 5) **State Government Level** manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid



regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

## **THE CALIFORNIA EMERGENCY ORGANIZATION**

The five SEMS organization levels, together with the private sector, are collectively referred to as the *California Emergency Organization*. This organization's goal is to support emergency activities to protect life, property, and the environment. Operating from established Emergency Operations Centers (EOCs) at all levels of government, the California Emergency Organization represents all resources available within the state that may be applied in disaster response and recovery phases.

Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. However, some emergency responses are led by designated state agencies which have jurisdiction at the state level of those emergencies or disasters. In other cases (for example, hazardous material, nuclear power plant, and terrorism emergencies), there may be a *joint* response, which requires a Unified Command for coordinated response between federal, state and local jurisdictions.

Requests for resources originate at the lowest applicable level of government and are forwarded to the next level until filled. For example, if an Operational Area (OA) is unable to provide the necessary requested assistance, it may contact the California Office of Emergency Services (CalOES) at the Regional Emergency Operations Center (REOC) and forward the request.

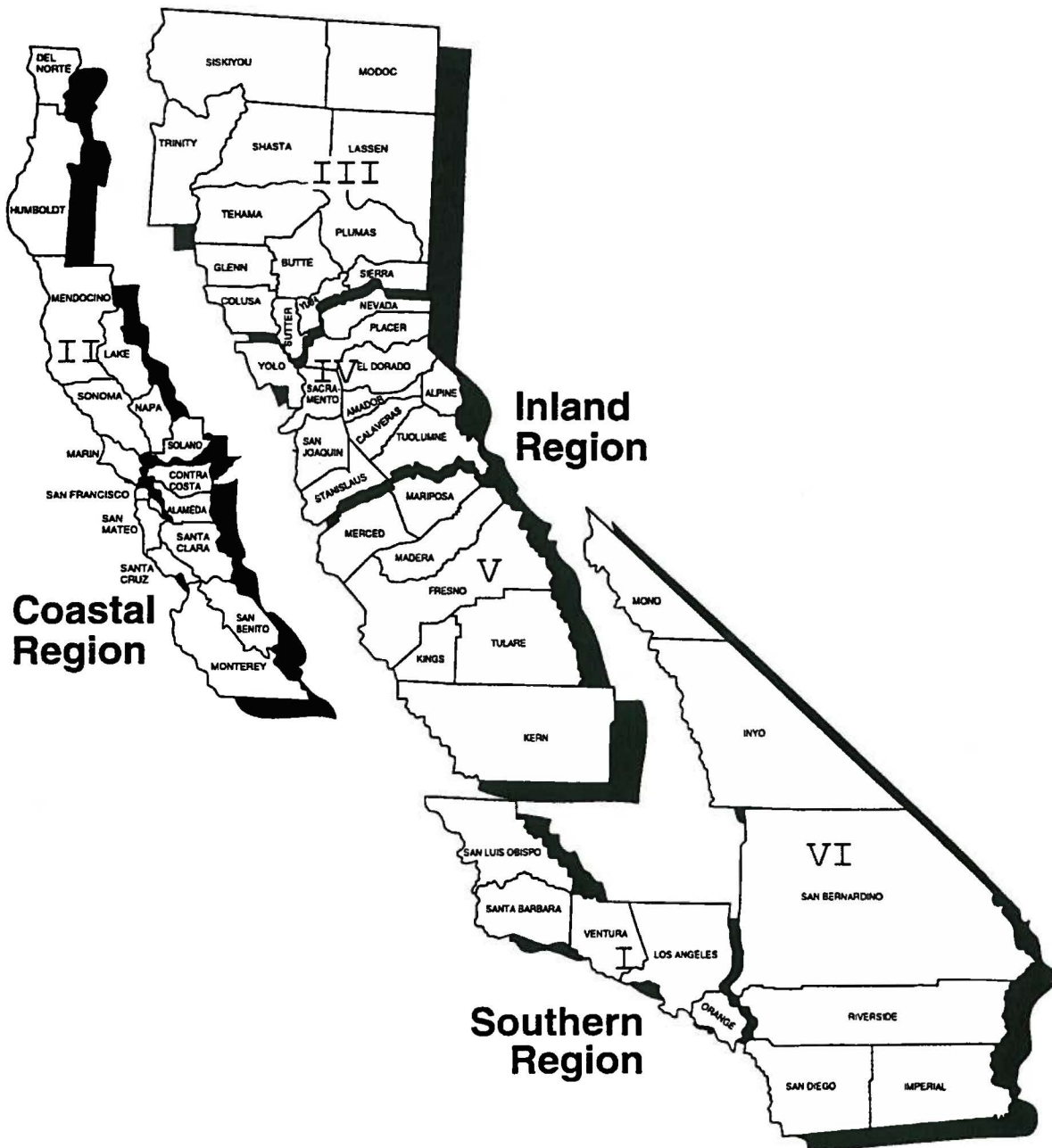
State agencies with responsibilities for emergency response normally follow their established plans and procedures. However, during complex emergencies involving multiple jurisdictions and agencies, coordination of resources may be achieved through the use of liaison officers, agency representatives, and a unified command.

When support requirements cannot be met with state resources, the state may request assistance from those federal agencies having statutory authority to provide assistance in the absence of Presidential Declarations. The state may also request a *Presidential Declaration* of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.

California has established procedures for essential communications support between the OA, the CalOES REOC, the State Operations Center (SOC), and other state agencies to provide the information links for elements of the California Emergency Organization.

Figure 1

**California Office of Emergency Services  
Administrative and Mutual Aid Regions**



## ORGANIZATIONAL FUNCTIONS

The Incident Command System (ICS), which is an element of SEMS, incorporates an organizational management structure that establishes the concepts of:

- Common Terminology
- Manageable Span-of-Control
- Unity of Command
- Integration of Communications

ICS incorporates five principal functions that can be performed at any incident:

1. Management
2. Operations
3. Planning/Intelligence
4. Logistics
5. Finance/Administration

ICS allows for a modular and rapid expansion to meet the needs imposed by the incident. ICS can be used during any serious multi-disciplinary (e.g. fire, law enforcement, medical) emergency within a jurisdiction and is particularly useful for any kind of incident involving multiple jurisdictions and agencies.

## EOC EMERGENCY MANAGEMENT FUNCTIONS

The following is a description of the five principle functions of ICS:

1. **Management:** This function provides for the overall management and coordination of response and recovery activities through the joint efforts of the campuses, SOCCCD, local governmental agencies, and private organizations.
2. **Operations:** This function is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the action plan.
3. **Planning/Intelligence:** This function is responsible for collecting, evaluating, and disseminating intelligence and information; developing the action plan in coordination with the other functions; and maintaining documentation.
4. **Logistics:** This function is responsible for providing facilities, services, personnel, equipment, and materials.
5. **Finance/Administration:** This function is responsible for financial and administrative aspects not assigned to the other functions.



Under ICS, all levels of government use this organizational structure. Thus, the same five emergency management functions will be used in the Saddleback EOC, the IVC EOC, and the District Services EOC.

SEMS/ICS will be utilized whenever SOCCCD activates an EOC, or when a college and local emergency have been declared or proclaimed. When an EOC is activated, communications and coordination will be established between the EOC Director at the respective college and the District Services EOC. Coordination of fire and law enforcement resources will be accomplished through the mutual aid systems at the college level. The same five principal functions of ICS will be utilized in the District Services EOC as well as at the college EOCs.

## **MUTUAL AID**

Figure 1 shows that California is divided into six Mutual Aid Regions with three administrative regional offices that provide oversight. SOCCCD is located within Region I of the Southern Administrative and Mutual Aid Region.

During an emergency, state agency representatives will establish liaisons with their local counterparts to relay information and mutual aid requests, with the CalOES regional manager coordinating interregional mutual aid and state assistance, as necessary, at the request of the Operational Area Coordinators. Additionally, fire and rescue, and law enforcement coordinators are assigned at the Operational Area level.

The CalOES Region I Manager serves as the Regional Mutual Aid Coordinator. Depending on the nature of an emergency, the Orange County Sheriff or Fire Authority Chief will act as the Operational Area Coordinator.

Requests for, and coordination of, mutual aid support will normally be made through established channels:

- From Irvine Valley College or Saddleback College to SOCCCD; and/or
- From Irvine Valley College to the City of Irvine and the Operational Area; and/or
- From Saddleback College to the City of Mission Viejo and the Operational Area

Local agencies receiving mutual aid are responsible for logistical support of reporting personnel.

Requests for mutual aid will specify, at a minimum:

- Number and type of personnel needed
- Type and amount of equipment needed
- Reporting time and location
- Authority to whom responding personnel should report
- Access routes
- Estimated duration of emergency operations



**SOCCCD** will provide mutual aid upon:

- Request from Saddleback College for emergency assistance and support
- Request from Irvine Valley College for emergency assistance and support
- Request from local governments that have declared a local emergency, and if appropriate, in coordination with the colleges
- Direction from the California Office of Emergency Services (CalOES) to render emergency assistance
- Gubernatorial declaration of a state of emergency in an area including Saddleback College and/or Irvine Valley College
- The proclamation of a state of war emergency as defined in the *California Emergency Services Act* (Chapter 7, Division 1, Title 2, California Government Code)
- A federal declaration of a national emergency

**The City of Mission Viejo** (in coordination with county contracted public safety services) will:

- Develop and maintain Standard Operating Procedures with Saddleback College consistent with the State Emergency Plan and Master Mutual Aid Agreement
- Maintain liaison with neighboring jurisdictions, including Saddleback College and the county Emergency Management Organization
- Designate staging areas for incoming support and recovery operations

**The City of Irvine** will:

- Develop and maintain Standard Operating Procedures with IVC consistent with the State Emergency Plan and Master Mutual Aid Agreement
- Maintain liaison with neighboring jurisdictions, including IVC and the county Emergency Management Organization
- Designate staging areas for incoming support and recovery operations

**The County of Orange** will:

- Provide coordination of intra-county mutual aid
- Maintain liaison with CalOES personnel
- Request mutual aid from the CalOES Southern Region Manager

**CalOES – Southern Region** will:

- Maintain liaison with local, state, and federal authorities
- Provide planning guidance and assistance to county and local jurisdictions
- Respond to requests for mutual aid

- Provide a clearinghouse for emergency operations information

**CalOES – Headquarters will:**

- Perform executive functions assigned by the governor
- Coordinate response and recovery operations of state agencies
- Provide a clearinghouse for emergency operations information
- Prepare and disseminate proclamations from the governor
- Receive and process requests for mutual aid
- Receive and process requests for federal disaster assistance
- Direct the allocation of federal and out-of-state resources

**PHASES OF EMERGENCY MANAGEMENT**

Emergency management activities can be categorized into a series of phases, which fall into two general categories: Preparedness and Response.

**Preparedness**

**Day-to-Day:** The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, writing mutual aid operational plans, training response personnel, and improving public information and communications systems.

Preparedness activities are part of the implementation of the *Emergency Services Act* (ESA), the *Master Mutual Aid Agreement* (MMAA), and the State Emergency Plan. The plan is considered in effect at all times to provide authorization to accomplish essential preparedness activities.

**Increased Readiness:** As a crisis begins to develop, government takes action to increase its readiness. Actions taken during the buildup of a crisis situation are designed to increase an organization's ability to respond effectively to a disaster. Increased readiness actions include briefing government officials, reviewing plans, preparing information for release to the public, updating resource lists, and testing warning and communications systems.

**Response**

**Pre-Impact:** When emergency managers are able to recognize the approach of a potential disaster, actions are taken to save lives and protect property. The response phase is activated to coordinate emergency response activities. During this phase, warning systems may be activated, resources may be mobilized, EOCs may be activated, and evacuation may begin.

**Immediate Impact:** During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response actions are accomplished within the affected area by government agencies (including requests for mutual

aid) and segments of the private sector. During this phase, EOCs may be activated and emergency instructions may be issued to the public.

**Sustained:** As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts. Response support facilities may be established. The incidents' resource requirements continually change to meet the needs of the incident.

Figure 2

### THE DISASTER CYCLE



### Response Levels:

Emergency response generally includes three levels of activity. Detailed emergency action plans for responding to the various emergencies are provided in Part 2.

#### Level I Response Mode – Decentralized Coordination

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

#### Level II Response Mode – Centralized Coordination

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

- Establishing a situation assessment function
- Establishing a public information function



- Determining resource requirements and coordinating resource requests
- Establishing and coordinating the logistical systems necessary to support emergency services

### **Level III Response Mode – Highest Interagency Coordination and Discretion**

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

### **Recovery**

At the onset of an emergency, actions should be taken to enhance the effectiveness of recovery operations. Recovery comprises both short-term activities intended to return vital life-support systems to operation and long-term activities designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

### **Mitigation**

Mitigation planning includes a review of ways to eliminate or reduce the impact of future disasters. Specific hazard mitigation plans are prepared following a federally declared disaster and reflect the current risk analysis and mitigation priorities specific to the declared disaster.

## **CONTINUITY OF AUTHORITY**

In a major disaster, essential records might be destroyed and key government officials could be injured or killed. In such an event, the California Government Code and the Constitution of the State of California provide authority for the continuity and preservation of state and local government. Continuity of leadership and government authority are particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities.

Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

### **Ensuring Continuity of Government**

To ensure continuity of government (COG), seven elements must be addressed by government at all levels:

- (1) Succession to essential positions required in emergency management.

In the absence of the Chancellor being able to designate a successor, the line of succession in emergency operations for the Chancellor will be the following:

- Vice Chancellor, Technology & Learning Services



- Vice Chancellor, Business Services
- Vice Chancellor, Human Resources
- President, Saddleback College\*
- President, Irvine Valley College\*

\*If only one college is impacted by the emergency, then that college president will take precedent. If it is a district-wide emergency, then the above order will be followed.

- (2) Pre-delegation of emergency authorities to key officials
- (3) Emergency action steps provided in emergency plans and emergency action plans
- (4) District Emergency Operations Center: District IT training room
- (5) Alternate Emergency Operations Center: normally, emergency operations will be coordinated in the designated EOCs at Saddleback College, IVC, and District Services. Should conditions preclude the use of one or more of these EOCs, emergency operations will be coordinated in the Saddleback Police Department Mobile EOC. If needed, portable trailers may be rented and located in an area near or adjacent to the EOC to provide temporary offices for the chancellor and vice chancellors.
- (6) Safeguarding vital records: a major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day campus operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

Vital records are defined as those records that are essential to:

- *Protect the rights and interests of individuals.* Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.
- *Conduct emergency response and recovery operations.* Records of this type include personnel rosters, emergency operating procedures, utility system maps, and the locations of emergency supplies and equipment.
- *Reestablish normal administrative functions.* Included in this group are financial records, payroll records, and purchase orders.
- *Educational.* This includes faculty and staff research, journal articles, grant material, exams, and grades. Each college, in coordination with district, is responsible for designating a custodian for vital records, and ensuring that vital record storage and preservation is accomplished.

Vital records storage methods that might be utilized:

- Duplication (either hard copy or removable computer drives)
- Dispersal (off campus)
- Fireproof containers
- Vault storage (on- or off-campus)

Detailed direction on preservation of vital records is located in Part Two.

(7) Protection of government/industrial resources, facilities, and personnel.

## **EMERGENCY PROCLAMATION**

There are four classes of emergencies:

- Campus
- Local
- State
- State of War

During a state of emergency or a state of war emergency, the governor has complete authority over all agencies of state government. For specific information regarding emergency declarations, powers of the governor, and authorities of jurisdictions, refer to the California ESA.

*1) Campus Emergency* In an emergency, and as the conditions warrant, an official proclamation by the campus president or chancellor will have the following effects and provide legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including campus closure.
- Facilitate participation in mutual aid from SOCCCD, local jurisdictions or state agencies.
- Activate the college's personnel, facilities and logistical resources for emergency response.
- Ensure emergency response personnel are acting within their authority to manage, control, and participate in activities outside the regular scope of employees' duties.
- Provide an appropriate procedure for sign-in and tracking emergency workers.
- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and state and federal disaster relief funds, where applicable.
- Implement documentation of damages and expenses, tracking extraordinary expenses for reimbursement and seeking federal disaster relief where appropriate.
- Impose penalties for violation of lawful orders under Education Code Section 70902.
- Conduct emergency operations without facing liabilities for performance or failure of performance per Article 17 of the Emergency Services Act.

SOCCCD will proclaim a formal emergency when additional assistance is required by a college in SOCCCD, or if local, state, and possibly federal assistance will be needed. If conditions extend into the larger community, SOCCCD will request a resolution from the County of Orange.

Procedures to declare an emergency are described in Attachment 2. The chancellor may follow these procedures to allow for campus closure(s) and issuance of administrative leave to SOCCCD employees.



Requests for mutual aid will be initiated when additional material and/or personnel are required to respond to the emergency. Saddleback College police department and/or Irvine Valley College police department will request or render mutual aid directly through established channels; however, the college president or chancellor must authorize any action which involves financial outlay by the campus or SOCCCD.

2) *Local Emergency* A local emergency may be proclaimed by the City of Mission Viejo or the City of Irvine as described in the California ESA and as provided for in their local emergency ordinances. A local emergency means the duly-proclaimed existence of a disaster or of extreme peril to the safety of persons and property within the territorial limits of a city, county, or city and county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions (other than conditions resulting from a labor controversy) which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. Local proclamations may authorize additional emergency authorities for local officials in accordance with their local ordinance.

When local resources are overwhelmed, the City of Mission Viejo or City of Irvine will make an appeal to the County Operational Area. The county can proclaim a local area emergency that will include all jurisdictions. For specific actions local jurisdictions may take after a local emergency proclamation, see Attachment C, Emergency Proclamations.

3) *State of Emergency* A disaster may be of such magnitude that it requires extraordinary action by the state in order to protect the lives, property, and environment of its citizens. The Emergency Services Act allows the governor to proclaim a state of emergency:

“...when the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a “state of war emergency” which conditions, by reasons of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

For specific actions the governor may take after a state of emergency proclamation, see Attachment C, Emergency Proclamations.

4) *State of War Emergency* If a state of war emergency exists, all provisions associated with a state of emergency apply as stated above. All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the governor, as provided in the ESA.

A state of war emergency:

“exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.”

For specific state of war emergency actions, see Attachment C, Emergency Proclamations.

### **THE GOAL, OBJECTIVES, AND RESPONSIBILITIES OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT EMERGENCY ORGANIZATION**

The goal of the SOCCCD Emergency Organization is to provide effective coordination and management of emergency operations involving the college campuses or other district property. The following objectives support this goal:

- Ensure SEMS/NIMS is applied to emergency management throughout the district
- Establish and staff an augmented emergency communications system
- Request and coordinate mutual aid according to established procedures
- Respond to approved requests for resources and other support
- Maintain liaison with local, state, and federal government agencies and the private sector, ensuring that resources are available to support mutual aid
- Manage the movement, reception, and care of persons during an evacuation
- Restore essential services

The designation of responsibilities to SOCCCD Emergency Organization is intended to ensure coordinated emergency management support. The responsibilities are assigned in accordance with the general criteria listed below. Each college is responsible for planning, organizing, training, and other preparedness activities necessary for its campus to carry out assigned tasks.

- All essential emergency responsibilities as assigned.
- Emergency responsibilities assigned to colleges, or their respective departments, are generally compatible or related to their regular functions.
- Each primary task is assigned to one department (see Functional Matrix-Page 38).
- Support tasks are assigned to as many departments as appropriate.



- Colleges, or their respective departments, may be requested to provide support under specific emergency situations even if the support function is not assigned in this plan.

Summarized below are the responsibilities of the California Emergency Organization:

### **Local Jurisdictions**

Each local emergency organization fits into the California Emergency Organization in a systematic and organized manner as described in the SEMS Regulations. A prime objective in emergency operations is to provide local jurisdictions with the resources to meet their disaster needs and maintain continuity of government.

Government Code Section 8680.2 defines a local government agency as “any city, city and county, county, county office of education, community college district, school district, or special district.” Pursuant to Government Code 8680.2 SOCCCD is a local government agency within the SEMS organization. Accordingly, the SOCCCD chancellor may declare a local emergency pursuant to the California Emergency Plan. Such a declaration can be made when, in the chancellor’s opinion, there is an actual or threatened condition of disaster or extreme peril to persons or property on campus which cannot be met by ordinary campus administrative procedures and makes implementation of this plan necessary.

As a local government agency, SOCCCD operates in the Orange County Operational Area in a manner consistent with a local government agency in the areas of networking, planning, training and exercising, and reporting the operational status of the college.

Implementation of the SOCCCD Emergency Operations Plan puts into effect SOCCCD’s role in the California Emergency Plan and is the first step in coordinating disaster assistance with local jurisdictions. This includes providing and receiving mutual aid pursuant to the California Emergency Plan. As is the case with all public employees, in the event of a declared emergency all SOCCCD personnel are considered Disaster Service Workers (DSW) and may be given emergency assignments.

### **Cities and Counties**

Cities and counties typically have ordinances that establish their emergency organization and local disaster council, provide for the development of an emergency plan, establish responsibilities for emergency management operations, and specify the officials authorized to declare a local emergency. As part of emergency preparedness, many jurisdictions have adopted agreements to share critical skilled personnel and equipment. Local jurisdictions have conducted training for emergency response and taken advantage of training made available by a wide variety of agencies.

During the immediate threat of, or in actual disaster conditions, local authorities immediately put emergency response plans into operation and take actions required to cope with disaster situations. As conditions require, all immediately available and applicable local, state, and

federal resources will, in accordance with prior arrangements and as authorized by law, be committed to protect lives, property, and the environment.

As defined by statute and provided for in local ordinances, a local emergency will be proclaimed by local officials. Local EOCs will advise the OA EOC of this proclamation. The EOC will, in turn, advise the CalOES Regional Administrator through the CalOES Regional Duty Officer. Situation reports, including anticipated or actual mutual aid requirements, will follow this channel. Formal mutual aid requests will follow specified procedures through identified mutual aid coordinators.

Specific tasks for implementing local jurisdiction emergency management are included in Attachment D, Summary of Local Jurisdiction Responsibilities.

- City of Mission Viejo: The City of Mission Viejo will provide support and assistance as available to Saddleback College when requested.
- City of Irvine: The City of Irvine will provide support and assistance as available to Irvine Valley College when requested.

## **Operational Area**

Under SEMS, the Operations Area (OA) is an intermediate level of the state's emergency organization which encompasses the county and all political subdivisions located within the county, including special districts. The OA manages information, resources, and priorities among local governments within the OA. It serves as the coordination and communication link between the local government level and the regional level.

### County of Orange

The Orange County Operational Area consists of the county, 34 cities and all special districts, including school districts. There is a formal Joint Powers relationship between the county and the 34 incorporated municipalities in the county. The Operational Area staff coordinates among all of the public agencies within the county's boundaries and the California Emergency Management Agency (CalOES). The Operational Area is staffed by the county Office of Emergency Services (OES), which is located at the county Emergency Operations Center (EOC) on Loma Ridge. The Orange County EOC will be activated during a disaster response, when appropriate. They will coordinate resources at the Operational Area level and collect status reports and other information from agencies and facilities that have sustained damage. OES staff will coordinate and forward the information to CalOES, where it will be included in the justification for requesting federal assistance.

The County of Orange acts under emergency authority established by Orange County Emergency Services Ordinance 098-4, and under the authority provided to counties, cities, and special districts under the State of California Emergency Services Act (California Government Code 8550 et seq.) and Petris Bill SB 1841 Chapter 1069 (SEMS) — Amendments to the Government Code, Article 7, California Emergency Services Act.



## **State Agencies**

### **Emergency Responsibilities of CalOES**

CalOES is the lead state agency for all aspects of emergency management, including planning, response coordination, recovery coordination, mitigation efforts, and training. REOC/SOC staff is responsible for coordinating the state's emergency response to disasters, including provision of mutual aid and the allocation of essential supplies and resources.

CalOES is responsible for development of the State Emergency Plan. During emergency operations, it receives and disseminates emergency alerts and warnings. It coordinates and acts on mutual aid requests. It activates and operates the SOC and REOCs, and participates in the Disaster Field Office (DFO) activities. CalOES coordinates emergency response and recovery activities with the federal Regional Operation Center (ROC) and the Joint Information Center (JIC). In conjunction with the federal government, it directs and coordinates recovery programs to mitigate future disasters and to recover disaster costs.

The state emergency management staff, headed by the CalOES Director, or by the CalOES Director's designated representative (such as the SOC or REOC Director), is assisted by coordinators designated by state agencies.

### **Initial Response Actions**

When the CalOES State Operations Center and Regional EOC(s) are activated, the ten (10) items listed below constitute the initial response actions to be taken:

- 1) Establish formal activation time and initial staffing pattern for EOC.
- 2) Establish and maintain communications with other EOCs and Department Operations Centers (DOCs).
- 3) Deploy field representatives, as needed, to assess the situation.
- 4) Coordinate and deploy immediate assistance, as requested, through mutual aid.
- 5) Establish/confirm air and ground routes into affected area.
- 6) Determine need for staging areas, mobilization centers, and disaster support areas, and coordinate their establishment.
- 7) Provide/deploy technical assistance to supported elements, as needed.
- 8) Mobilize and stage key resources required to address the potential threat.
- 9) Determine the operational periods and develop action plans for those periods, adjusting the time frame as necessary.
- 10) Monitor and prioritize scarce resources as the situation dictates.

### Other State Agency Emergency Responsibilities

The ESA requires that state agencies carry out activities assigned by the governor. They cooperate with each other, CalOES, and other political subdivisions to prepare for, respond to, and mitigate the effects of an emergency. Agency plans must be consistent with the provisions of the administrative orders and the statutory authorities of the individual agency. These plans are reviewed and approved by CalOES. Part Three of the California plan lists planning documents such as Administrative Orders and Standby Orders.

Administrative orders, prepared under the authority of the Governor's Executive Order W-9-91, expand upon and consolidate emergency assignments of state agencies. Additional state agency assignments may be indicated within Standby Orders from the governor. Each agency maintains its own emergency plans and procedures, in accordance with SEMS, to accomplish assigned emergency management tasks. Agency plans may delegate authority and assign responsibilities to divisions, bureaus, field offices, or other components of the agency.

State agencies must ensure that all personnel assigned specific responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities. Agencies of state government retain operational control of their personnel and equipment when tasked to support other state agencies or local jurisdictions.

State agencies may use the CalOES ten initial response actions listed on page 19, the State Agency Disaster Response Planning Guidelines, and the generic State Agency Checklist (Part Two Checklist), for basic actions to consider and implement before, during, and after an emergency.

### SOCCCD Responsibilities

Pursuant to the State Emergency Plan, Section 14.26, and in coordination with the Board of Governors for the California Community Colleges, SOCCCD may be required to provide the following services or resources following a declaration of emergency by the governor.

- **Hazardous Materials:** Dispense hazardous materials preparedness materials to districts and colleges and promote the use of science instructors to assist in hazardous materials emergencies.
- **Care and Shelter:** Organize education/college facilities related to Emergency Medical Services and Emergency Welfare Services.
- **Public Health and Medical:** Coordinate education/college facilities to support emergency medical services and emergency welfare services. Direct districts and colleges to utilize facilities, transportation options, miscellaneous supplies and equipment during emergency and support emergency medical services and emergency welfare services.
- **Public Information:** Supports CalOES Public Information Office in providing information and instructions and coordinates with the education community to conduct exercise activities.



- **Resources:** Provide emergency teams, facilities planners and Information Technology (IT) personnel throughout a response, foreign language instructors to assist and facilities planners and IT personnel for the period of recovery.

## **Federal Government**

By executive order, the president has assigned emergency preparedness and operating responsibilities to certain federal agencies. Overall responsibility is assigned to the Federal Emergency Management Agency (FEMA). Other federal agency assignments are based on their regular functions and capabilities and are detailed in the Federal Response Plan (FRP). Federal emergency management includes the administration of natural disaster relief programs, technological emergencies, and other incidents requiring federal assistance.

Initial requests for federal assistance will be made to and coordinated with the Federal Emergency Management Agency Regional Operations Center (FEMA Region IX ROC) by the CalOES SOC, unless other more specific procedures are agreed upon and contained in mutually approved contingency plans.

Federal agency responsibilities are listed in the Federal Response Plan matrix.

## **Volunteer Agencies and Non-Governmental Organizations (NGOs)**

The American Red Cross (ARC) provides disaster relief to individuals and families, and emergency mass care in coordination with government and private agencies. It receives its authority from a congressional charter that cannot be changed by state or local emergency plans and procedures. In providing their services, the ARC will not duplicate the programs of other public or private welfare agencies, nor will it assume financial responsibility for their actions.

# **ADMINISTRATIVE PRACTICES**

## **GENERAL DISCUSSION**

Adherence to standard administrative and finance procedures is critical because they support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs. It is essential that all financial management officials involved in record keeping have access to the basic documents which govern Damage Survey Reports (DSRs). The "Subgrantee Disaster Assistance Resource Manual, Disaster Assistance Division/CalOES" describes the use of specialized time reporting documents, reports, travel claims, purchase orders, and Plans, and Supporting Documents.)

Records maintenance continues throughout the cycle of an emergency:

- **Prior to the Disaster:**  
Training and appropriate forms are to be provided, including procedures for all units of the response organization.
- **During the Disaster Response:**  
Care should be taken to ensure that adequate documentation is collected for activities of personnel, use of equipment, and expenditures for the incident.
- **After the Disaster Response:**  
Records must be protected and maintained for audit purposes and potential court actions. It is essential that a single unit be responsible for cost recovery records and that all managers assist in collecting any missing information. Problem areas should be identified, corrective measures taken, and employees retrained in proper procedures.

## **SPECIFIC PRACTICES**

### Mutual Aid

Under the terms of the Master Mutual Aid Agreement, Mutual Aid emergency response is provided at no cost to a requesting jurisdiction. *Mutual Aid* Under specific conditions, federal and state moneys may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility.

### “Lowest Level” Principle

It is the policy of the state that contracts for emergency response needs and disaster repair and restoration be entered into by the lowest level of government possible. Therefore, a local government should enter into a contract before a county, and counties should enter into contracts before the state or state agencies. Local entities bear the cost and may be reimbursed if funds are made available.

### State Agency Funding

State agencies may be directed by the governor to incur costs and expend funds from their normal operating budget for disaster assignments. Because of the need to respond to emergency situations immediately, there may be times when it is difficult to secure advance approval for expenditures from the Department of Finance (DOF). For this reason, DOF, under the authority of the California Government Code, §13078, and Executive Order W-9-91, has given standing authority to the Secretary of CalOES to direct any agency to utilize and employ state personnel, property, equipment, and appropriations to prevent or alleviate actual or threatened damage due to an emergency, without prior approval. The cost of such urgency actions by state agencies may not exceed \$25,000 for each emergency incident directed by CalOES. For expenditures above this level, DOF approval is required.

### Reimbursement



The California Government Code, §8649, provides that for any state department using its personnel, property, equipment, or appropriation for declared emergencies where the agency's funds are subject to constitutional restrictions, the state department may be reimbursed and the original expenditure considered a temporary loan to the General Fund. It is the state's policy to recover eligible state agency disaster costs from available federal assistance programs. It is each state agency's responsibility to maintain its own records, prepare its own applications for disaster assistance funds, and prepare requests to the Legislature to recoup funds spent on disaster activities.

#### DOF Assistance

The State Administrative Manual (SAM) provides that, subject to approval by DOF, any state agency may use its personnel, property, equipment, and appropriations in emergencies proclaimed by the Governor. In the event a department is unable to absorb all the costs associated with an emergency response, it should request assistance from DOF.

The DOF staff will give immediate attention to the anticipated funding deficiency and provide guidance to the department projecting the shortage. DOF will evaluate and make decisions on each request for supplemental funding on an individual basis.

#### Damage Survey Reports (DSRs)

Time frames for processing public assistance applications and completing DSRs can vary considerably, given the complexities and difficulty of any given project. The Public Assistance Applicant Packet for State Agencies, Local Government, and Special Districts provides a flowchart titled "Public Assistance Overview," which illustrates the process from a major disaster declaration to final inspection, and payment of retained funds. It is critical to submit complete and accurate information in the application to make timely progress toward project approval.

## **TRAINING AND EQUIPMENT**

### **TRAINING**

The main objective of SOCCCD is efficient and timely response during emergencies. A good plan is a first step toward that objective. However, planning alone will not guarantee preparedness; training is essential to make emergency operations personnel ready to respond effectively. This plan includes provisions for training.

#### Elements of the Training Program

1) NIMS/SEMS Training: The first element of the program is required training in state and federal mandates for emergency management personnel. The Standardized Emergency Management System (SEMS) administered by California Office of Emergency Services (CalOES) and the National Incident Management System (NIMS) administered by the federal



office of Homeland Security (HS), both establish emergency management laws, policies and procedures for government officials and emergency management personnel.

2) **Simulation Exercises:** The second element of this training program will include emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities and systems used in emergency situations. These exercises are carried-out in several forms.

- *Orientation Seminars* are used to introduce or refresh participants to planning and procedures. They may involve lectures, panel discussions, media presentations or case studies. Such exercises can involve all levels of campus personnel, particularly support service groups.
- *Tabletop Exercises* will provide a convenient and low-cost method of introducing officials to scenario-related problem situations for discussions and problem solving. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- *Functional Exercises* will be utilized to simulate actual emergencies. They will involve the complete emergency management staff and are designed not only to exercise procedures, but also to test the readiness of personnel, communications and facilities. Such exercises will be conducted at the EOC level.
- *Full Scale Exercises* are the most complex type of exercise, and the ultimate goal of the training program. This is a full performance exercise that adds a field component that interacts with the EOC through simulated messages. These exercises test the planning process, the deployment of resources and the operations of field personnel.

## **EMERGENCY EQUIPMENT**

Extraordinary emergencies, such as a major earthquake with a local or regional impact, could require sustained emergency management operations for up to five days without outside assistance.

The needs of the district, in a sustained emergency situation, require that necessary equipment be in place and in operational order. Designated campus personnel should have procurement cards for use to purchase emergency equipment and supplies. Memorandums of understanding or contracts should be put in place with local vendors to provide access to additional resources if needed. These MOU's and contracts, to the extent possible, should be prepared in coordination with the campus Emergency Management Coordinator.

The Basic Campus Equipment List of items currently stored on each campus is in the Supporting Documents.

## **PLAN DEVELOPMENT AND MAINTENANCE**

This emergency operations plan was developed under the authority conveyed to the chancellor by SOCCCD and the California Community Colleges. The document is synchronized with the campuses, local government, state agencies and the California Community Colleges. This plan has been reviewed and recommended to the chancellor for approval by the SOCCCD Business

Continuity Planning Committee. The plan will be maintained by the District Emergency Management Coordinator, and changes or revisions will be published as warranted.

### **AUTHORITIES AND REFERENCES**

California Emergency Services Act  
Natural Disaster Assistance Act  
California Code of Regulations, Title 19  
Governor's Executive Order W-9-91\*  
California Disaster and Civil Defense Master Mutual Aid Agreement  
State of Emergency Orders and Regulations (Made in advance of a State of Emergency -- Standby Orders)  
State of War Emergency Orders and Regulations (Made in advance of a State of War Emergency-- Standby Orders)  
Robert T. Stafford Disaster Relief and Emergency Assistance Act (as amended)  
The Federal-State Agreement  
Title 44 Code of Federal Regulations

Other related authorities are contained in Part Three of this plan.

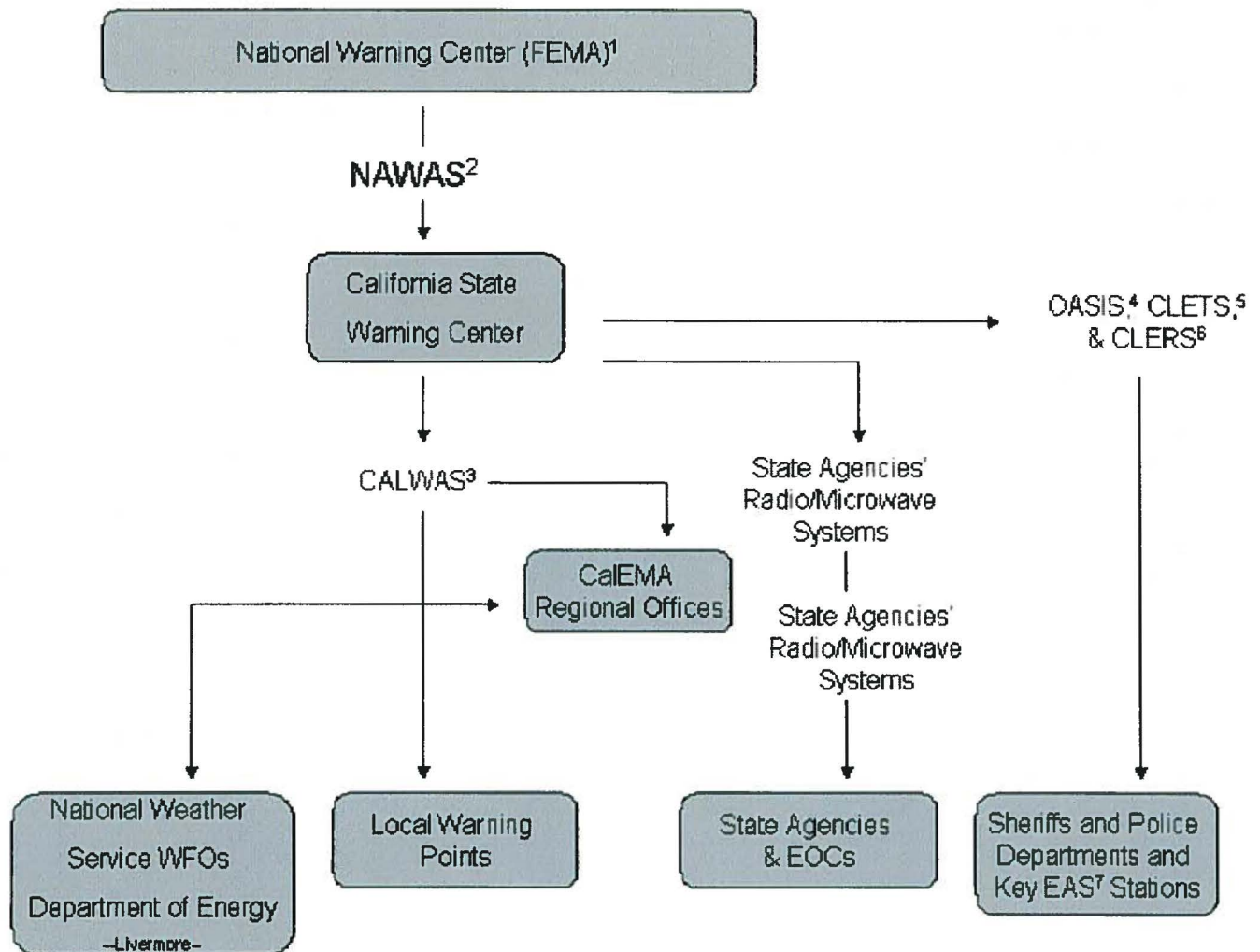
\*The Governor's Order directs the secretary of CalOES to prepare the State of California's Emergency Plan and to coordinate the activities of all state agencies during the preparedness and response phases of emergencies. The Executive Order also directs state government organizations to submit agency emergency plans and procedures to the secretary of CalOES for review and approval prior to publication, provide personnel emergency training, define lines of succession, and ensure effective use of resources during response and recovery.

## **Part IB**

### **ATTACHMENTS: ADMINISTRATIVE FUNCTIONS AND OPERATIONS**



**PART IB Attachment A**  
**CALIFORNIA WARNING SYSTEM (NAWAS)**



<sup>1</sup>Federal Emergency Management Agency

<sup>4</sup> Operational Areas Satellite Information System

<sup>6</sup> California Law Enforcement Radio System

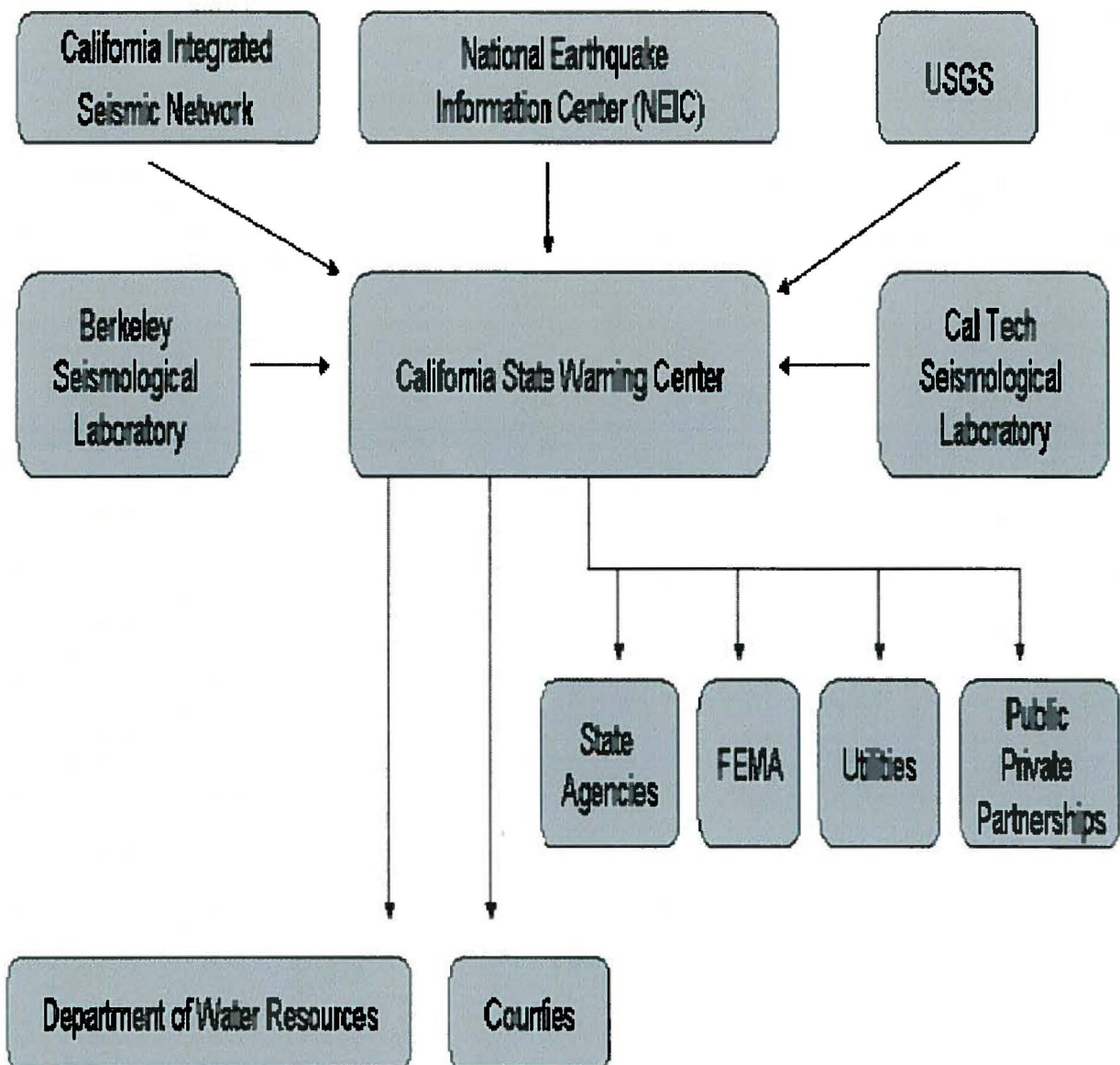
<sup>2</sup>National Warning System

<sup>5</sup> California Law Enforcement Teletype System

<sup>7</sup> Emergency Alert System

<sup>3</sup>California Warning System

## PART IB Attachment B EARTHQUAKE WARNING SYSTEM



**PART IB Attachment C  
EMERGENCY PROCLAMATION:  
LOCAL EMERGENCY**



<b>WHO PROCLAIMS*</b>	<b>BASED ON WHAT CRITERIA</b>
Governing body of a county, city and county, or city or by an official so designated by ordinance adopted by the governing body	Existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a city, city and county, or county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.
<b>WHO PERFORMS*</b>	<b>SOME KEY ACTIVITIES AFTER PROCLAMATION</b>
City, city and county, or county	• Request the governor to proclaim a state of emergency.
	• Promulgate or suspend local orders and regulations as necessary to provide for the protection of life and property including issuing orders or regulations imposing a curfew within designated boundaries.
	• Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
	• Request state agencies to provide mutual aid.
	• Require emergency services of any local official or employee.
	• Requisition necessary personnel and materials from any local department or agency.
	• Obtain vital supplies and equipment, and if required, immediately commandeer these for public use.
	• Impose penalties for violation of lawful orders.
	• Conduct operations under emergency conditions with broadened immunities from legal liability for performance or failure of performance.
	• Review declarations of local emergency every 14 days (or every 21 days if the board/council does not meet at least weekly) in accordance with Emergency Services Act, Section 8630.

\* For further details regarding the activities, authorities, and responsibilities for disaster declarations refer to the California Emergency Services Act.

**PART IB Attachment D**  
**SUMMARY OF LOCAL JURISDICTION RESPONSIBILITIES**

PREPAREDNESS	RESPONSE/RECOVERY-MUTUAL AID	HAZARD MITIGATION (in coordination with the GAR*)
<ul style="list-style-type: none"> <li>• Identify all hazards that may pose a major threat to the jurisdiction.</li> <li>• Develop and maintain up-to-date emergency plans consistent with the State Emergency Plan and the California Master Mutual Aid Agreement.</li> <li>• Develop maps of jurisdiction showing areas subject to disasters.</li> <li>• Develop plans for meeting all conditions which could constitute a local emergency.</li> <li>• Develop standard forms available for use in requesting the Governor to proclaim a State of Emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide state OES with estimates of the severity and extent of damage resulting from a disaster, including dollar values of both public and private sustained as well as estimates of resource costs required to alleviate the situation.</li> <li>• Dispatch situation reports to the operational area coordinator and OES mutual aid region as the emergency situation develops and changes.</li> <li>• Identify multipurpose staging areas for support of recovery activities.</li> <li>• Maintain liaison with the OES mutual aid region and neighboring jurisdictions.</li> <li>• Request assistance from neighboring jurisdictions and the operational area.</li> <li>• Respond to emergency regulations issued by the Governor.</li> <li>• Respond to mutual aid requests.</li> <li>• Use resources received from neighboring jurisdictions and from state, federal, and private agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain concurrence for the findings and recommendations of the joint survey, then follow up on those to ensure that timely and adequate local and state hazard mitigation actions are taken.</li> <li>• Provide technical assistance to eligible applicants for accomplishing state-approved hazard mitigation actions.</li> <li>• Arrange for state inspection to verify compliance with approved hazard mitigation measures.</li> <li>• Accomplish hazard mitigation planning in accordance with federal/state agreement.</li> <li>• Submit a final report of compliance with state and local hazard mitigation requirements to the FEMA Regional Director for review and acceptance.</li> </ul>

\*Governor's Authorized Representative



## PART IB Attachment E CALIFORNIA MUTUAL AID SYSTEM

### INTRODUCTION

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but may give and receive assistance. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

To facilitate the coordination and flow of mutual aid, the state has been divided into six California Office of Emergency Services (CalOES) Mutual Aid Regions (see map on page 6). Through this mutual aid system, CalOES can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department or from a local government entity that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent a situation from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, fire coordinators and law enforcement coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state (CalOES) level. It is expected that during a catastrophic event, such as an earthquake, coordinators will be assigned at all levels for other essential services (e.g., medical, care and shelter, rescue, etc.).

### RESPONSIBILITIES AT OPERATIONAL LEVELS

#### Campuses

The campus is responsible for:

- Developing and maintaining current emergency planning that is compatible with the California Emergency Plan and the California Master Mutual Aid Agreement, which includes provisions for applying campus resources to meet the emergency requirements of the campus or its neighbors and coordinating such planning with those of neighboring jurisdictions. Periodic training and testing of planning are required.
- Identifying staging areas to provide rally points for incoming mutual aid.
- Responding to requests for mutual aid.
- Dispatching situation reports through established channels as the emergency situation



develops and as changes in the emergency situation dictate.

- Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
- Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
- Carrying out emergency regulations issued by the governor.

#### Local Jurisdictions (SOCCCD)

Local jurisdictions are responsible for:

- Developing and maintaining current emergency planning that is compatible with the California Emergency Plan and the California Master Mutual Aid Agreement and are designed to assist the campuses in meeting the emergency requirements of the immediate community or its neighbors and in coordinating such planning with those of neighboring jurisdictions to ensure mutual compatibility.
- Identifying Multipurpose Staging Areas, in coordination with the colleges, to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.
- Responding to requests for mutual aid.
- Dispatching situation reports to the appropriate Operational Area Coordinator and/or CalOES Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.
- Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
- Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
- Carrying out emergency regulations issued by the governor.

#### Operational Area

Coordinators at the Operational Area level are responsible for:

- Coordinating intra-county mutual aid.
- Maintaining liaison with the appropriate CalOES Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
- Identifying Multipurpose Staging Areas to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
- Channeling local mutual aid requests that cannot be satisfied from within the county to the appropriate CalOES Mutual Aid Region Coordinator.
- Dispatching reports to the appropriate CalOES Mutual Aid Region Coordinator as the emergency situation develops and as changes in the emergency situation dictate.

- Receiving and employing resources provided by other counties and by state, federal, and private agencies.
- Carrying out emergency regulations issued by the governor.

#### CalOES Mutual Aid Region

Coordinators at the CalOES Mutual Aid Region level are responsible for:

- Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the region.
- Providing planning, guidance and assistance to local jurisdictions.
- Responding to mutual aid requests submitted by local jurisdictions and/or Operational Area Coordinators.
- Receiving, evaluating, and disseminating information on emergency operations.
- Providing the secretary, CalOES, with situation reports and, as appropriate, recommending courses of action.

#### State Office of Emergency Services

- Performs executive functions assigned by the governor.
- Coordinates the extraordinary emergency activities of all state agencies.
- Receives, evaluates, and disseminates information on emergency operations.
- Prepares emergency proclamations and orders for the governor and disseminates to all concerned.
- Receives, processes, evaluates, and acts on requests for mutual aid.
- Coordinates the application of state mutual aid resources and services.
- Receives, processes, and transmits requests for federal assistance.
- Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- Maintains liaison with appropriate state, federal, and private agencies.
- Coordinates emergency operations with bordering states.

#### Other State Agencies

Provide mutual aid assistance to local jurisdictions commensurate with capabilities and available resources.

#### **POLICIES AND PROCEDURES**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the

appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:

- Subject to state or federal control
- Subject to military control
- Located outside the requesting jurisdiction
- Allocated on a priority basis
- Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.
- Requests for and coordination of mutual aid support normally will be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to state). Requests should include, as applicable:
  - Number of personnel needed
  - Type and amount of equipment
  - Reporting time and location
  - Authority to whom they are to report
  - Access routes
  - Estimated duration of operations

## REFERENCES

Mutual aid assistance may be provided under one or more of the following:

- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreement
- Federal Disaster Relief Act of 1974



## Part IIA

### DISASTER OPERATIONS: RESPONSE AND RECOVERY

#### SOCCCD RESPONSE AND RECOVERY ACTIVITIES

##### EMERGENCY MANAGEMENT ORGANIZATION

This section specifies the responsibilities and tasks assigned to the SOCCCD Emergency Management Organization to ensure effective management of emergency operations. It provides information about the SOCCCD emergency management structure, activation of emergency response and recovery procedures, and Emergency Operations Center (EOC) data.

##### THE INCIDENT COMMAND SYSTEM

In order for all public service sectors to use the same terminology, the emergency management organization is arranged by functional responsibility. These responsibilities are grouped according to the Incident Command System (ICS) format to show the various duties and reporting relationships in each different ICS section. The functions are divided into five sections: Command/Management, Operations, Logistics, Planning/ Intelligence, and Finance/Administration. The personnel within the sections report to a Section Coordinator, which facilitates efficient response and establishes a single point of contact for each task. The following pages will provide descriptions and duties of each function within each of the ICS sections as well as checklists to help direct the actions of responders in the EOC.

The branches of the emergency organization are multi-disciplined; organized and structured according to the SEMS (Standardized Emergency Management System) organization; and relate to the Emergency Service Functions of the Federal Response Plan (FRP). Lead and support departments are identified in the matrix referenced in this part. **Additional assignments may be made as necessary to carry out response and recovery activities.**

SOCCCD will have overall responsibility for:

- Organizing, staffing, and operating the SOCCCD EOC
- Supporting communications and warning systems
- Providing information and guidance to each campus community
- Monitoring information on the status of resources, services, and operations
- Monitoring overall operations
- Providing or obtaining support for each campus

- Analyzing hazards and recommending appropriate countermeasures
- Collecting, evaluating, and disseminating damage assessment and other essential information in support of the campuses
- Providing status and other reports to the Operational Area EOC (if activated)

#### **COMMAND STRUCTURE**

As required by the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), SOCCCD's response operations will be managed and directed by SOCCCD personnel using the Incident Command System (ICS). During the course of an incident or an emergency, the first responder will initially act as the EOC Director, and the level of response may be escalated based on the judgment of the EOC Director at the time. The first responder, subsequent line of personnel, and the SOCCCD Emergency Response Teams are expected, and fully empowered, to act as the EOC Director(s) and direct all response activities until termination of the emergency or until relieved by a person of higher authority.

SOCCCD's overall response to an emergency will be coordinated among District Services and the colleges. The college EOC Director will manage the response from the affected college, along with the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and the Finance/Administration Section Chief.

During the assessment period, emergency response, and recovery phase, all appropriate SOCCCD staff will be under the direction of the SOCCCD EOC Director. This transfer of responsibilities is critical in order to ensure that all actions will be properly organized and coordinated. Key EOC Director responsibilities include:

- Evaluating the risk potential
- Determining source and possible effect
- Delegating responsibility and authority
- Assessing priorities in terms of allocating manpower, materials, and equipment
- Mobilizing and managing proper response effort, both internal and external
- Establishing communications with management

The SOCCCD EOC Director will be assisted by the EOC and/or Business Continuity Planning Committee Team.

#### **UNIFIED COMMAND**

One of the key reasons for using a standardized ICS approach is the ability to adapt the emergency response to the particular event. Standardized ICS provides an organized platform for readily and rapidly integrating other emergency response organizations that also use a

standardized ICS, e.g., SOCCCD or county emergency response organizations and private industry mutual aid companies.

Following the arrival of multiple Public Safety Services, and at the discretion of the EOC Director, a Unified Command ICS structure may be established. For a Unified Command structure, key like-positions of both emergency support teams are paired and decisions are typically made jointly; however, the site appropriate EOC Director retains ultimate authority for his/her SOCCCD site. These authorities apply to command and control issues, as well as location of the Incident Command Post. If a Unified Command is established, EOC Directors should be co-located to facilitate Unified Command communication.

### **AREA COMMAND**

According to NIMS, an Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations. An agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is established either to oversee the management of multiple incidents that are being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time (e.g., bioterrorism event). An Area Command oversees management of the incident, while an EOC coordinates support functions and provides resources support. Because tactical operations are determined on-scene, the Area Command does not include an Operations Section in the Incident Command. Area Command responsibilities include: 1) set overall incident related priorities, 2) allocate critical resources, 3) ensure incidents are properly managed, 4) ensure incident management priorities are met and do not conflict, 5) identify critical resource needs and report them to the EOC, and 6) ensure short-term recovery is coordinated. Area Command can be established at any of the SOCCCD sites. An example of where an Area Command could be used is in the situation involving a biohazard or pandemic outbreak.



## FUNCTIONAL MATRIX: EMERGENCY RESPONSE ROLES OF SOCCCD UNITS

RESPONSIBILITIES UNDER INCIDENT COMMAND SYSTEM																										
	MANAGEMENT					PLANS				OPERATIONS *SOCCCD PROVIDES SUPPORT								LOGISTICS				FINANCE				
	POLICY / EOC EXECUTIVE	EOC DIRECTOR	PUBLIC INFORMATION	SAFETY	LIABISON	SITUATION ANALYSIS	DOCUMENTATION	MESSAGING CENTER / WEBEOC	DISPATCH PROCESSES	ALERT & WARNING	LAW ENFORCEMENT / TRAFFIC	HAZMAT / SEARCH & RESCUE	DISASTER MEDICAL	PUBLIC HEALTH	CORONER	CARE & SHELTER	MOVEMENT	EMERGENCY COMMUNICATIONS	CONSTRUCTION / ENGINEERING	INFORMATION TECHNOLOGY	UTILITIES	TRANSPORTATION	PERSONNEL / VOLUNTEERS	FINANCIAL SERVICES	SUPPLY / PROCUREMENT	TIME KEEPING / CLAIMS
SOCCCD OFFICES																										
Chancellor	P																									
VC Technology		P			P																					
Public Affairs			P					P	P	P																
Facilities Planning											S	S					S		S		P	S			S	
Risk Management				P								S	S	S	S	S							S			P
Purchasing																S									P	
Information Technology						P	P	S	S	S								S		P						
Fiscal Services																								P		P
Human Resources																S							P			S
Public Safety																										
Technical Staff						S																				
Outside Mutual Aid												P	P													

Keys terms are defined as follows:

**Primary (P):** Responsible for the overall management or coordination of a particular function.

**Support (S):** Responsible for providing support to a particular function.

## **SOCCCD RESPONSE AND RECOVERY ACTIVITIES**

### **RESPONSE ACTIVITIES**

Management  
Liaison  
Public Information  
Safety

#### **Planning/Intelligence**

Situation Status & Analysis  
Documentation  
Mobilization/Demobilization  
Advance Planning  
Technical Specialists

#### **Operations**

Law Enforcement  
Fire and Rescue  
Communications  
Health Services  
Care and Shelter  
Construction and Engineering  
Utilities  
Hazardous Materials

#### **Logistics**

Information Systems and Communication  
Transportation  
Personnel  
Procurement  
Facilities Coordination  
Resource Tracking

#### **Finance/Administration**

Time Reports  
Compensation and Claims  
Cost Accounting  
Damage Survey Report Record-Keeping  
Procurement

### **RECOVERY ACTIVITIES**

Management  
Government Liaison  
Public Information  
Safety

#### **Planning/Intelligence**

Situation Status & Analysis  
Documentation  
Mobilization/Demobilization  
Advance Planning  
Action Planning

#### **Operations**

Access Control and Property Security  
Individual Assistance  
Communications  
Public Health  
Long Term Shelter Operations  
Damage Assessment  
Utility Restoration  
Hazardous Materials  
Hazard Mitigation

#### **Logistics**

Information Systems and Communications  
Staffing Services  
Procurement  
Facilities Coordination  
Resource Tracking

#### **Finance/Administration**

Time Reports  
Compensation and Claims  
Cost Accounting  
Damage Survey Report Record-Keeping  
Procurement

## **SOCCCD EMERGENCY MANAGEMENT RESPONSIBILITIES**

This section provides a synopsis of the emergency management responsibilities.

### **POLICY GROUP**

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the chancellor and the executive committee. The vice chancellor of technology and learning services, acting in the role of EOC Director, advises the chancellor as to the extent of an emergency. The chancellor, in the capacity of Emergency Operations Executive (EOE), directs the development and preparation, including policies and procedures, of the Emergency Operations Plan to ensure readiness. The EOE will advise the Policy Group of the need to establish goals and objectives for SOCCCD operations for the duration of the recovery period. Examples include (1) when to close or reopen campuses for classes, (2) emergency budgetary policy, and (3) how to proceed with rebuilding.

### **COMMAND STAFF**

The Command Staff is responsible for overall emergency policy implementation and coordination. The SOCCCD Command Staff should carryout their activities in coordination and support of with the affected campus or campuses. The Command Staff includes the EOE, EOC Director, and the following positions:

*Public Information Officer* The Public Information Officer is responsible for developing and releasing information about emergency operations to the news media, to personnel involved in the operation, and other appropriate agencies and organizations in coordination with the affected campus(es). Additional support may be drawn from other local and state agencies, volunteers, or participants in the Public Information Officer Mutual Aid Program.

*Safety Officer* The Safety Officer develops and recommends measures for assuring personnel safety, assessing and/or anticipating hazardous and unsafe situations, and taking corrective measures. This position also ensures that staff receives stress management services.

*Liaison Officer* The Liaison Officer ensures staffs representing other agencies receive a preliminary briefing on the current emergency operations and are assigned to the appropriate functions within the EOC.

### **GENERAL STAFF**

The General Staff is responsible for the functional operations in response to an emergency. The SOCCCD General Staff should carryout their activities in coordination with and in support of the affected campus or campuses. The General Staff includes the following responsibilities and staff positions:



**OPERATIONS SECTION** Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan. **This is a college function.**

The Operations Section is headed by a Section Chief and includes the following units.

*Operations Section Chief* Responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organizational staff in accordance with the Incident Action Plan, and directs its execution. The Operational Chief also requests and/or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to EOC Director.

*Fire and Rescue* Fire and Rescue monitors the status of fire mutual aid activities. This unit provides support to Urban Search and Rescue (USAR) efforts and other technical rescues occurring in the urban environment. It provides non-fire support, as needed, to other branches.

*Law Enforcement* Law Enforcement performs functions in accordance with the Law Enforcement Mutual Aid Plan. This unit coordinates and monitors law enforcement activities. It provides support to USAR efforts. It also provides law enforcement protection of district facilities and occupants; traffic supervision and control; physical security of EOC and policy group.

*Communications Center* Coordinates all aspects of radio communications. SOCCCD will monitor emergency communications via 800 MHz and 400UHF radio, and WebEOC.

*Disaster Medical* Disaster Medical coordinates 'first responder' medical response and operations, and provides emergency medical treatment at a facility or triage center. Provides crisis counseling services for disaster victims and mass care workers. SOCCCD personnel will focus primarily on public health issues.

*Care and Shelter* Care and Shelter is responsible for mass care and shelter of persons displaced by a disaster, the set-up and maintenance of mass care facilities, and coordination of feeding operations. SOCCCD will assist in identifying on campus sheltering resources, and subsistence if needed.

*Construction and Engineering* Construction and Engineering provides construction and engineering resources during a disaster. It provides initial and rapid damage survey of roadways, assists with debris removal, inspects and reports damage to buildings and elevators and provides traffic control, traffic diversion, and alternate route identification. It may also be asked to assist with security and access control to damaged systems. SOCCCD Facilities Planning may be asked to assist with this task and lead recovery efforts.

*Utilities* Utilities coordinates shut-off or safe operation of utilities in coordination with service providers. SOCCCD may coordinate district mutual aid between campuses and sites.

*Hazardous Materials* Hazardous Materials monitors hazardous materials (hazmat) incidents. This unit assists with the coordination of resources for response to hazmat and radiological incidents. This may be a priority for SOCCCD Risk Management.

**PLANNING/INTELLIGENCE SECTION** The Planning/Intelligence Section is responsible for collecting, evaluating, and disseminating information; developing the organizational level's

action plan in coordination with the other functions in coordination with the SOCCCD EOC; and maintaining documentation of the incident. The Planning/ Intelligence section is headed by a Section Chief and includes the following units.

*Planning/Intelligence Section Chief* Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to a) understand the current situation, b) predict probable course of incident events, and c) assist in preparing alternative strategies and control operations for the incident.

*Situation Status and Analysis* Situation Status and Analysis prepares the situation report, maintains status information in WebEOC database (a computerized information system) and on status boards (electronic or manual), analyzes and verifies data, and prepares the Action Plan and operations.

*Mobilization/Demobilization* Mobilization/Demobilization works with Operations and Logistics to help plan the mobilization of personnel, equipment, and facilities. It also prepares the demobilization plan and monitors its execution.

*Advance Planning* Advance Planning identifies situations that may impact emergency operations beyond the current operational period. The liaison to recovery activities is established in this unit.

**LOGISTICS SECTION** The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of an emergency. The Logistics section is headed by a Section Chief. Logistics includes the following units.

*Logistics Section Chief* Responsible for providing facilities, services and material in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates, and supervises the elements within the Logistics Section. SOCCCD may be required to identify support elements from other units within the District to assist.

*Information Systems and Communications* Information Systems and Communications Unit coordinates all aspects of telecommunications including computer systems, telephones, fax, and satellite communications. SOCCCD provides support for this responsibility.

*Transportation* Transportation Unit coordinates all aspects of transportation in support of emergency operations. SOCCCD Transportation Services may be requested to support campus needs.

*Personnel and Volunteers* Personnel and Volunteers Unit coordinates the acquisition of staff, develops staffing patterns and shift assignments, and ensures that personnel are provided to support emergency operations. SOCCCD provides support for this responsibility.

*Facilities Coordination* Facilities Coordination Unit develops facilities plans such as mobilization centers, disaster support areas or staging areas, shelters, and campus evacuation points. It oversees set-up and installation of utilities, communications, and office equipment, and ensures facilities maintenance. SOCCCD will support campus operations.

*Resource Tracking* Resource Tracking is responsible for tracking the status of resources. This unit coordinates with discipline-specific mutual aid sub-systems regarding mutual aid tracking. SOCCCD provides support for this responsibility.



**FINANCE/ADMINISTRATION SECTION** The Finance/Administration Section is responsible for financial activities and administrative aspects not assigned to the other functions. SOCCCD will play a significant role with providing fiscal support to a campus or campuses. The Finance/Administration section is headed by a Section Chief and includes the following units.

*Finance Section Chief* Responsible for all financial and cost analysis aspects of the incident, and for supervising the elements in the Finance Section.

*Time Reports Unit* Time Reports ensure employees maintain and submit complete and accurate personnel time keeping records and costs associated with personnel. Time Reports also collect equipment time from operators. SOCCCD provides support for this responsibility.

*Procurement Unit* Procurement arranges for the purchase of supplies and equipment. Develops and manages contracts for services in support of emergency operations. This unit maintains a record of procured items, and tracks and coordinates delivery of supplies. SOCCCD provides support for this responsibility.

*Compensation and Claims Unit* Compensation and Claims manages worker's compensation and claims actions. SOCCCD provides support for this responsibility.

*Cost Accounting Unit* Cost Accounting maintains costs on response activities, including oversight for all state financial transactions. SOCCCD provides support for this responsibility.

*Damage Survey Report Unit* Damage Survey Report Record Keeping manages the DSR *Record Keeping* process throughout the response phase. This unit will work in coordination with SOCCCD Fiscal Services. SOCCCD provides support for this responsibility.

See 'SOCCCD Emergency Management Organization', Attachment A; and the listing of designees for the Emergency Operations Center staff.



### MINIMUM ACTIVATION REQUIREMENTS PER SEMS REGULATIONS

Notes: This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC that, in turn, triggers activation of the state level EOC.

### MINIMUM ACTIVATION REQUIREMENTS PER SEMS REGULATIONS

Shaded areas = not applicable to SEMS Levels	SEMS LEVELS:				
Situations identified in SEMS Regulations:	Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2407(a)(1)	Use ICS				
Local emergency proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local government EOC activated §2407(a)(1)	Use ICS	Use SEMS			
Local government activates EOC and requests operational area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an operational area proclaim a local emergency §2409(f)(2)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
County and one or more cities proclaim a local emergency §2409(f)(3)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests governor's state of emergency proclamation §2409(f)(4)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency for county or two or more cities §2409(f)(5)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Operational area requests resources from outside its boundaries** §2409(f)(6)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Operational area receives resource requests from outside its boundaries** §2409(f)(7)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
An operational area EOC is activated §2411(a)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency §2413(a)(2)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC

Notes: This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the state level EOC.

\* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

**\*\*** Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.

§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)

## **Part IIB**

### **ATTACHMENTS: ADMINISTRATIVE ROLES**

PART IIB Attachment A  
**SOCCCD EMERGENCY MANAGEMENT ORGANIZATION**

**ASSIGNMENT**

**DESIGNEE**

**Management**

Policy/Emergency Operations Executive  
EOC Director  
Public Information Officer  
Safety Officer  
Liaison Officer

Chancellor  
VP Technology & Learning Services  
District Director, Public Affairs & Marketing  
District Director, Risk Management  
SOCCCD Designee

**Operations Section Chief**

HazMat  
Disaster Health Services  
Care & Shelter  
Communications

District Director, Facilities Planning  
District Director, Risk Management  
Director, Risk Management  
Designee, Human Resources  
Designee, Technology Services

**Logistics Section Chief**

Construction/Engineering  
Supply  
Transportation  
Damage Assessment  
Telecommunications  
Personnel/Volunteers

District Director, Facilities Planning  
District Asst. Director, Facility Planning  
Designee, Purchasing  
Designee, Facilities Planning  
Designee, Facilities Planning  
Director, Information Technology Services  
Designee, Human Resources

**Planning Section Chief**

Situation Analysis  
Documentation  
Message Center/Display Processor

Designee, Technology Services  
Designee, Technology Services  
Designee, Public Affairs & Marketing  
Designee, Public Affairs & Marketing

**Finance Section Chief**

Cost Accounting  
Procurement  
Compensation and Claims

District Director, Fiscal Services  
Designee, Fiscal Services  
Designee, Fiscal Services  
Designee, Fiscal Services

These staff members will normally operate from the SOCCCD EOC, which is located in the District IT training room. The alternate EOC is Saddleback Police Department Mobile EOC. The alternate location would be used when the primary EOC is damaged, uninhabitable or better suited as a location from which to manage an emergency.



## **Part IIC**

### **CHECKLISTS: EOC MANAGEMENT**

## POLICY GROUP

(Page 1 of 2)

<b>Reports to:</b>	EOC Director/ Chancellor.	
<b>Location:</b>	<ul style="list-style-type: none"> <li>Maintains availability to EOC Director, Chancellor and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings.</li> <li>Upon request, may report to EOC for meetings, briefings, or other critical needs.</li> </ul>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>Serve as a strategic policy team for the SOCCCD EOC.</li> <li>Approve large funding expenditures and emergency capital projects, as needed to restore college facilities and maintain programs.</li> <li>Transition, as assigned, into the SOCCCD Recovery Team.</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>Assist Public Information Officer with communication strategy regarding protecting the college's image.</li> <li>Support the EOC Director by authorizing large expenditure of funds and/or allocation of resources for recovering the SOCCCD.</li> </ul>	
<b>Equipment &amp; Supplies:</b>	<ul style="list-style-type: none"> <li>Maintain SOCCCD &amp; personal phones, cell phones, e-mail accounts and e-mail enabled smart phone.</li> <li>Provide SOCCCD PD Emergency Management Program with up-to date telephone, cellular telephone, e-mail and e-mail enabled smart phone contact information.</li> <li>Electronic and or hard copy of SOCCCD Emergency Response Management Plan.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. Report, as requested by the EOC Director and/or the Chancellor to the SOCCCD's Emergency Operations Center or if request attend via conference call. Meet as a team to provide strategic leadership to the EOC Director.		
2. Confer with the EOC Director to identify and address issues which impact overall SOCCCD operations. Provide direction regarding such issues and establish emergency policy, as necessary, to support the emergency response and recovery operations.		
3. Provide direction, as needed, to the Public Information Officer in conveying a positive and responsible position of SOCCCD regarding disaster operations and impacts to SOCCCD programs.		
4. Support the Academic Coordinator/Critical Programs with communication to SOCCCD staff and others who work with SOCCCD regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible.		

**POLICY GROUP**

(Page 2 of 2)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
5. As damage assessment information becomes available, provide direction to the EOC Director regarding urgent capital projects for the restoration of buildings and facilities.	
6. Begin the strategic plan for recovery of SOCCCD programs and services.	
<i>DEACTIVATION/RECOVERY:</i>	
1. As appointed by the Chancellor and the EOC Director, transition to the Recovery Team	
2. Assist with information for the After-Action Report and recommendations for procedural changes.	



**CHANCELLOR'S CHECKLIST**  
(Page 1 of 2)

Location:	<ul style="list-style-type: none"> <li>• Maintains availability to EOC Director, and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings.</li> <li>• Upon request, may report to EOC for meetings, briefings, or other critical needs.</li> </ul>
Primary Responsibilities:	<ul style="list-style-type: none"> <li>• Proclaim SOCCCD emergencies.</li> <li>• If requested, serve as the official SOCCCD spokesperson.</li> <li>• Notify and inform key SOCCCD constituents and stakeholders.</li> <li>• Provide direction for the resumption of research and educational programs.</li> <li>• Appoint a team to manage the recovery process.</li> </ul>
Support Responsibilities:	<ul style="list-style-type: none"> <li>• Provide overall direction for policy issues.</li> <li>• Provide overall direction for the priorities in the recovery process.</li> </ul>
Equipment & Supplies:	<ul style="list-style-type: none"> <li>• Maintain SOCCCD &amp; personal phones, cell phones, e-mail accounts and e-mail enabled smartphone.</li> <li>• Provide Campus Police Emergency Management with up-to date telephone, cellular telephone, e-mail and e-mail enabled smart phone contact information.</li> <li>• Electronic and or hard copy of SOCCCD Emergency Operations Plan.</li> </ul>
PROCEDURES	
TIME/ DATE	
<b>EMERGENCY RESPONSE:</b>	
1. When notified of an emergency or crisis which impacts SOCCCD, contact the SOCCCD EOC Director and establish communication channels in order to maintain contact with and receive updates from the EOC.	
2. As requested by the EOC, declare a state of emergency for SOCCCD. Issue a brief statement explaining why SOCCCD is in an emergency. Inform key SOCCCD constituents and stakeholders about the emergency, as needed. If necessary, inform the impacted president of the status of SOCCCD.	
3. Provide support and direction to the EOC Policy Group regarding the interruption to research and academic programs. Provide support, as needed, regarding priorities and communicating messages to SOCCCD academic staff.	
4. Serve, if requested, as the official spokesperson for SOCCCD.	

### CHANCELLOR'S CHECKLIST

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY:</i>	
1. If it is a large scale emergency or disaster, which causes extensive damage or other losses to the SOCCCD, provide leadership in contacting key stakeholders, other universities, and/or any public or private resource which may be able to provide assistance for recovering critical research and academic programs.	
2. Provide support and direction to the recovery team and support the EOC Director in the development of the SOCCCD recovery plan.	
3. Request an After-Action Report of the emergency response from the EOC Director.	
4. Send acknowledgments to all agencies and services that supported SOCCCD during the emergency.	

(Page 2 of 2)

**EOC DIRECTOR'S CHECKLIST**  
(Page 1 of 5)

<b>Reports to:</b>	The EOC Director acts as the EOC Director for SOCCCD	
<b>Location:</b>	SOCCCD Emergency Operations Center (EOC)	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Activate and deactivate the Emergency Operations Plan.</li> <li>• Activate, direct and manage the EOC.</li> <li>• Activate and direct SOCCCD emergency response and recovery operations.</li> <li>• Determine strategic priorities.</li> <li>• Allocate resources.</li> <li>• Provide status reports to the City of Mission Viejo or Irvine, the County of Orange and the State of California.</li> <li>• Approve expenditure of emergency funds and the acquisition of resources to support the emergency response.</li> <li>• Coordinate operations with other agency EOCs.</li> <li>• Develop the After-Action Report for submittal to the chancellor.</li> <li>• Develop a transition plan (to normal operations).</li> <li>• Deactivate the EOC.</li> </ul>	
<b>Support Responsibilities:</b>	Support the Chancellor in notification.	
<b>Equipment &amp; Supplies:</b>	<ul style="list-style-type: none"> <li>• EOC to provide phone, internet access for e-mail, and basic office supplies.</li> <li>• Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. When aware of and informed of any emergency or pending emergency which may affect or impact SOCCCD properties, staff and/or operations, determine the appropriate level and extent of activation of the Emergency Operations Plan. Determine if the Emergency Operations Center (EOC) will be activated and to what extent. Contact the respective Police Communications Center to assist in the process of activating the EOC.		
2. If the EOC is activated, call to duty those positions and functions needed for the emergency response. If the potential for emergency response is great, it is better to overstaff initially than to try to later "catch up" to the needs of the situation.		
3. Activate the EOC Support Staff to set up the EOC facility.		



**EOC DIRECTOR'S CHECKLIST**  
(2 OF 5)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
<p>4. Obtain as much information as possible about the emergency. Meet with the Operations Team Leader and the Planning and Intelligence leader to identify the following:</p> <ul style="list-style-type: none"> <li>• <b>Primary event or cause of the emergency</b></li> <li>• <b>Status of operations</b></li> <li>• <b>Current overall situation at SOCCCD, including:</b> <ul style="list-style-type: none"> <li>• Power/utilities</li> <li>• Communications</li> <li>• Major damage to buildings and facilities</li> <li>• Status of research programs and lab animals</li> <li>• Status of SOCCCD staff and research departments</li> <li>• Status of SOCCCD academic programs and students</li> <li>• Status of childcare facilities</li> <li>• Status of residential housing</li> <li>• Other critical programs or activities at SOCCCD or the colleges</li> </ul> </li> </ul>	
<p>5. Identify Major Incidents and Operations (post the list and mark on the EOC map)</p>	
<p>6. Establish the Priorities for the SOCCCD emergency response, based on the following response criticality:</p> <ul style="list-style-type: none"> <li>• Life safety - protection of lives and care of the injured</li> <li>• Patient care</li> <li>• Animal care</li> <li>• Protection of critical research project operations (power dependent)</li> <li>• Protection of the environment and response workers</li> <li>• Protection of property from further damage</li> <li>• Containment of hazards - protection of college staff and the public</li> <li>• Protection of research and academic work-in-progress documentation and on-site files</li> <li>• Restoration of networks and information systems</li> </ul>	
<p>7. Develop the SOCCCD Incident Action Plan</p>	

## EOC DIRECTOR'S CHECKLIST

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PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
<p>8. Evaluate the action plan for the following:</p> <ul style="list-style-type: none"> <li>• Staffing requirements (exempt/non-exempt, commute problems)</li> <li>• Labor agreements and types of work</li> <li>• Weather conditions</li> <li>• Personnel support</li> <li>• Equipment and supplies</li> </ul>	
<p>9. Work with the Academic Coordinator to address the interruption of research programs and academic classes. Establish the protocol and procedures for stopping classes and other programs. Task the Public Information Officer position to ensure that a full communications program is implemented to inform students, staff, news media, and others who have an interest in SOCCCD programs.</p>	
<p>10. Task the Liaison position with notifying the following entities regarding the activation of the SOCCCD EOC and the status of operations:</p> <ul style="list-style-type: none"> <li>• City and County of Orange (will forward status reports to the State of California)</li> <li>• The college presidents (as needed)</li> <li>• Other affected agencies and organizations which have an interest in SOCCCD operations</li> </ul>	
<p>11. Based on the information and advice from the Planning and Intelligence Team Leader, determine the capability of SOCCCD resources to address the overall response. If SOCCCD is about to exhaust all SOCCCD resources, determine the best sources for additional resources: mutual assistance, temporary hires, or contracted services. Each alternative has benefits and disadvantages. Also each alternative, if used within the federal program guidelines, is eligible for cost reimbursement under the federal FEMA disaster assistance programs. If mutual aid is requested, determine the following:</p> <ul style="list-style-type: none"> <li>• Type of assistance needed</li> <li>• Location</li> <li>• Tasks and duties to be performed</li> <li>• College person who will coordinate</li> <li>• Food, water, sanitation and lodging resources available for support</li> </ul>	
<p>12. Work with the Resources and Logistics Team Leader to provide for the above, including supporting the EOC staff.</p>	

**EOC DIRECTOR'S CHECKLIST**  
(Page 4 of 5)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
13. Coordinate with the Finance Section Chief to account for all labor hours, accounting codes, and resource purchase documentation. Periodically obtain summary reports of expenses to date and/or cost estimates.	
14. Keep the Chancellor and other key staff informed of the action plan and situation status. Use the attached Status Report form or other format for providing updates. Provide updated reports to the City of Mission Viejo, City of Irvine and County of Orange every four hours or as requested.	
15. Assist Public Information Officer with news media releases and internal communications. Coordinate regarding the release of information with the SOCCCD offices, as appropriate.	
16. Hold periodic briefings (every 1/2 hour or as conditions change) in the EOC to keep all staff informed of operational status and response priorities.	
17. If this is an earthquake emergency, plan for the eventuality of aftershocks. Buildings and facilities will need to be rechecked after significant shaking.	
18. Provide and staff for 24-hour EOC operations, if needed.	
19. Begin the development of a transition plan to support recovery and resumption of normal operations.	
PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY:</i>	
1. Plan for the transfer of response operations to normal procedures. With the Chancellor, assign staff to the SOCCCD Recovery Team. Develop a transition and recovery plan which allows for the resumption of normal operations and business support in SOCCCD facilities. If these services are not available, plan for resuming critical programs at alternative locations. Include a communications plan for full implementation of the SOCCCD recovery plan.	
2. Plan for the deactivation of the EOC and release staff, as able. Ensure that all EOC documentation, logs, messages and files are maintained. Notify all SOCCCD staff, local jurisdictions and support services when the EOC will be closing.	
3. Continue to support on-going emergency operations with key EOC functions, as needed. Allow staff to work from their own offices when buildings are operational and emergency conditions calling for immediate action no longer exist.	



PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY (cont.):</i>	
4. Conduct an Incident and EOC activation debriefing with SOCCCD staff regarding the emergency response and recovery process. Identify key lessons learned and opportunities for improvement to the SOCCCD plans, training programs, and facilities.	
5. Prepare an After-Action Report for the State of California under Governor Declared Emergencies.	
6. Revise this checklist, as needed.	

**EOC DIRECTOR'S CHECKLIST**  
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**PUBLIC INFORMATION OFFICER'S CHECKLIST**  
(Page 1 of 3)

<b>Reports to:</b>	EOC Director	
<b>Location:</b>	SOCCCD Emergency Operations Center (EOC)	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as the point of contact for the EOC for media</li> <li>• Collect, prepare and disseminate information to: SOCCCD faculty and staff SOCCCD students News media The public</li> <li>• Coordinate all news media contacts with college PIOs</li> <li>• Prepare news releases, employee bulletins, and recorded messages</li> <li>• Activate the SOCCCD Emergency Hotline</li> <li>• Hold news conferences and arrange for interviews</li> <li>• Implement rumor control procedures</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Participate in joint press releases and broadcasts with other agencies, as appropriate</li> <li>• Support the Academic Coordinator with disseminating information regarding the resumption of programs and processes for alternative classes, etc.</li> </ul>	
<b>Supplies:</b>	Telephone communication, news media contact listings, cellular telephone, fax, news release forms, and background information about SOCCCD	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. Report to the SOCCCD EOC and set up the Media Center. Establish communication and coordination between the SOCCCD EOC, the Media Center and the colleges' EOCs.		
2. Either serves as the official SOCCCD EOC spokesperson to the news media and for all public information purposes, or select appropriate staff, as needed to respond to specific inquiries. Coordinate such selections with the EOC Director, if appropriate. If the crisis is severe, consider requesting the Chancellor to be the official spokesperson to national media and federal agencies.		
3. Forward news releases and other prepared statements to the Liaison position for distribution to outside agencies.		
4. Implement rumor control procedures, coordinating closely with all SOCCCD EOC staff to verify and correct all errors and misstatements; ensure all audiences are notified of the corrections.		

**PUBLIC INFORMATION OFFICER'S CHECKLIST**  
(Page 2 of 3)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
5. As soon as possible, if the telephone service is operational, record a message on the SOCCCD Emergency Hotline. Update the message as new information is received. Always include the time when the message will be updated as part of the recording.	
6. Establish contact and coordinate with the City of Mission Viejo, City of Irvine and County of Orange EOC Public Information Officers (PIOs) and with any other agency or organization involved in the response with SOCCCD. Coordinate information so that a consistent message is sent out with respect to SOCCCD. Seek to get SOCCCD information included in the city and county updates and media releases. This strategy will assist SOCCCD in getting key information to staff, employees, students, family members and other interested parties in the area as part of the county's Emergency Broadcast System (EBS) messages. Include information such as: <ul style="list-style-type: none"> <li>• SOCCCD is open for business 5:30am until 11:00pm</li> <li>• Staff are requested to come to work or stay home, go to <a href="http://www.socccd.edu">www.socccd.edu</a> for updated information</li> <li>• Anyone needing information regarding SOCCCD should go to <a href="http://www.socccd.edu">www.socccd.edu</a> if normal telephone service is down.</li> </ul>	
7. Ensure that news media representatives are not allowed into the SOCCCD EOC or any other restricted area of the college. Redirect media representatives, as able, to the Media Center. (Generally, per California state law, the news media is allowed access to any area open to the public, public agency facility, or with permission of the property owners, unless restricted due to the threat to public health and safety, or per police authority, such as a crime scene). Coordinate with the campus EOC Operations Section Chief regarding news media access. If possible, provide Public Information staff to meet with news media representatives who wish to inspect SOCCCD and escort them.	
8. Gather information from Situation Status, Damage Assessment, and others in the SOCCCD EOC. Verify all information and obtain approval from the EOC Director before release. Attend all EOC briefings and Policy Group meetings for additional information. Be prepared with information about the incident size, cause, ongoing situation, resources, and other information such as background on SOCCCD.	
9. Have news releases prepared for and approved by the EOC Director, and disseminate to the news media. Ensure they are numbered in sequence and copies are kept of everything released.	
10. Issue staff information bulletins, student information bulletins, and the employee hotline number messages. Coordinate all with the appropriate SOCCCD EOC staff, including the Academic Coordinator.	



11. Forward news releases and other prepared statements to the Liaison position for distribution to outside agencies.	
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**PUBLIC INFORMATION OFFICER'S CHECKLIST**  
(Page 3 of 3)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
9. Implement rumor control procedures, coordinating closely with all SOCCCD EOC staff to verify and correct all errors and misstatements; ensure all audiences are notified of the corrections.	
<i>DEACTIVATION/RECOVERY:</i>	
1. Support the Recovery Team with a communications plan to disseminate information regarding: <ul style="list-style-type: none"> <li>The resumption of research programs</li> <li>The resumption of academic programs and classes</li> <li>Work locations (if changed)</li> <li>Status of SOCCCDF business departments</li> <li>Letters and communications to key constituents and stakeholders in SOCCCD programs</li> </ul>	
2. De-activate your position in the EOC as directed by the EOC Director.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. Maintain the complete files of released information (including news releases and employee and student bulletins), news media contact log, and any clippings for future reference.	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
5. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements.	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the EOC Director or Planning Section, as appropriate.	
7. Submit comments to EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> <li>Review of pertinent position descriptions and operational checklists</li> <li>Recommendations for procedure changes</li> <li>Section accomplishments and issues</li> <li>Emergency Response/Recovery plans, procedures activities that need improvement or worked well</li> </ul>	

## LIAISON OFFICER'S CHECKLIST

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<b>Reports to:</b>	SOCCCD EOC: EOC Director	
<b>Coordinates With:</b>	College EOC: Liaison Officer	
<b>Location:</b>	SOCCCD EOC	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>Initiate and maintain contact with outside agencies involved in the SOCCCD emergency response, as requested by the EOC Director.</li> <li>Coordinate mutual aid support and assistance between the providing agency and SOCCCD, when mutual aid has been provided.</li> <li>Coordinate mutual aid support provided by SOCCCD to another agency, when SOCCCD provides such assistance to others.</li> <li>Assist with contacting distant SOCCCD sites and operations to relay essential information and/or to receive status reports, as requested by the EOC Director.</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>Operations Team Leader with communications to outside agencies, as requested.</li> <li>EOC Director and Public Information Officer with communication to distant SOCCCD sites, facilities and operations, as requested.</li> </ul>	
<b>Supplies:</b>	<ul style="list-style-type: none"> <li>EOC to provide phone, internet access for e-mail, and basic office supplies.</li> <li>Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner, as needed.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. Report to or call into the EOC. Immediately get a report on emergency conditions and the situation. Begin a log of your activities and keep it current throughout the emergency response, then:		
2. Identify all agencies represented in the college EOC that are involved in or may become involved in the SOCCCD emergency response. These may include: <ul style="list-style-type: none"> <li>The American Red Cross</li> <li>Orange County Sheriff, Irvine Police, Tustin Police, Orange County Fire Authority, Public Works, Water Department, and other city or county departments</li> <li>SCE, PG&amp;E</li> </ul>		

**LIAISON OFFICER'S CHECKLIST**  
(Page 2 of 3)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
<p>3. Identify all outside agencies that are involved in or may become involved in the SOCCCD emergency response. These may include:</p> <ul style="list-style-type: none"> <li>• Orange County Sheriff's Department, Irvine PD, Tustin PD, etc.</li> <li>• Orange County Fire Authority</li> <li>• Orange County of Health Care Agency</li> <li>• Other Orange County community college campuses</li> <li>• The California Chancellor's Office</li> <li>• State of California Emergency Management Agency (CalOES)</li> <li>• Other agencies either providing or requesting mutual aid</li> </ul>	
4. Set up contact numbers and communication protocols with each agency.	
5. As requested by the EOC Director, liaison with the outside agencies. Provide critical information to the Situation Status position for posting on the log, map and/or status boards.	
6. Verify information that is cleared for release to outside agencies with the Public Information Officer position. Distribute SOCCCD media releases to outside agencies, and request media releases from those agencies, if available. Forward media releases to Public Information Officer as they are received from outside agencies.	
7. In the event SOCCCD requests mutual aid, communicate directly with the college's EOC Personnel Unit. Ensure that the EOC has a roster of all mutual aid personnel working on the SOCCCD emergency, including name, emergency contact number, assignment, and approximate hours worked.	
8. Ensure that the EOC provides for food, water and rest areas for any mutual aid personnel working a SOCCCD incident.	
9. Receive requests for mutual aid to be provided by SOCCCD. The college EOC Director will determine if SOCCCD can provide such aid. If provided, prepare a list of all SOCCCD staff names, their ID#,s, their emergency contact numbers (which may be the college Police Communications Center), and their assignment. Provide this list to the receiving agency and track the progress of SOCCCD staff resources while they are assisting another agency.	
10. Brief alternate Liaison upon relief.	



**LIAISON OFFICER'S CHECKLIST**  
(Page 3 of 3)

<i>DEACTIVATION/RECOVERY:</i>	
<i>PROCEDURES</i>	<i>TIME/ DATE</i>
1. Notify all outside agencies involved in the response when the SOCCCD EOC is deactivated	
2. De-activate your position in the EOC as directed by the EOC Director	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment	
5. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section	
7. Submit comments to the EOC Director, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> <li>• Emergency Response/Recovery plans, procedures activities which need improvement or worked well</li> </ul>	

**SAFETY OFFICER'S CHECKLIST**  
(Page 1 of 2)

<b>Reports to:</b>	SOCCCD EOC: EOC Director	
<b>Coordinates With:</b>	College EOC: Safety Officer	
<b>Location:</b>	SOCCCD EOC	
<b>Primary Responsibilities:</b>	Gather information necessary to assess incident assignment and determine immediate needs and actions <ul style="list-style-type: none"> <li>• Recognize potentially hazardous situations</li> <li>• Advise SOCCCD EOC Director of known hazards</li> <li>• Advise of special precautions needed when extraordinary hazards exist</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assist with the development of a safety action plan, as requested.</li> </ul>	
<b>Supplies:</b>	<ul style="list-style-type: none"> <li>• EOC to provide phone, internet access for e-mail, and basic office supplies.</li> <li>• Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. Report to or call into the EOC. Obtain briefing on emergency conditions and the situation. Begin a log of your activities and keep it current throughout the emergency response, then:		
2. Identify all agencies represented in the College EOC that are involved in or may become involved in the SOCCCD emergency response. These may include: <ul style="list-style-type: none"> <li>• Orange County Fire Authority Hazmat Team, Orange County Sheriff Bomb Squad, Orange County Health Care Agency, and other city, county or state departments.</li> <li>• SCE, PG&amp;E</li> <li>• The American Red Cross</li> </ul>		
3. Organize and staff function, as needed.		
4. Monitor college response and notify college Safety Officer of any potentially unsafe acts.		
5. Collaborate with college Safety Officer on any recommendations for corrective actions.		
6. Review college Incident Action Plan Safety and Risk Analysis (ICS 215A), and advise SOCCCD		

EOC Director.	
7. Discuss safety issues with college Safety Officer.	

**SAFETY OFFICER'S CHECKLIST**  
(Page 2 of 2)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
8. Assist with safety messages, as requested by college Safety Officer.	
<i>DEACTIVATION/RECOVERY:</i>	
PROCEDURES	TIME/ DATE
1. Investigate accidents that have occurred within incident areas. <ul style="list-style-type: none"> <li>• Ensure accident is properly documented</li> <li>• Recommend corrective actions to SOCCCD EOC Director</li> </ul>	
2. Participate in critical stress, hazardous material incidents, and other debriefings.	
3. Notify all outside agencies involved in the response when the SOCCCD EOC is deactivated.	
4. De-activate your position in the EOC as directed by the EOC Director.	
5. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
6. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
7. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements.	
8. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section.	
7. Submit comments to the EOC Director, or Planning Section as appropriate for discussion and possible inclusion in the after-action report. Topics may include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> <li>• Emergency Response/Recovery plans, procedures activities which need improvement or worked well</li> </ul>	



**EOC MANAGER'S CHECKLIST**  
(Page 1 of 2)

<b>Reports To:</b>	EOC Director	
<b>Coordinates with:</b>	<ul style="list-style-type: none"> <li>• EOC Director and EOC Section Chiefs</li> <li>• Orange County EOC</li> </ul>	
<b>Location:</b>	SOCCCD Emergency Operations Center (EOC)	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as emergency management subject matter expert to Command Staff &amp; General Staff in ICS, NIMS, SEMS, NRF and Homeland Security Directives.</li> <li>• Assist Command Staff in coordination with city, state and federal emergency operations centers/officials.</li> <li>• Coordinate EOC support staff.</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• EOC Sections in Just-in-time Training.</li> <li>• Inter-agency emergency management meetings.</li> <li>• May fulfill other EOC Command Staff or General Staff functions in the absence of others.</li> </ul>	
<b>Supplies:</b>	<ul style="list-style-type: none"> <li>• EOC to provide phone, internet access for e-mail, and basic office supplies.</li> <li>• Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. Upon notification of an emergency confer with the EOC Director on immediate activation priorities.		
2. As directed coordinate or issue notification, alert or activations to EOC and/or emergency response teams via Mass Notification System from office, home, or cell phone.		
3. As directed coordinate or leave out-going message on EOC Information line as directed: Saddleback College: 949-582-4500 Irvine Valley College: 949-451-5100 SOCCCD: <a href="http://www.socccd.edu">www.socccd.edu</a>		
4. As directed, coordinate or leave out-going message on campus hotline. Saddleback College: 949-582-4500 Irvine Valley College: 949-451-5100		

SOCCCD: <a href="http://www.socccd.edu">www.socccd.edu</a>	
5. Assure monitoring of EOC & Emergency Response Team responses to notification & activation messages, and reporting of results to Section Chiefs and EOC Director every 30 minutes until staff and teams are accounted for.	
6. Report to the SOCCCD EOC ASAP.	
3. Coordinate EOC support staff to set-up and maintain EOC.	

**EOC MANAGER'S CHECKLIST**  
(Page 2 of 2)

PROCEDURES	TIME/ DATE
<b>EMERGENCY RESPONSE:</b>	
8. Assign EOC Support Staff to specific functions as indicated.	
9. Provide ongoing assessment of EOC operations and provide assistance/advice to EOC Director on NIMS/SEMS Compliance.	
10. Provide ongoing assessment of EOC operations and provide assistance/advice to staff as needed.	
11. If requested, serve as SOCCCD Liaison to campuses and/or Orange County EOC.	
12. If requested represent SOCCCD at city, state and federal emergency management meetings.	
<b>DEACTIVATION/RECOVERY:</b>	
1. De-activate your position in the EOC as directed by the EOC Director.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and operational Logs (ICS Form 214) are submitted to the Planning Section.	
6. Submit comments to the EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> <li>Review of pertinent position descriptions and operational checklists</li> </ul>	

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Recommendations for procedure changes</li><li>• Section accomplishments and issues</li><li>• Emergency Response/Recovery plans, procedures activities that need improvement or worked well.</li></ul> |  |
|---|--|

## Part IID

### **ENCLOSURES: EMERGENCY MANAGEMENT OPERATIONS**



**PART IID Enclosure 1**  
**SOCCCD EMERGENCY OPERATIONS CENTER**

The SOCCCD Emergency Operations Center (EOC) is located in the District IT training room. It is a secure location that provides a single focal point for centralized information management, decision-making, resource support and resource application during a disaster response.

When the EOC is activated, the SOCCCD Emergency Management Staff will respond to that location and coordinate emergency operations from there.

If there is a possibility that all (or a related part) of the Statewide Emergency Management System will be activated, the SOCCCD EOC will be activated and staffed by all or part of the designated Emergency Management Staff.

**PART IID Enclosure 2**  
**SOCCCD EMERGENCY COMMUNICATIONS SYSTEM**

The SOCCCD emergency communications system consists of telephone, internet and radio systems. The primary location for communicating with the District emergency response organization, the district community, the City of Mission Viejo, the City of Irvine, the county OA, and other emergency organizations, is from the Communications Center in the SOCCCD Emergency Operations Center. Communications capabilities are described below.

**EMERGENCY OPERATIONS CENTER**

The primary EOC, located at Saddleback College in the District IT training room, will have the following communications systems:

- Dedicated telephone lines (incoming/outgoing).
- One (1) portable Campus Police 400 UHF transceiver radio.
- One (1) portable OC 800 MHz Countywide Coordinated Communications System (transceiver radio).
- Berbee IP telephony audio/text messaging system
- Access to Blackboard Connect-ED
- Email, including the option to make notification to all students and employees
- Access to WebEOC

**PART IID Enclosure 3**  
**DISTRICT ALERT AND WARNING SYSTEM**

**RESPONSIBILITIES**

Campus Police Department has the primary responsibility for promptly notifying the respective campus of an emergency situation when warranted. SOCCCD will provide support when needed to a requesting campus.

The Campus Police Communications Center is the primary point on campus for receipt of emergency warnings from local and state officials. Warnings may be received via radio or telephone from the County Operational Area EOC, the City of Mission Viejo EOC, the City of Irvine EOC or the CalOES Regional EOC.

Notification to the campus community will normally be accomplished through the respective Campus Police Communications Center or EOC, and include a warning message of an immediate or impending emergency condition, followed by the issuance of appropriate instructions. District Information Technology may be requested to make email notification to students or staff.

**ALERT AND WARNING SYSTEMS**

- Telephone System (Berbee Messages)

In the event of an emergency or imminent threat, public information regarding the emergency will be disseminated through the campus telephone system, which also includes a visual display feature. The chief of police or public information officer will be responsible for preparing the appropriate warning or notice.

- Loud Speakers or Voice Command



Notification of the campus community can also be made through the use of police vehicles, utilizing the vehicles' public address system and hand-held loudspeakers. Emergency personnel, such as building marshals, will also give on-site voice commands.

- Blackboard Connect-Ed
- Email

## **PART IID Enclosure 4 CAMPUS CLOSURE PROCEDURES**

### **PURPOSE**

To assist SOCCCD Emergency Operations Center (EOC) personnel and emergency responders when closing a campus or other SOCCCD property due to an emergency or potential public safety situation.

### **BACKGROUND**

The basic mission of SOCCCD is to function as an educational institution that provides continuous learning programs, classes and related activities. That mission also respects the need to ensure the protection of students, faculty and staff from immediate or potential danger to life and property. Because of that responsibility, there may be situations that require an isolated area of a campus to be closed for the protection of individuals and/or property. Conditions may also occur that require the closure of an entire campus.

### **EMERGENCY SITUATION**

The decision to close a campus shall be made by a college president, his/her acting designee, or the chancellor, on the basis of a recommendation received from a campus police chief, or in his/her absence and if the situation dictates, the senior campus police officer on duty. During an emergency, the chief of police in the role of the EOC Director will be located in the campus Emergency Operations Center at the respective college.

### **CLOSING THE CAMPUS/NOTIFICATIONS**

A formal declaration of a campus emergency shall be obtained from the president, his/her acting designee, or the chancellor.

Following a declaration by one of the above persons, the below personnel will be notified by the president's office:

1. SOCCCD Chancellor
2. Vice Chancellor for Technology and Learning Services
3. Vice Chancellor for Business Services
4. Vice Chancellor for Human Resources
5. District Director of Public Affairs and Marketing
6. District Director of Facilities Planning
7. District Director of Fiscal Services
8. District Director of Risk Management

These individuals will call those who report directly to them, and other key emergency response personnel required by the SOCCCD Emergency Operations Plan.

PART IID Attachment 1 to Enclosure 4  
**CAMPUS CLOSURE IMPLEMENTATION PROCEDURES**

Implemented by: District EOC Director

Request the public information officer, in coordination with the respective campus director of public affairs, prepare a media/press release notification of the decision to cancel classes and close the campus(es), including when and why.

The release should also be transmitted to Orange County, and/or City of Mission Viejo, and/or City of Irvine emergency management authorities for immediate release.



