

OXNARD COLLEGE



INCIDENT MANAGEMENT PLAN

2021–2022

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**OXNARD COLLEGE INCIDENT MANAGEMENT PLAN
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OXNARD COLLEGE PRESIDENT’S MESSAGE

CHAPTER 1: BASIC PLAN

ASSUMPTIONS

The Oxnard College's Incident Management Plan is based on a realistic approach to the problems likely to be encountered on a campus during a significant incident or disaster. The following are general guidelines:

- **A major incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning;**
- Since events in an emergency are not predictable, published emergency operations plans *will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency;* and
- Disasters may affect widespread areas; therefore city, county and federal emergency services may be delayed or unavailable.

AUTHORITY—EXTENSION OF STATE EMERGENCY PLAN

The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” This district Emergency Operations Plan is, therefore, considered to be an extension of the State Emergency Plan.

The authority of the college and district to respond to emergencies and disasters is governed by

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California;
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5—Management of Domestic Incidents;
- Presidential Policy Directive/PPD-8: National Preparedness; and
- Authority granted from the State Chancellor of the California Community College System.

INTRODUCTION AND PURPOSE

This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for Oxnard College.

For brevity and clarity, the College Incident Management Plan is henceforth referred to in this document as “this Plan” or “the Plan” and will be interpreted to include all entities administered by the college and apply to all employees. The term “employees” is meant to include all faculty, staff, and board of trustee members directly associated with the district.

Oxnard College is part of the Ventura County Community College District with a district chancellor and a college president. The district chancellor has responsibility to coordinate support for the colleges while the college president has the responsibility for day-to-day operations and the college emergency management program including mitigation, preparedness, response, and recovery activities.

This Plan addresses how Oxnard College will respond to extraordinary events, major incidents, or disasters, from mitigation and preparation through response and recovery and is intended to be in compliance with district, state and federal guidelines and policies including but not limited to SEMS and NIMS.

This Plan describes the Incident Management Team, complete with titles, job descriptions, and duty checklists. The organization is based on the SEMS and the Incident Command System (ICS), which provide clear line of authority, direction, and communication during emergencies. This organizational structure is capable of adapting to any significant incident or disaster to which employees, the college and/or emergency response agencies would be expected to respond. It provides for common terminology, simplifies multi-jurisdictional response and also provides flexibility to expand or contract in a rapid and logical manner as organizational needs of the situation increase or decrease.

When involved in an incident or disaster, Oxnard College will use the ICS system. In the event of a localized emergency, such as one limited to a single building or area, the ICS can be implemented by appropriate personnel present at or responding to the scene.

The Emergency Operations Plan is for significant incidents or disasters and is designed to protect lives, property, and the environment through effective use of pre-planning and training, exercises and drills, and available personnel and resources during emergency operations. The Plan is placed into operation whenever a natural or human-caused significant incident or disaster affects the district that exceeds normal or routine operations. The Plan’s purpose is to

- Protect the health and safety of students, employees, and visitors;
- Protect personal and district property;
- Protect the environment;
- Preserve the orderly continuity of district functions;
- Establish lines of authority, responsibility, functions and operations of the college during emergencies;
- Provide contingency plans for disasters and major emergencies, which may affect the district;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies;

- Identify the college and district’s role for mutual aid to the county during a major incident; and
- Coordinate emergency operations with other emergency response agencies.

(Acronyms for the various references in the plan are on page 65).

ORGANIZATION AND ADMINISTRATIVE AUTHORITY

All employees are vital to the success of the Emergency Operations Plan and are designated “Disaster Service Workers,” subject to such disaster service activities as may be assigned to them by supervisors, incident management or by law (Government Code, Section 3100-3101).

Emergency Organizational Structure

The structure of the emergency organization is based on the following:

- Clear lines of authority and effective channels of communication;
- Simplified functional structure;
- Incorporation of all available personnel and resources into the emergency organization; and
- Continuous effective leadership at the administrative level.

In most situations, the first qualified person on the scene will assume control as the Incident Commander (IC) until relieved by designated and trained IC. Responding emergency service personnel, such as fire or law enforcement, will assume the responsibility of containment and/or control in certain situations. The Incident Command System shall be used for any incident requiring an organized and systematic emergency response. As individuals report to the incident command post (ICP), the ICS structure will grow to meet the needs of the incident.

Changes in the organizational structure may be required to satisfy specific situations. The Incident Commander or Emergency Operations Center Director will confirm such changes. As qualified employees become available they will fill necessary vacant positions of authority. Also, as necessary, the (IC) can delegate tasks to trained alternates. This delegation will reduce response time during a significant incident or disaster. While smaller incidents may necessitate the establishment of only an ICP, the college will designate a location for an Incident Command Post(s), equip the ICP, and maintain it as part of planning and preparation prior to a major incident or disaster. This does not preclude the IC from changing the location at the time of the incident due to safety and/or logistical needs or requirements.

The district’s primary responsibility is to aid the individual college in time of a major incident or disaster. Their role is to obtain, deliver, and coordinate needed resources to the affected campus site. The district will maintain a support role assisting the college on an as-needed basis during and after a major incident or disaster.

DELEGATED AUTHORITIES

During a proclaimed campus emergency, the chancellor delegates to the college president the authority to better control and direct the emergency response efforts at his/her college. This delegated authority would allow the college president or designees to obtain vital supplies, equipment, and services for the protection of life and property and represent the district in coordinating and communicating with the cities (the city in which the college is located) and the county for mutual aid resource requests without going through the chancellor or vice chancellor of Business Services or following day-to-day purchasing procedures. This delegated authority would only be applicable under the following conditions:

- President or designee has proclaimed a campus emergency or
- The campus emergency organization has been activated.

The college president or designee will need to regularly provide briefings to the district office on the status of the campus emergency and provide additional information as requested by the district office.

EMERGENCY RESPONSE CONCEPT OF OPERATIONS

The college emergency response and recovery operations will be managed in one of four modes depending on the magnitude of the emergency or disaster. The highest-ranking member determines the status.

Stand By: The situation does not require immediate ICP activation; however, it could escalate to a higher emergency level and/or it may require immediate "rumor control" response. IC contacts Incident Management Team (IMT) members, briefs on current situation and provides direction if necessary.

Level One: The situation is determined to be a real or perceived threat to the health, safety and welfare of the campus community and/or the campus buildings and grounds, which requires a coordinated, but limited emergency response beyond the scope of routine operations. IC activates a limited ICP, notifies appropriate IMT members, and directs necessary actions based on the Emergency Operations Plan (EOP) until emergency or threat no longer exists. This level often requires outside emergency service evaluation and/or action.

Level Two: The situation has caused numerous personal injuries or fatalities and/or significant facility damage which require full involvement of the IMT members to successfully manage containment and recovery. Incident Commander activates the ICP, notifies all primary IMT members, and directs necessary actions based on the EOP until the emergency or threat no longer exists. This level always requires outside emergency service action and could require mutual aid support.

Level Three: The situation has caused massive casualties and/or facility damage, which requires full involvement of the IMT and all available staff, in addition to student and community volunteers to successfully manage containment and recovery. IC activates a full ICP, notifies all IMT members and directs necessary actions based on the EOP until emergency or threat no

longer exists and "all clear" signal has been given. This level always requires outside emergency service action and mutual aid support.

Reporting to the Ventura County Operational Area

Oxnard College reports to the district and district reports and notifications are to be made to the Ventura County Operational Area. These reports can be made through Web EOC (more information on Web EOC can be found in the Appendices of this Plan). Reports and notifications include

- Activation of district EOCs,
- Status reports,
- Initial damage estimates,
- Incident reports, and
- Resource requests.

Ventura County Operational Area

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting disaster/emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities and districts within the County.

PREPAREDNESS FACTORS

Mutual Aid and Agreements

Mutual aid, including personnel, supplies and equipment, will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement and other written agreements.

Designated campus Incident Command (IC) Section Chiefs are responsible for written agreements, protocols and/or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, NGO's, non-profit organizations and commercial establishments (public and private), which may provide support to and/or recovery from an major incident or disaster. Copies of all such agreements will be filed at the district chancellor's office and Oxnard College Business Office.

Training

The college will make available training available to employees, which complies with legal disaster preparedness and response requirements. Employees will also be given information on procedures for emergency evacuations and reporting/handling emergencies (e.g., fire, earthquake, campus violence, hazardous materials spills, etc.), and their roles as Disaster Service Workers. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to the ICP or have a specific response function will be given additional training to aid them in their duties and responsibilities.

Types of Emergencies

Potential significant incidents or disaster situations addressed in this Plan, together with supporting information and contingency plans, include

- Aircraft crash,
- Active shooter,
- Barricaded suspect(s),
- Bomb threat or detonation,
- Civil disturbance or demonstration,
- Earthquake,
- Evacuation,
- Fire and explosion,
- Flooding,
- Hazardous materials incident,
- Severe winds/storms,
- Utility failure, and
- Wild fires.

Additional significant incidents or disaster situations will be added to this Incident Management Plan as necessary.

Priorities

In the event of a major incident or disaster, the college has established the following priorities for response actions. The following are in priority order.

- **Protection of life:** Evacuation and/or rescue operations from hazardous areas, shelter-in-place, and containment of life-threatening hazards.
- **Care and treatment of casualties:** Providing first aid care to the sick and injured. This may include short-distance transport to Triage or Medical Aid Stations.
- **Preservation of property and environment:** Containing and eliminating risks to facilities and systems that could cause serious property loss or environmental damage beyond that already sustained.
- **Providing information:** Dissemination of warnings and emergency information to stakeholders and public.
- **Restoration of essential services:** Restoring essential functions, services, and facilities to allow continuity of basic operations.
- **Assisting community recovery:** Assisting employees, students, and the surrounding community in recovering from the significant incident or disaster.

ACTIVATION OF ICS & IMT NOTIFICATION

Upon receiving notification from a credible source that an emergency does or may exist, as well as a response to a local, regional, state, or federal declaration of emergency that affects or involves the college, the president or his/her designee will quickly assess the necessity of a college response and, if necessary, initiate relevant elements of this Plan and the appropriate Incident Management Team (IMT). Members will be directed to establish an Incident Command Post (ICP). The ICP can activate other district-based emergency response personnel.

The authority to activate the Plan rests with the college president, but to avoid any unnecessary delay, in his/her absence the authority may be designated using the succession list below.

1. Vice President, Business Services
Vice President, Academic Affairs & Student Learning
Vice President, Student Development
2. On-Duty evening or weekend campus administrator

The president or his/her designee is authorized to order evacuation of all or part of the campus and direct students, faculty, staff, and affiliates to evacuation zones or to leave campus.

Notification of Employees and Students

The Incident Commander, with consultation from IMT Section Chiefs, will determine appropriate college safety response and notify all stakeholders or field contact personnel through the most direct, efficient and available communications method. The preferred method of mass communication is Blackboard Connect. Information can include response instructions and/or situation reports.

Incident Command Structure

The ICS used within the command post, is broken down into five major sections: Command, Operations, Planning, Logistics and Finance. The ICS structure is vertical, with all responsibility and duties initially placed with the Incident Commander. As the needs of the major incident or disaster are identified, the Incident Commander will activate any of the four sections. Next, each section chief will activate units within their section as needed. If one individual can simultaneously manage all positions within his or her responsibility, no other positions will be activated.

The personnel within the sections report to a Section Coordinator/Chief who facilitates efficient response and establishes a single point of contact for each task.

The table below provides a brief summary of the titles and definitions of activities associated with these functions.

Command/Management	Field: Directing, ordering, and/or controlling of resources ICP: Responsible for overall emergency policy and coordination
Operations	Field: Coordinated tactical response of all operations in accordance with Incident Action Plan ICP: Coordinating district/college operations in support of response
Planning/Intelligence	Field: Collection, evaluation, documentation, and use of information related to incident ICP: Collecting, evaluating, disseminating information, and maintaining documentation
Logistics	Providing facilities, services, personnel, equipment, and materials

Finance/Administration	Financial activities, cost analysis, and administrative aspects not assigned to other functions
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Policy Group (Executive Group)

The Policy Group has a decision-making role in the ICS. This group includes the campus president, the vice presidents, and others at the discretion of the president. The Incident Commander will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus for the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding.

Command/Management

The Command/Management Section has overall responsibility for the management of the response operation. The person in charge of Command in the field is the Incident Commander (IC) He/she works with Section Coordinator/Chief for Operations, Logistics, Planning/Intelligence, and Finance/Administration and respective branch personnel. He/she will manage the field incident and all other incident supporting activities.

Regardless of which management position is needed, the Incident Commander will follow ICS and request personnel to fill any required function. If a section position is not filled, the responsibilities of those duties lie with the Section Coordinator/Chief. If a Section Coordinator/Chief is not present, the responsibilities may be filled by a branch or unit coordinator within his/her section, but the ultimate responsibility falls to the Incident Commander.

The Incident Commander authorizes all requests, media releases, and approval of the IC Action Plan. The Action Plan reflects the incident objectives, overall priorities, and supporting activities for the incident. The Incident Commander is responsible for all activities and must provide final approval of the Action Plan. It is the Action Plan that reflects the objectives, planning and resource priorities, and all activities to support the Action Plan.

Operations

The Operations Section supports and coordinates all activities of Safety/Security, Medical, Building and Safety and Maintenance and Utilities branches. Specific activities can include traffic control, campus utilities, debris clearance, and triage/first aid. The Operations Section is responsible for coordination and response to an incident and works closely with the Planning/Intel Section to develop the Action Plan that outlines all response activities. This section also coordinates the response in accordance with the approved Action Plan. Mutual aid resources, e.g., fire and law enforcement, are coordinated through the Operations Section.

In the field, the Operations Section is responsible for the tactical decisions and, depending upon the circumstances, can often involve a joint unified command structure.

Planning/Intelligence

The Planning/Intelligence Section includes Resource Status, Situation Status, Documentation and Demobilization. This section is responsible for collecting, evaluating, processing, and disseminating information related to the field incident support needs. The Planning Section coordinates with Operations in the development of Action Plans.

Logistics

The Logistics Section is supported by Supplies/Procurement, Communications, Facilities, Personnel and Transportation Units and controls the acquisition of all equipment, supplies, and personnel that support response efforts. The set-up of the ICP with technical support and equipment is the Logistics Section responsibility. All requests for assets, whether within the district or mutual aid from supporting agencies, are coordinated through the Section branches.

Finance/Administration

Finance/Administration Section is responsible for all financial aspects of the response and recovery phase of an emergency or disaster. Activities include recording personnel time and equipment cost and cost recovery through State and FEMA Public Assistance Programs.

Refer to Chart 1–ICS Organization Chart for a fully activated ICS organization.

CHART 1 – ICS ORGANIZATION CHART



Boxes with dashed lines indicate full IC staffing.

BASIC ICS EQUIPMENT AND MATERIALS AT PRIMARY AND ALTERNATE SITES

The college will properly equip the primary and alternate Incident Command Post. Equipment or items to be considered include position vests, hard hats and other relevant safety equipment, a copy of the Emergency Operations Plan, a checklist of responsibilities for the position, required clerical and incident documentation materials.

Equipment and materials that may be made available to the ICP during the time of a major incident or disaster include

- Any unassigned radios;
- Equipment and materials stored in the College Disaster Cache;
- Facilities, Maintenance and Operations equipment and supplies not already in use for emergency response;
- Equipment and supplies located in the campus Student Health Center, or in any work area, division office, and storage.

All equipment or supplies taken must be documented for later replacement or reimbursement.

FACULTY AND STAFF RESPONSIBILITIES

President

The college president or his/her designee is responsible for the safety of district property and its stakeholders and for policy direction during and after a significant incident or disaster. He/she is to ensure that the IMT is appropriately trained, exercised, and prepared to assume control of the incident.

Administrators

Every administrator has the following general responsibilities prior to and during any emergency.

Before the Emergency

- Ensure the automated notification system used to notify all employees in case of an emergency is maintained and current, that they know how to operate the system and can send notifications. The automated notification system will include home and cellular phone numbers as well as personal email addresses.
- Develop and maintain a list of employees who would be on duty at any particular time.
- Have instructors maintain current class attendance rosters.
- Ensure that all employees know of the presence and location of any emergency equipment (e.g., bullhorns, first aid kits, emergency lighting, etc.) staged in the building.

Emergency Situations

- Inform all employees under their direction of the emergency condition.

- Evaluate the impact the emergency has on their activity/operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to
 - Injuries: first aid needs, employees or students trapped or missing;
 - Facility damage: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems or hazards; and
 - Hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency communications (phone, radio, runner, etc.) with the ICP.
- Have all employees under their supervision keep a log (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of activities and hours worked.

Faculty and Supervisors

Each faculty member and staff supervisor has specific responsibilities.

Before the Emergency

- Attend required basic major incident/disaster training and become familiar with the college Emergency Operations Plan and the emergency response procedures that apply to their work areas.
- Educate their students or coworkers concerning emergency response procedures as well as evacuation procedures for their buildings and/or areas.
- Inspect and evaluate their assigned building facility or area in advance to determine the impact a fire, earthquake, active shooter, or other major event could have.
- Report all safety hazards to Facilities, Maintenance and Operations. Submit service requests to correct hazards to Facilities, Maintenance and Operations.

Emergency Situations

- Inform students and/or staff of the emergency and initiate emergency procedures as outlined in the EOP. Follow directions given by campus managers or administrators, campus police, or other authorized emergency personnel.
- If necessary, keep a log (ICS 214 log form can be found in the forms section in the appendices of this Plan) of hours worked.

INDIVIDUAL RESPONSIBILITIES & INSTRUCTIONS FOR EVERY DISTRICT EMPLOYEE

Disaster Service Workers

California Government Code (Sections 3100 & 3101) declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or the law. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. This law applies to public school employees in the following cases: 1) when a local emergency has been proclaimed, 2) when a

State emergency has been proclaimed, or 3) when a federal disaster declaration has been made. These laws have two ramifications: 1) public school employees may be pressed into service as disaster service workers by their superiors, and may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours; and 2) in those cases, their Worker's Compensation Coverage becomes the responsibility of the state government (Cal OES). The district, however, pays their overtime pay. These circumstances apply only when a local or State emergency has been proclaimed or declared.

Before the Emergency

- Arrange to have an out-of-area telephone contact number for family members to call in case local phone system shuts down lines within the immediate area.
- Considering the potential of infrastructure failure subsequent to a major region-wide incident or disaster, make necessary contingency plans and preparations for themselves and family members should they be unable to return home for three days (or considerably longer) after a disaster. This should include, but not be limited to child and elder care, pet care, personal needs, etc.
- Attend all emergency preparedness and response training. Each employee is strongly urged to participate in additional training that includes but is not limited to first aid and CPR, search and rescue, and ICS.
- Have a personal cache of emergency supplies and equipment stored in their vehicle or other disaster resistant location that includes, but is not limited to 5-7 days of food, water and medications, extra eye glasses, a sleeping bag, a change of clothes, including work clothes and gloves, comfortable walking shoes, small personal first aid kit and sundries, battery operated light, and radio.

Emergency Situations

- If they are a member of the district IMT, assist in immediate emergency response in their area or where they are located at time of the major emergency or disaster (e.g., help with evacuation, rescue, medical assistance if properly trained) but respond to their pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in their area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).
- Stay on campus or return to campus, if possible, to assist in emergency/disaster response. Much work will need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist American Red Cross shelters if requested, and ultimately reopen the campus. The special skills possessed by campus and district employees will be required to accomplish these goals.
- Keep a log (ICS 214 log form can be found in the Forms Section in the Appendices of this Plan) of hours worked in disaster response and activities involved in or accomplished.
- Realize that in a significant incident or major disaster, it may be safer to remain on campus than to attempt a dangerous trip home on impassable or damaged roads.

Post Disaster Shelters

Ventura County Community College District has an agreement with the American Red Cross to operate emergency shelters on all three campuses. The American Red Cross has access to campuses in damaged areas to set up its mass care facilities, and local governments may use the college campus for evacuations and staging of equipment.

DURING A MAJOR INCIDENT OR DISASTER

Warning Phase

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the college will initiate actions to increase its readiness. During this phase, action is taken to warn and/or evacuate endangered occupants and, if reasonable, to protect property. The district president or designee is notified immediately. Events that may trigger increased readiness activities include, but are not limited to

- Receipt of a flood or potential dam failure advisory;
- Receipt of special severe weather statement;
- Issuance of utility failure or shutdown advisory;
- Conditions conducive to local severe wildland fires, such as the combination of high heat, strong winds, and low humidity;
- Incident in adjacent area or municipality (with activated mutual aid) that has potential to affect the campus;
- A significant hazardous materials incident; and
- Information or circumstances indicating the potential for acts of violence, civil disobedience or terrorism.

The Emergency Operations Plan will be activated as needed, at the direction of the EOC Director/Incident Commander (IC). Increased readiness activities may include, but are not limited to, the following activities

- Briefing of president and the Incident Management Team on the situation;
- Reviewing and updating elements of the EOP;
- Increasing public information efforts to employees, students, other stakeholders and community (methods may include updating and/or activating [loading] web pages to campus or district web site, use of mass notification system, classroom emergency phone, etc.);
- Confirming points of coordination and communication with city and county emergency response stakeholders, i.e., law enforcement, fire department and city and county EOCs;
- Accelerating training efforts;
- Inspecting critical facilities and equipment, including testing warning and communications systems;

- Protect critical facilities and equipment to reduce loss or damage;
- Warning threatened members of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing special teams and/or recruiting additional staff and disaster service workers and pre-positioning resources and equipment; and
- Establishing or activating District EOC or College Incident Command Post (ICP) and/or staging areas.

Impact Phase

If there is no prior warning, the first response is usually by those persons at the scene and/or by fire and/or law enforcement units with the emphasis placed on minimizing the effects of the major incident or disaster. Generally, emergency responders will be best equipped to establish a field-based ICP with an IC in charge. The IC may decide to increase the level of response. The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be used.

When demands of the significant incident or disaster exceed the capacity of local resources and additional personnel and/or materials are required to respond, the EOC Director/IC may request resources through the statewide mutual aid system. The Master Mutual Aid Agreement allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources.

Neither the college sites nor the district has the resources to effectively handle all potential emergencies. College sites will request resources through the district. If the district is unable to fill those requests, the request will be elevated to the Ventura County Operational Area EOC. Fire and/or law enforcement will request and render aid through established mutual aid channels.

Examples (not necessarily in specific order) of initial response activities include, but are not limited to

- Making all necessary notifications;
- Disseminating warnings, emergency public information, and instructions to the district stakeholders;
- Conducting evacuations and/or search and rescue operations;
- Treating the injured and caring for displaced persons;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of vehicles or people and unnecessary access to affected areas;
- Establishing a unified command;
- Coordinating with local, state, and federal agencies working in the field;

- Developing and implementing incident action plan(s); and
- Transmitting status updates to Operational Area as needed.

General Criteria to Activate an ICP

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use ICS to manage field operations. ICP staff will support field response personnel in mitigating the effects of the major incident or disaster.

Examples of when an ICP may be activated include, but are not limited to

- Required resources are beyond local capabilities;
- A significant incident or disaster of a long duration (more than a few hours);
- Necessity of major policy decisions;
- Declaration of local, regional, state or federal emergency affecting the district.

Incident Management Team will be organized around the five Standard Emergency Management System (SEMS) functions

- Incident Commander,
- Operations,
- Planning/Intelligence,
- Logistics, and
- Finance/Administration.

Examples of extended response activities may include, but are not limited to

- Preparing detailed damage assessments;
- Operating mass care facilities;
- Operating a mass vaccination or immunization facility;
- Conducting and/or assisting with coroner operations;
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring vital utility services;
- Tracking resource allocation;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing incident action plans for extended operations;
- Dissemination of emergency public information;

- Declaring a local emergency;
- Prioritizing resource allocation; and
- Coordinating between agencies.

AFTER AN EMERGENCY

Recovery Phase

As the immediate threat to life, property, and the environment subsides, the rebuilding of the college will begin through various recovery activities. This plan does not specifically identify the college's recovery operations. The main goal of the recovery plan is to return to normal operations as quickly as possible.

Recovery activities involve the restoration of services and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power to mitigation measures designed to prevent future occurrences of a given threat facing the college.

The Ventura County Sheriff's Office of Emergency Services will facilitate with local, state, and federal officials to coordinate local, state, and federal assistance programs and establish support priorities.

If major damage has occurred to college infrastructure or property, a recovery committee will be formed at the direction of the district chancellor/college president to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate representation from the affected college.

The Recovery Phase includes, but is not limited to the following objectives

- Reinstatement of college and program objectives and goals;
- Restoration of essential services and facilities;
- Restoring all utilities;
- Permanent restoration of damaged or destroyed property;
- Restoration of normal college services;
- Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs; and
- Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.

AMERICANS WITH DISABILITIES ACT COMPLIANCE AND POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with disability, access and functional needs include those members of the college that may have additional needs before, during, and after a major incident.

- The college will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- The district will not exclude or deny benefits of any sort to those with disabilities, access or functional needs.
- During emergency situations, the district will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- During preparedness and mitigation activities, the district will provide preparedness instruction to members of the college community with disability, access or functional needs to better prepare them in times of crisis.
- Emergency notification systems will be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- Evacuation plans will accommodate individuals with mobility impairment. The Student Services Building and Library have evacuation wheel chairs located at the top of the main stair cases.

PRESERVATION OF VITAL RECORDS

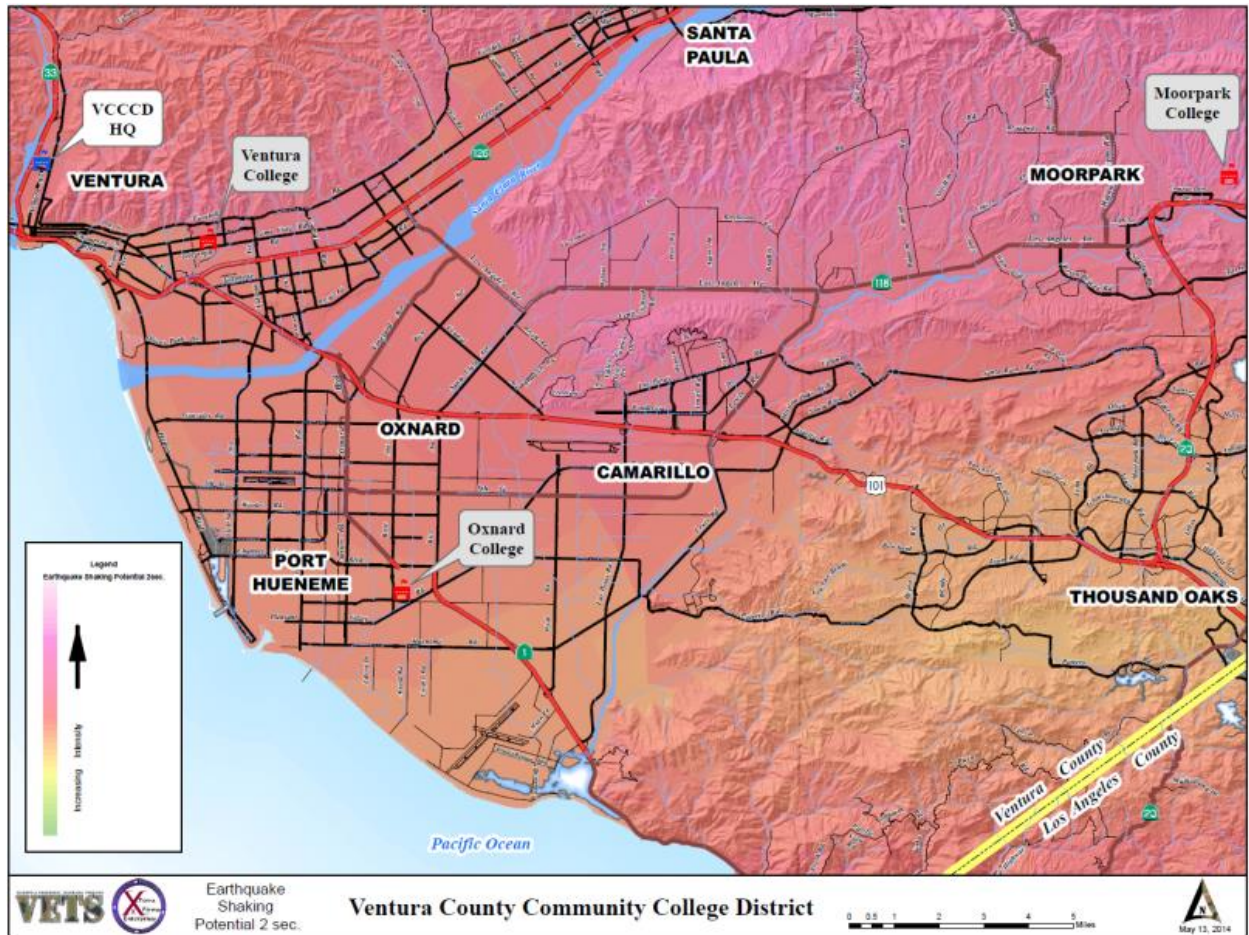
A major disaster could result in damage to district and college administrative offices and destruction of records fundamental to day-to-day district-wide and college operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

Vital Records are defined as those records that are essential to

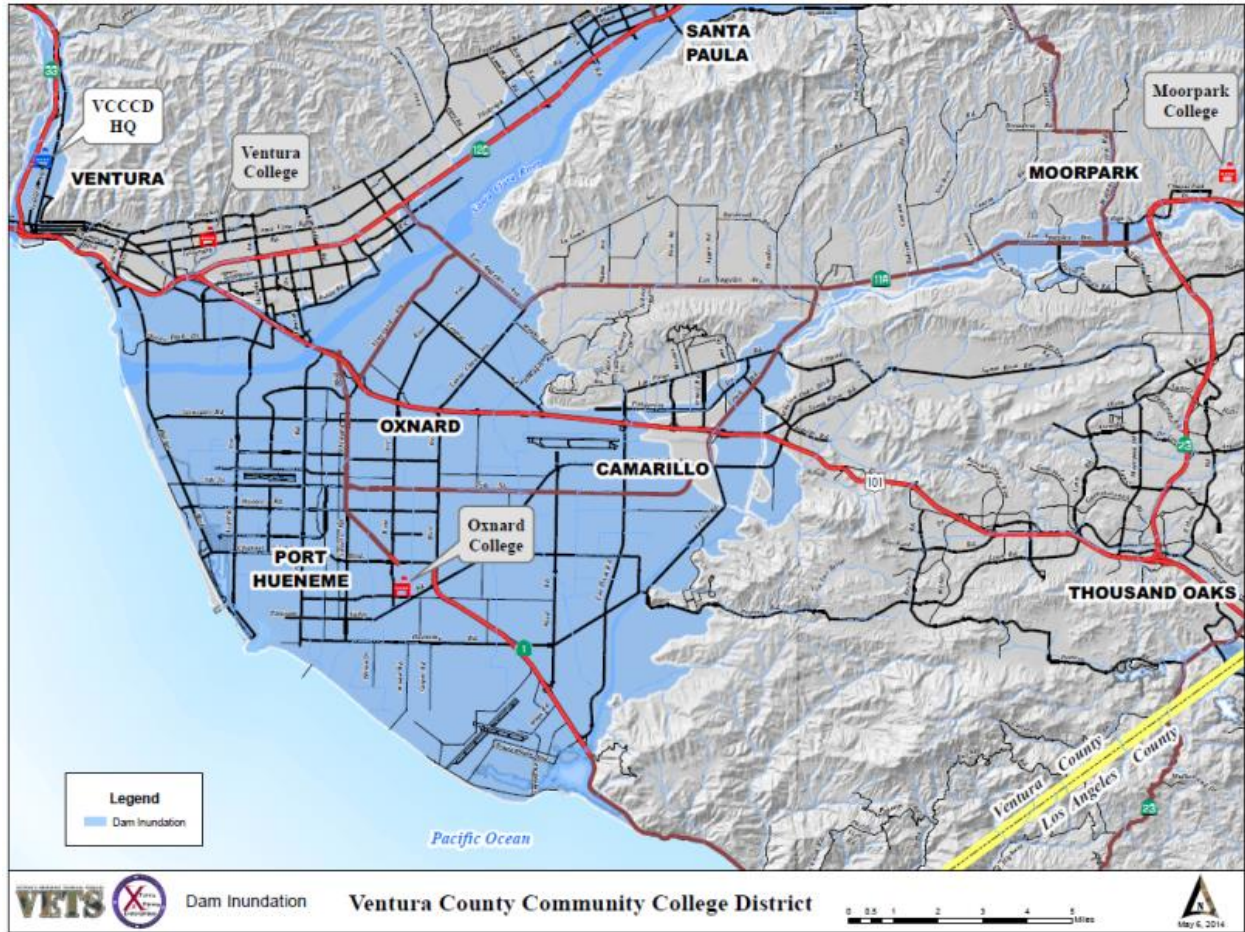
- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, and criminal record information.
- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Incident Management Plan, utility system maps, and locations of emergency supplies and equipment.
- Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.
- Educational Records. The district maintains and backup district servers. Faculty and staff are responsible for backing up files not stored on district servers.

CHAPTER 2: RISK ASSESSMENT

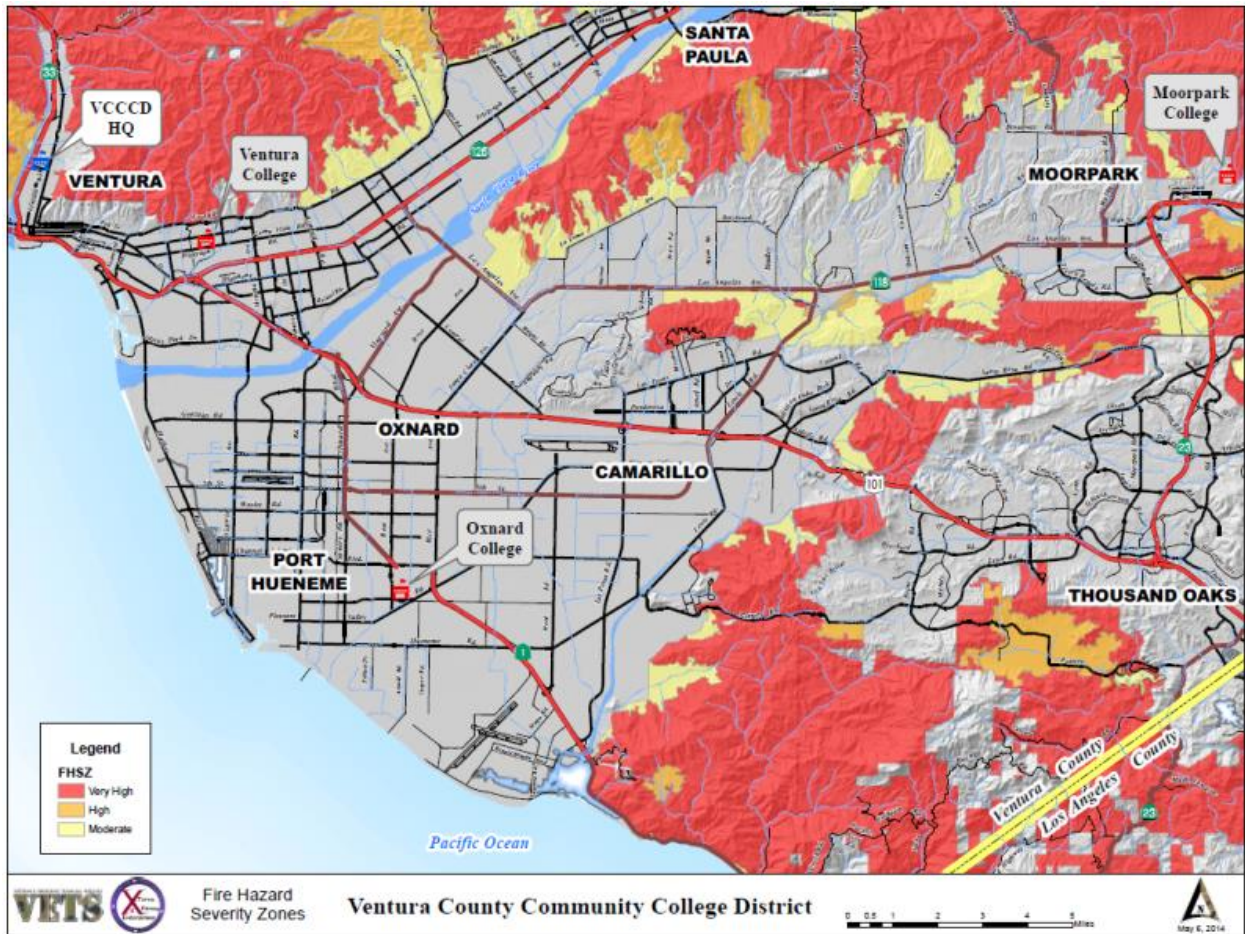
EARTHQUAKE HAZARD MAP



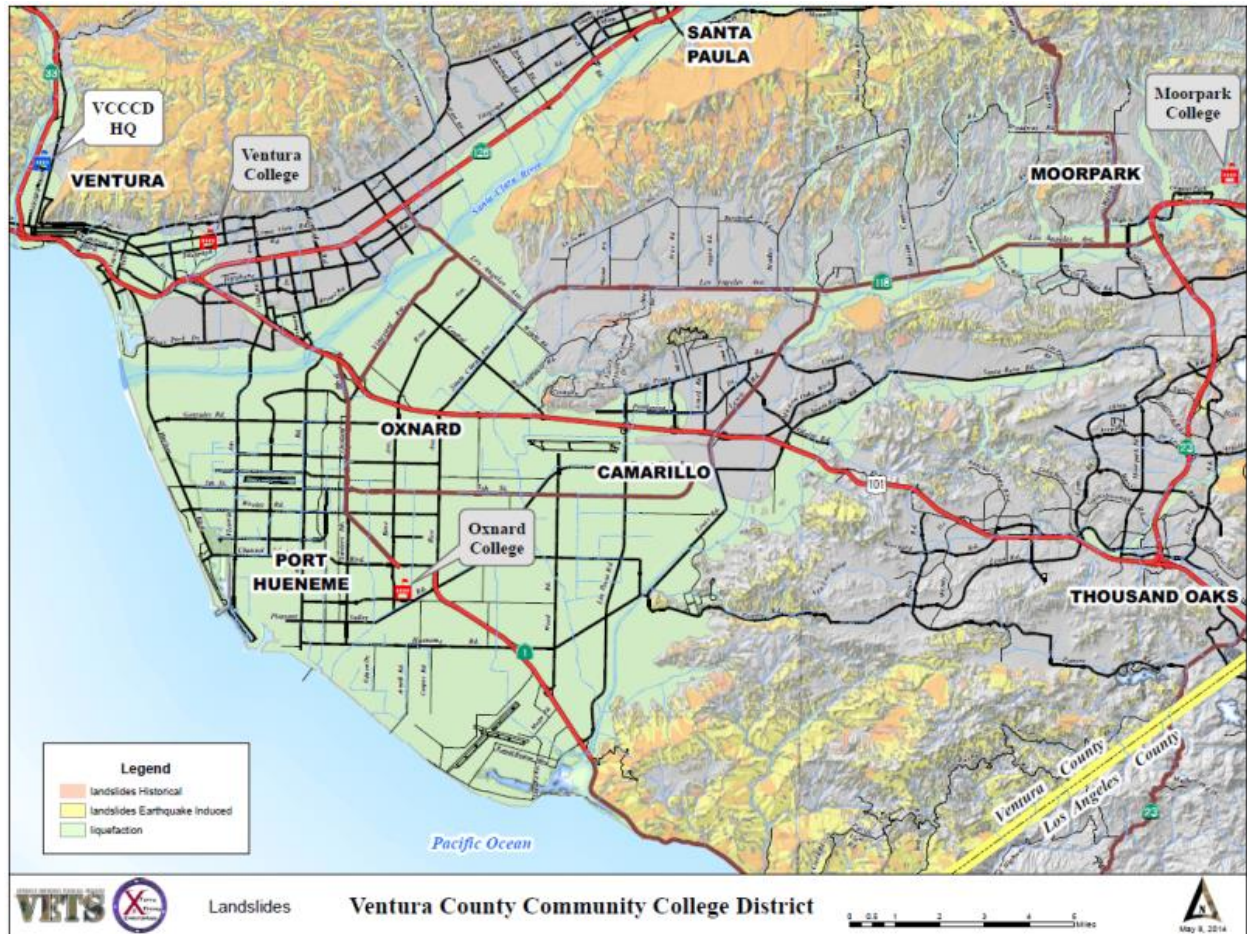
DAM INUNDATION MAP



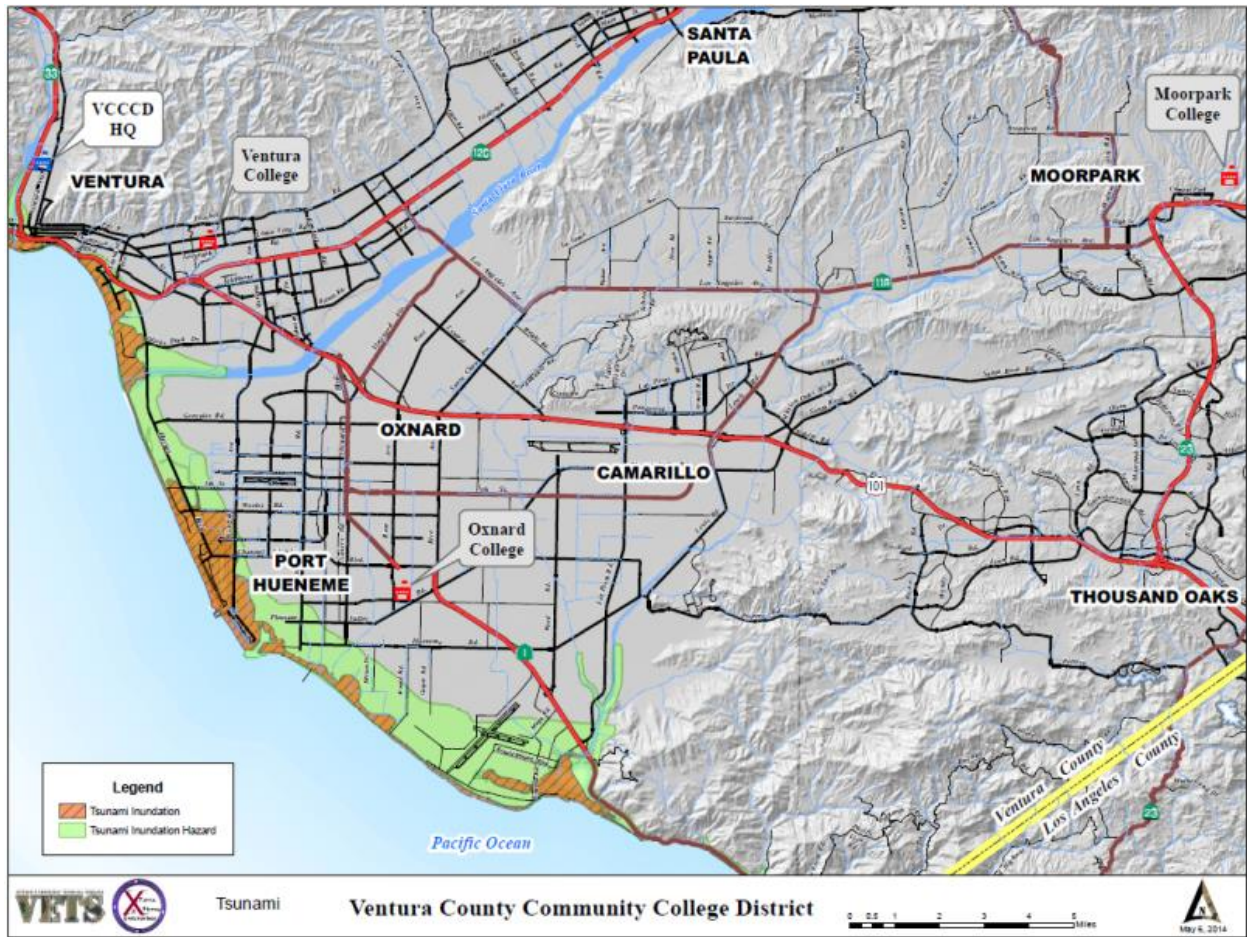
FIRE HAZARD ZONES MAP



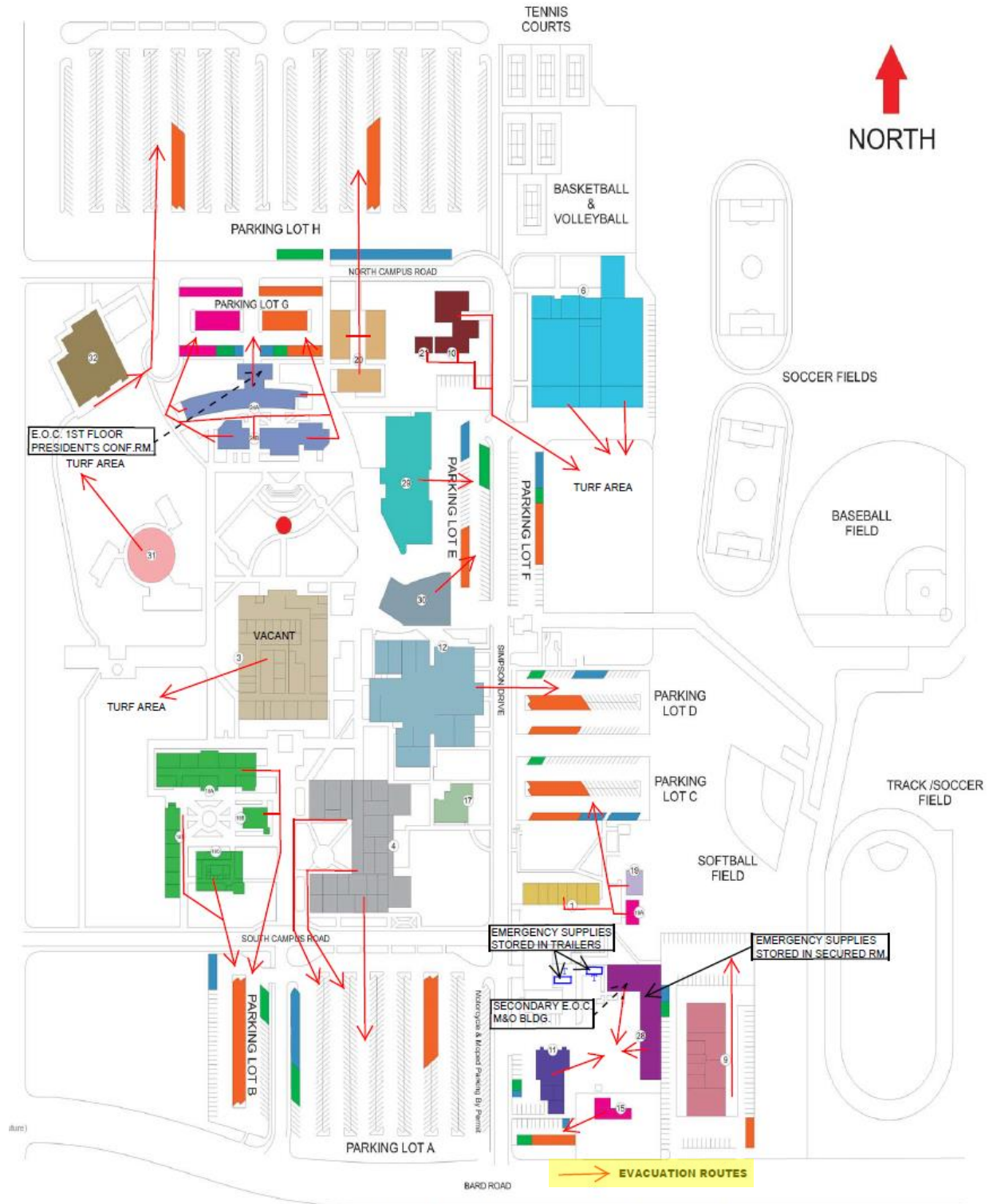
LANDSLIDES MAP



TSUNAMI INUNDATION MAP



OXNARD COLLEGE CAMPUS MAP



OXNARD COLLEGE SITE EMERGENCY PLAN

CHAPTER 3: CLASSROOM/WORK AREA RESPONSE

ACTIVE SHOOTER



In the event of VIOLENCE/ACTIVE SHOOTER outside the facility, notify 911, 5805 and LOCKDOWN the facility immediately.

In the event of a VIOLENCE/ACTIVE SHOOTER inside the facility, notify 911, 5805 and consider the following:

1. **RUN** if possible;
2. **HIDE** behind a locked, solid door; and/or
3. **FIGHT** with force as a group!

BOMB THREAT



In the event of a bomb threat, the following will be accomplished.

1. Person receiving the threat – keep the caller on the line. Delay the caller with statements such as, “I’m sorry, I did not understand you. What did you say?”
2. Get as much information as possible from the caller. Ask the caller where the bomb is located, what time the bomb is set to explode, why it was placed in the facility, and what the bomb looks like.

Document: Gender of caller, approximate age
 Voice quality – accent, speech patterns/mannerisms
 Exact time of call
 Background noises – music, voices, motors, traffic

3. Immediately after the caller hangs up, PROCEED TO SAFE REFUGE AREA (See Evacuation Map on page 24). During egress from facility be observant of any strange packages or objects. Do not turn on anything electrical, use walkie talkies or use cell phones in the house. Do not touch or remove any suspicious objects or packages. Immediately contact the police from SAFE REFUGE AREA.

CHEMICAL RELEASE



A. AIRBORNE CHEMICAL RELEASE

- 1. All persons at facility will SHELTER IN PLACE, which means this is a precaution aimed to keep all persons safe while remaining indoors and selecting a small, interior room, with no or few windows, and taking refuge there. Close all exterior doors and seal with duct tape. Close appropriate interior doors and seal with duct tape. Close all windows and seal with duct tape if necessary. Shut off all heating, ventilation and air conditioning.**
- 2. Call 911 immediately.**
- 3. Exposed individuals will be isolated from the rest of the members.**
- 4. Monitor all emergency broadcasts for further instructions. Do not leave shelter area until instructed to do so.**

B. TOXIC SPILLS

If a toxic spill occurs near/outside the residence, the following should be accomplished.

- 1. Someone will signal SHELTER IN PLACE.**
- 2. Contact Fire and Police.**
- 3. Windows and doors should be closed, locked and sealed.**
- 4. Shut off heating, ventilation and air conditioning.**

EARTHQUAKE

Earthquakes usually strike without warning. Take immediate action to ensure safety of all members in the facility.

A. INSIDE THE FACILITY

- 1. DROP, COVER AND HOLD.**
DROP to the ground, **COVER** your head and neck with one hand and get under a desk or table, **HOLD ON** to the desk or table leg so that the desk or table will stay over you.
- 2. Assume the defensive protective position next to a table or under a heavy, sturdy object such as a desk.**
- 3. Stay away from windows and glass.**

4. When the shaking stops, **PROCEED TO SAFE REFUGE AREA** and take **STAFF/ STUDENT ACCOUNTABILITY**.
5. Pay attention to downed electrical wires, structural instability, odor of natural gas or other obstructions.
6. If it is a severe earthquake and natural gas can be smelled, shut off the gas supply to the facility if possible (see **UTILITIES**).
7. **Do not re-enter the facility if structural instability. Wait for fire department officials to declare it is safe for re-entry.**
8. Be alert for aftershocks.

B. OUTSIDE OF FACILITY

1. **DROP, COVER AND HOLD.**
2. If adjacent to a building, move at least 10 feet away before assuming the position.
3. Remain in the position until the shaking stops.
4. Do not enter facility. **PROCEED TO SAFE AREA** and take **STAFF/STUDENT ACCOUNTABILITY**.

EVACUATE PROPERTY



If SAFE REFUGE AREAS become uninhabitable due to obstructions, smoke, fire, the decision may have to be made to **EVACUATE PROPERTY**.

BE AWARE/CAUTIOUS OF VEHICULAR TRAFFIC ON ROADWAY

This warning could be disseminated by word of mouth, telephone or by activation of the alarm system.

EVACUATE PROPERTY is appropriate for, but not limited to the following:

1. Fire,
2. Bomb threat (inside house),
3. Chemical accident,
4. Post earthquake,
5. Natural gas leak, and
6. Explosion/falling aircraft.

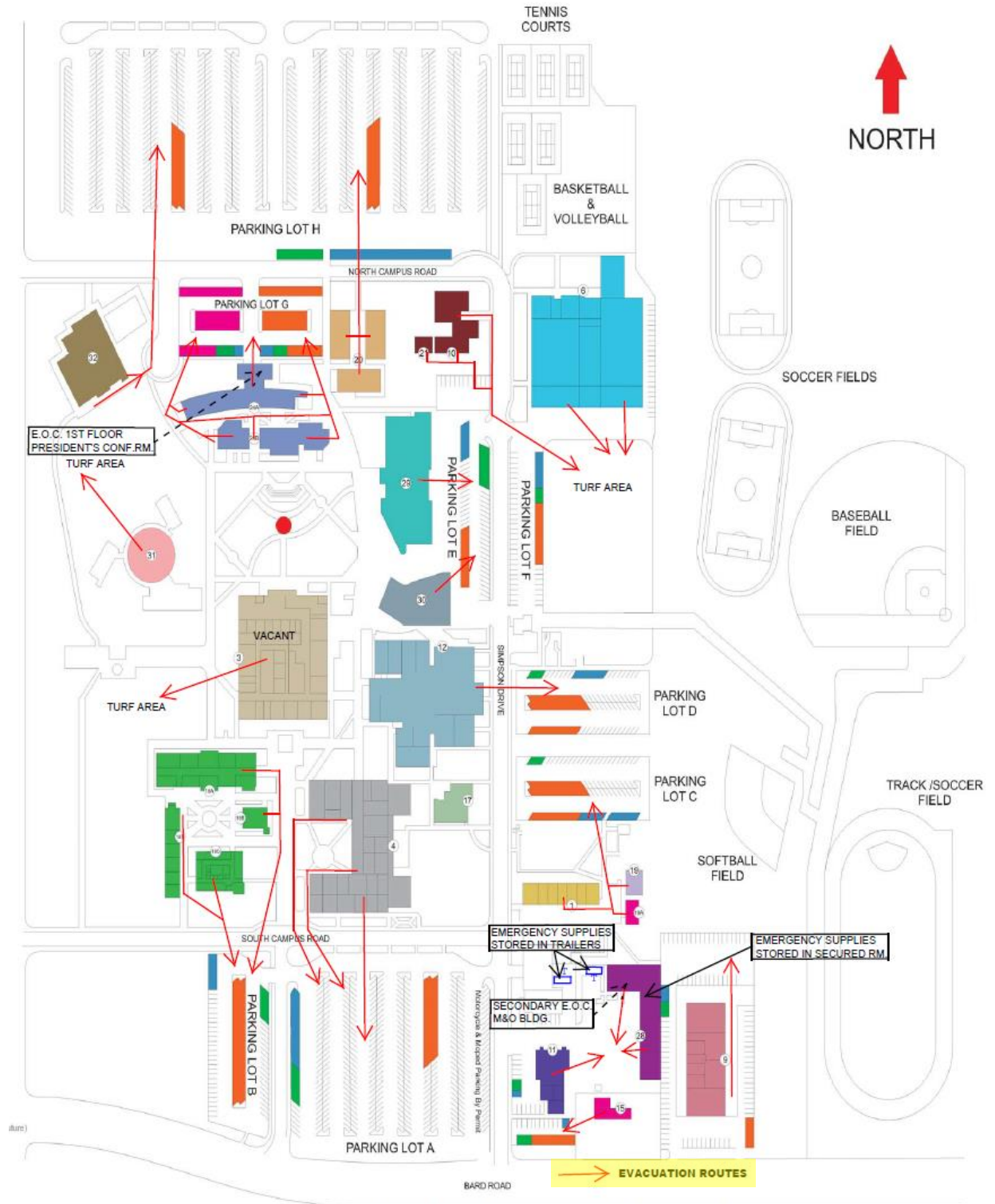
EVACUATION

PROCEED TO SAFE REFUGE AREA

PROCEED TO SAFE REFUGE AREA means to effect the orderly movement of all persons from inside the facility to the designated SAFE REFUGE AREA. This action should be implemented when anything occurs which might make the facility uninhabitable.

The warning to evacuate could be disseminated by activation of the fire alarm system, telephone or word of mouth. Once at the safe refuge area, immediately start **STAFF/STUDENT ACCOUNTABILITY**.

See Evacuation Map on next page



OXNARD COLLEGE SITE EMERGENCY PLAN

EXPLOSION



In the event of an explosion or threat of explosion such as those caused by leaking gas (Haz Mat Room) the following must be accomplished.

A. EXPLOSION

1. If the explosion occurs inside the building **PROCEED TO SAFE REFUGE AREA** and take **STAFF/STUDENT ACCOUNTABILITY**.
2. Notify 911 and 5805.
3. Render 1st aid if necessary.

DO NOT re-enter buildings until fire department officials have declared the area safe for re-occupancy.

If explosion occurs outside the facility, a decision will have to be made to either **SHELTER IN PLACE, PROCEED TO SAFE REFUGE AREA OR EVACUATE PROPERTY**.

FIRE



In the event a fire is detected the following will be accomplished.

1. Sound the alarm and notify 911 (uncontrollable fire).
2. Use fire extinguisher on fire (controllable fire) and notify 911.
3. **PROCEED TO SAFE REFUGE AREA** and take **STAFF/STUDENT ACCOUNTABILITY**.

DO NOT disregard smoke/fire alarms!

INJURED PERSON



1. The first arriving person to encounter an injured person is responsible for first aid and care of that person.
2. If circumstances warrant, notify 911 and 5805.
3. Follow basic 1st Aid/ CPR procedures in providing treatment. Be careful not to move a person who has suffered a serious fall or if serious injury is suspected.
4. Assign another person/bystander to meet and direct EMS unit to scene.
5. Gather all relevant/pertinent patient information.

LOCKDOWN



Once the decision is made to LOCKDOWN the facility (a security measure taken during an emergency to prevent people from leaving or entering a building), by the Incident Commander, all persons inside the facility must work together to lock all doors, windows and to ensure the alarm system is operational.

This warning could be disseminated by word of mouth, telephone or by activation of the alarm system. It might be necessary to shut off heating, ventilation and air conditioning.

LOCKDOWN is appropriate for, but not limited to, the following

1. Airborne toxic release;
2. Explosion or threat of explosion;
3. Chemical/radiological;
4. Severe weather/lighting;
5. Hazardous spill; and
6. Civil disturbance or violent intruder(s).

SEVERE WEATHER



Severe weather emergencies can include high winds, torrential rains, hail storms, lightning, tornadoes, and flooding. Warning may come from radio or TV news, Fire/Police broadcast or other civil authorities.

If high winds or other severe weather situations develop with little warning and you are outside the facility:

1. Return inside the facility and SHELTER IN PLACE. Take STAFF/STUDENT ACCOUNTABILITY.
2. LOCKDOWN the facility if necessary.
3. Remain near inside walls away from windows.

SHELTER IN PLACE



SHELTER IN PLACE means to stay inside the facility pending receipt of further instructions. If outside and decision is made to SHELTER IN PLACE, all persons shall return inside the facility. Windows and doors should be closed and possibly sealed with duct tape. A STAFF/STUDENT ACCOUNTABLY should be made immediately. Heating, ventilation and air conditioning might need to be shutdown.

The warning could be disseminated by telephone or by word of mouth.

SHELTER IN PLACE is appropriate for, but not limited to, **the following incidents that take place outside the facility:**

1. Airborne Toxic Release
2. Explosion or threat of explosion
3. Chemical/Radiological
4. Severe weather/lighting
5. Hazardous spill

OXNARD COLLEGE NEW EMPLOYEE TRAINING

Emergency Procedures

Oxnard College is committed to the safety of our students, staff and faculty. Training in the area of emergency procedures will allow all of us to operate in a safer environment when the emergency does occur.

Division Deans/Directors/Assistant Deans or their designees are responsible for conducting and documenting "New Employee" Emergency Procedures Training. This training shall be conducted no later than 7 days after a new employee reports to the work location. Both trainer and new employee will document the training on this form. This training shall cover the general vicinity or building(s) that the new employee will be working in.

Training will consist of, but not be limited to the following topics.

- Emergency Notification Systems
- Emergency Evacuation Duties and Responsibilities
- First Aid Kit Location(s)
- Automatic External Defibrillator Location(s)
- Safe Refuge Area(Provide copy of map to new employee)
- Evacuation Route(s)
- Shelter in Place Procedures
- Manual Pull Station Locations
- Fire Extinguisher Locations
- Stairwell Locations
- Alternate Exit Locations
- Emergency Supplies (If applicable)

New Employee Signature: _____ New Employee Print Name: _____

Date: _____

Trainer Signature: _____ Trainer Print Name: _____

Date: _____

Forward form to _____ when complete for record keeping.

PHONE NUMBERS



<i>Fire, Police, EMS/Ambulance</i>	911
Ventura County FD Main #	(805) 389-9710
Ventura County Fire Dispatch	(805) 384-1500
CHP (Ventura Office)	(805) 477-4174
Poison Control Center	(800) 876-4766
St. John's Hospital Pleasant Valley	(805) 389-5800
St. John's Hospital Oxnard	(805) 988-2500
Southern California Gas	(800) 427-2200
Southern California Edison	(800) 655-4555
Ventura County Animal Services	(805) 388-4341



Radio/TV stations used to broadcast emergency information:

KNX 1070 AM	(323) 460-3343	KABC-7	(818) 863-7777
KFWB 980 AM	(323) 871-4633	KTLA- 5	(323) 460-5500
KMLT 92.7 FM	(805) 497-8511	KCAL	(323) 467-9999

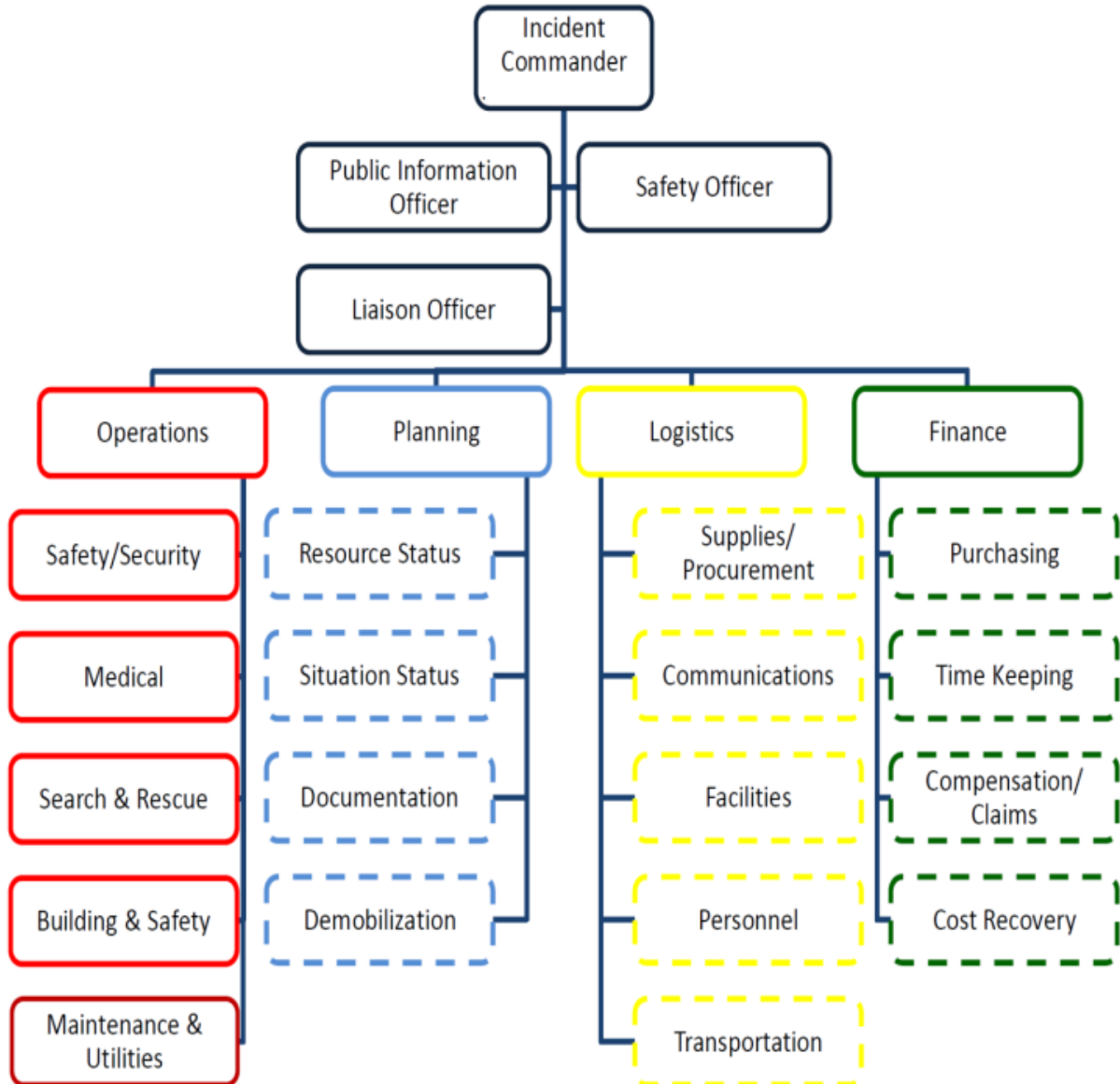
CALLING 911

Have the following information available:

- **What is the emergency? (Fire, injury, intruder, etc.)**
- **Where is it located? (address, specific location on the property)**
- **Who are you and what is your callback number?**
- **Who will meet them at the site?**

CHAPTER 4: ICS RESPONSIBILITIES

COLLEGE SITE ICS ORGANIZATION



Boxes with dashed lines indicate full EOC staffing.

Colleges will be coordinating and communicating with the District EOC via each of the Branches under the Operations Section. The Incident Command System will be used in the field.

OXNARD COLLEGE Incident Management Team (rev. 12/20/21)

Incident Management Team Positions			
MANAGEMENT TEAM		NAME	JOB TITLE
Policy	Primary	Luis Sanchez	President
	Alternate	Art Sandford	Vice President, Academic Affairs
Incident Commander	Primary	Oscar Cobian	Vice President, Student Development
	Alternate	Christopher Renbarger	Vice President, Business Services
Public Information Officer	Primary	James Schuelke	Marketing Specialist/Public Information Office
	Alternate	Luis Gonzalez	Dean, Liberal Studies
Liaison Officer	Primary	Tamara Crudo	Fire Academy Coordinator
	Alternate	Cesar Romero	Campus Police Lieutenant
Safety Officer	Primary	Cesar Romero	Campus Police Lt.
	Alternate	Pending Cesar Romero Designee	
OPERATIONS TEAM		NAME	JOB TITLE
Operations Coordinator	Primary	Chris Renbarger	Vice President, Business Services
	Alternate	Mike Ketaily	Dept Chair, Public Safety
Law Enforcement / Security	Primary	Cesar Romero	Campus Police Lieutenant
	Alternate	Vahid Jafroodi	Campus Police Officer
Search and Rescue	Primary	Jack Twitchell	Full-Time Fire Academy Instructor
	Alternate	Anthony Rodriguez	Instructor
Medical	Primary	Deanna McFadden	Health Center Coordinator
	Alternate	Pending Deanna McFadden Designee	
Building, Safety, Maintenance, and Utilities	Primary	Bob Sube	Director, Facilities & M&O
	Alternate	David Gardner	M&O Supervisor

Oxnard College Incident Management Plan

PLANNING TEAM		NAME	JOB TITLE
Planning Coordinator	Primary	Keller Magenau	Dean of Institutional Effectiveness
	Alternate	Leah Alarcon	Dean of Student Success
Restat Sitstat	Primary	Leah Alarcon	Dean of Student Success
	Alternate	Gilbert Downs	College Services Supervisor
Damage Assessment	Primary	Bob Sube	Director, Facilities and M&O
	Alternate	David Gardner	Vice President, Business Services
LOGISTICS COORDINATOR		NAME	JOB TITLE
Logistics Coordinator	Primary	Luis Gonzalez	Dean, Liberal Studies
	Alternate	David Gardner	M&O Supervisor
Communications	Primary	Gilbert Downs	College Services Supervisor
	Primary	Karla Banks	Executive Assistant
	Alternate		Senior Administrative Assistant S/D
	Alternate	Mike Alexander	Director of Information Technology
	Alternate	Allie Frazier	Senior Administrative Assistant
	Alternate	Amy Edwards	Academic Senate President
	Alternate	Amparo Martinez	Classified Senate President
	Alternate	Tina Davis	Director of Inst. Advancement
Supply and Purchasing	Primary	Jesús Rodriguez	Warehouse Operator
	Alternate	Yolanda Navarro	Administrative Assistant
	Alternate	Silvia Medrano	Finance Coordinator
Care-Shelter-Transportation	Primary	Jonas Crawford	Athletics Director
	Alternate	Bob Sube	Director, Facilities and M&O
Facilities	Primary	Bob Sube	Director, Facilities and M&O
	Alternate	David Gardner	Maintenance Supervisor
Human Resources	Primary	Carolyn Inouye	Dean, Math/Science/Health/PE/Athletics
	Alternate	Peter Parker	Foundation
FINANCE TEAM		NAME	JOB TITLE
Finance Coordinator	Primary	Christopher Renbarger	Vice President, Business Services
	Alternate	Brenda Griego	Fiscal Service Supervisor
	Alternate	Emily Day	Director of Fiscal Services

Accounting	Primary	Brenda Griego	Fiscal Services Supervisor
	Alternate	Silvia Medrano	Finance Coordinator
OES/FEMA Documentation	Primary	Emily Day	Director of Fiscal Services
	Alternate	Karla Banks	Executive Assistant
	Alternate	Gilbert Downs	College Services Supervisor

COMMON RESPONSIBILITIES TO ALL POSITIONS

(The following is a checklist applicable to all EOC positions).

ACTIVATION:

- Report to your IC organizational supervisor and obtain a situation briefing from available sources (Section Coordinator/Chief, Incident Commander, etc.)
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Based on the situation as known or forecast, determine likely future Section needs.

GENERAL OPERATIONAL DUTIES:

- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your ICP organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the ICP whenever possible and document decisions.

DOCUMENTATION AND REPORTS:

- Open and maintain a position activity log. (**Activity Log can be found in the ICS Forms Section in the Appendices**). Make sure you note your check-in time. Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document
 - Messages received;
 - Action taken;

- Decision justification and documentation;
- Requests filled; and
- ICP personnel, time on duty and assignments.

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.

- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your ICP organizational supervisor at the end of each operational period.
- Do **NOT** throw away any paperwork (notes, memos, messages, etc.). This documentation can be used for FEMA reimbursement.
- Keep your ICP organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

RESOURCES:

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

SHIFT CHANGE:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next Action Plan.
- Submit completed logs, time cards, etc. to your ICP Organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

DEACTIVATION:

- Ensure that all required forms or reports are completed and submitted to your ICP Organizational Supervisor prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your ICP organizational supervisor.

- Leave forwarding phone number where you can be reached.
- Sign out with your Supervisor and on ICP organization/sign-in sheet.

POLICY GROUP

This group includes the district chancellor, the vice chancellors, the college presidents, the vice presidents, and others at the discretion of the chancellor or presidents. The Incident Commander will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus for the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding.

Responsibilities:

The Policy Group provides policy direction for recovery planning and advises and assists the Incident Commander in making major emergency related policy decisions.

Activation:

- Obtain briefing from Incident Commander.

Duties:

- Review your position responsibilities.
- Make any policy issue decisions that are necessary and communicate these to the Incident Commander.
- Make any necessary public statements through the Public Information Officer.
- Keep informed through regular briefings with the Incident Commander.
- Activate and support district recovery activities.

INCIDENT COMMANDER

Responsibilities:

- Activate the ICP and EOP.
- Direct and coordinate the ICP.
- Establish the appropriate ICP staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations, including site incident management as required.
- Ensure the Action Plan is developed and implemented.
- Coordinate and communicate as necessary with the Policy Group.
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

Activation:

- Follow directions on Common Responsibilities to all ICP Positions checklist on pages 38-39.
- Determine the operational status and appropriate level of activation based on situation.
- As appropriate, respond to the ICP.
- Mobilize appropriate personnel for initial activation.
- When there is damage to the primary ICP sufficient to render it unusable, report to the alternate ICP.
- Obtain briefing from whatever sources are available.

Position Start-Up Actions:

- Review your position responsibilities.

- Coordinate the physical setup of the ICP and ensure it and has equipment and services necessary for an extended activation.
- Brief and assign ICP staff as they arrive. Briefings should include
 - Current situation assessment;
 - Identification of specific job responsibilities;
 - Identification of co-workers within the job function;
 - Availability of communications;
 - Location of work area;
 - Identification of eating and sleeping arrangements, as appropriate;
 - Procedural instructions for obtaining additional supplies, services and personnel; and
 - Identification of work shifts.
- Establish briefing schedules and give Section Coordinator/Chiefs advance notice to prepare summaries of Section activities.
 - Convene planning meetings with the Policy Group and Section Coordinator/Chiefs, as necessary. Ensure that these meetings are documented by a scribe.
 - Assess situation, define problems, and set priorities for response/recovery period.
 - Review and identify need for future staffing.
 - Once the Planning Section completes the Action Plan, review, approve, implement and distribute.
 - Establish and implement briefing schedule for ICP staff.
- Ensure that telephone, radio and data communications with other district facilities and college sites are established and tested. (Assign task to the Communications Unit).
- Upon ICP Activation, assure the appropriate agencies/entities are notified
 - Cities (Moorpark, Ventura or Oxnard),
 - Ventura County Sheriff's Office of Emergency Services,
 - Partner agencies (See Essential Contact List in the Support Documentation), and
 - Board of Trustees.
- Ensure that the Management/Command Section is staffed at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
- Assess the need to request or provide resources via Mutual Aid. College sites will place Mutual Aid requests through the district, and the district will submit mutual aid requests to the Ventura County Sheriff's Office of Emergency Services.
- Work with the Section Coordinator/Chiefs to ensure all Sections have appropriate equipment, staffing, and information to work effectively.
- Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIOs on-scene.
- Authorize PIO to release information to the media and to coordinate with the PIOs at college sites as needed.

- Monitor performance of ICP personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with Personnel Unit of the Logistics Section. Establish and maintain a safe working environment.
- Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.
- Monitor section level activities to assure that all appropriate actions are being taken.
- Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

Deactivation:

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify appropriate cities (Moorpark, Oxnard and Ventura), Ventura County Sheriff's Office of Emergency Services and partner agencies, as necessary, of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report/Corrective Action Report.
- Deactivate the ICP and close out logs when emergency situation no longer requires activation.

PUBLIC INFORMATION OFFICER

Responsibilities:

- Coordinate PIO activities among district and college PIOs.
- Obtain policy guidelines from the Incident Commander with regard to media releases.
- Handle all media inquiries and requests for interviews.
- Coordinate with college site Incident Commanders or PIOs and responding agencies to determine appropriate release of information.
- Develop key messages.
- Provide timely and accurate official statements, news releases, fact sheets, website notices to students and staff as events unfold.
- Coordinate activity in a Joint Information Center (JIC), if one is activated.
- Control and correct misinformation and rumors.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions on pages 38-39.
- Secure guidance from the Incident Commander regarding the release of available information.
- Determine if access to the Emergency Alert System (EAS) is necessary. Coordinate any EAS messages with the Ventura County Sheriff's Office of Emergency Services.
- Establish procedure for information releases affecting inter-agency coordination.

- Keep the Incident Commander advised of all requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the Incident Commander, appropriate city (Moorpark, Oxnard, and Ventura) and County EOCs.
- Ensure that all staff is aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the Incident Commander and college site PIO before releasing information to the media.
- Establish a Media Information Center away from the ICP. Announce safe access routes to Media Information Center for media. If there are multiple local, state and federal agencies involved consider establishing a JIC or if a JIC is established designate staff to participate at the JIC.
- Provide any statements to be posted on the Web site.
- Schedule and post times and locations of news briefings in the ICP, Media Information Center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- As required, periodically prepare briefings for the Policy Group.
- Respond to information requests from the Incident Commander.
- Ensure that a rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- Staff telephones to efficiently handle incoming media and public calls and to gather status information (request additional personnel through Logistics, Personnel Unit).
- Monitor broadcast media and use information to develop follow-up news releases and rumor control.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Consider all non-English speaking and hearing impaired persons of the emergency situation/hazard by
 - Translating all written and spoken messages into appropriate languages and
 - Contacting media outlets (radio/television) that serve the languages you need.
- Ensure file copies are maintained of all information released and posted in the ICP.

LIAISON OFFICER

Responsibilities:

- Coordinate and communicate between ICP and other agencies.
- Initiate and maintain contact with partner agencies (cities of Moorpark, Oxnard, and Ventura and Ventura County Sheriff's Office of Emergency Services) and partner agencies.
- Coordinate VIP and visitor orientations and briefings.
- Serve as the point of contact for all outside Agency Representatives.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions on pages 38-39.
- Maintain contact with all outside agencies involved with the incident response.
- Arrange and coordinate any VIP tours with PIO.
- Determine if outside liaison is required with other partner agencies such as
 - Local/county/state/federal agencies,
 - Volunteer organizations,
 - Private sector organizations, and/or
 - Utilities not already represented.
- Determine status and resource needs and availability of other agencies.
- Brief agency representatives on current situation, priorities and Action Plan.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with other city, county, state or federal emergency response officials.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Logistics Section (Communications Unit).
- Know the working location of agency representatives.
- Compile list of agency representatives (agency, name, contact information) and make available to all EOC personnel.
- Respond to requests from sections and branches/groups/units for agency information. Direct requesters to appropriate agency representatives.
- Provide periodic update briefings to agency representatives as necessary.

SAFETY OFFICER

Responsibilities:

- Coordinate activities among district and college site safety officers.
- Ensure that all facilities used in support of ICP operations have safe operating conditions.
- Monitor all ICP and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions on pages 38-39.

- Ensure safety of operations for staff and students.
- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the Incident Commander of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Coordinate with the Logistics Section (Personnel Unit) to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements, as appropriate.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- Ensure that the ICP location is free from environmental threats.
- Keep the Incident Commander advised of safety conditions.
- Coordinate with Compensation/Claims Unit in the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

OPERATIONS SECTION COORDINATOR/CHIEF

Responsibilities:

- Provides the overall coordination and leadership for the emergency response operations.
- Leads the Operations Section in the development and implementation of the Action Plan.
- Approves resource requests before they are forwarded to Logistics.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist on pages 38-39.
- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
 - Safety/Security Branch,
 - Medical Branch,
 - Building & Safety Branch, and
 - Maintenance & Utilities Branch.
- Ensure communications are established with field units, college sites and the district.
- Evaluate the site conditions associated with the disaster/emergency and coordinate with the Planning/Intelligence Section (Situation Status Unit).
- Coordinate fire and hazmat services with the appropriate emergency response agency.
- Identify, establish and maintain staging areas for Operations-related equipment and personnel, as necessary. Authorize release of equipment and personnel.
- Direct Operations Branch Director to maintain up-to-date Incident Charts, Incident Reports and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps.

- Determine resources committed and resource needs.
- Request and/or release resources as authorized by Incident Commander. Coordinate resources requests with the Logistics Section.
- Receive, evaluate and disseminate information relative to the operations of the disaster/emergency.
- Provide all relevant emergency information to the Public Information Officer.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming shifts.
- Work closely with the Planning/Intelligence Section Coordinator/Chief in the development of the Action Plan. (Action Plan can be found in the ICS Forms Section in the Appendices).
- Work closely with Logistics Section (Communications Unit) in the development of a Communications Plan.
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current Action Plan are being addressed.
- Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Planning Section (Resources Unit).

SAFETY/SECURITY BRANCH DIRECTOR

Responsibilities:

- Provide a rapid warning to the campus community of hazards or dangers.
- Oversee the evacuation of people from potential or existing danger.
- Mobilize available officers and staff for field operations.
- Protect life and property.
- Provide security and traffic control.
- Support search and rescue operations in the field.
- Inform and advise the Operations Section Coordinator/Chief.
- Coordinate and support the activities of the Safety/Security Branch.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist on pages 38-39.
- Establish and maintain communications with dispatch center.
- Establish and maintain communications with Safety/Security personnel in the field.
- Identify and ascertain status of available Safety/Security personnel.

- Determine needs for special access facilities.
- As requested, provide security for any critical facilities, supplies or materials.
- Request additional law enforcement personnel through existing mutual aid channel.
- Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.

Alerting/Warning Activities

- If warning the campus is necessary,
 - Determine who needs to be warned.
 - Clarify the warning message. Be specific, i.e. identify where you want people to go.
 - Determine how the warning will be issued: in person, automated notification, loud speakers, social media, etc.

Evacuation Activities

- Coordinate and support evacuation and traffic control activities.
- Identify persons/facilities that have special evacuation requirements; i.e., people with disabilities and other access and functional needs.
- If needed, consider developing an overall traffic control plan to address overall traffic flow pattern, routing exiting traffic to clear access for emergency vehicles or remove students, staff, and visitors from unsafe areas. Coordinate with the Transportation Unit if transportation resources are needed.

Security Activities

- Coordinate security in the affected areas to protect public property by establishing access controls and screening traffic entering the campus, as required.
- Coordinate security for critical facilities and resources.

MEDICAL BRANCH DIRECTOR

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Overall responsibility for first aid, psychological crisis intervention, triage and morgue.
- Assess medical casualties and needs (number of injuries and/or deaths).
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist on pages 38-39.
- Establish and maintain communications with field units to support them as necessary and assess the extent of casualties.
- Coordinate and support the medical care stations and triage teams in the field.
- Determine the need for crisis intervention for staff and students to deal with emotional and psychological aftermath. Coordinate any mental health needs with the Logistics Section.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional medical personnel.
- Determine ongoing emergency medical support needs and submit requests through the Logistics Section to include
 - Medical supplies,
 - Portable generators,
 - Emergency radios,
 - Transportation for medical personnel to aid locations, and
 - Food and water supplies for patients and staff.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- Coordinate appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc. (coordinate with County Public Health).
- Identify students and staff and notify first responders if contaminated or exposed patient is involved.

SEARCH & RESCUE BRANCH DIRECTOR

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief/Chief.
- Coordinate and support the activities of the Search & Rescue Branch.
- Evaluate and process requests for search and rescue resources.
- Coordinate search and rescue operations with appropriate fire agency and maintain communications with them.

Duties:

- Establish a search and rescue staging area.
- Establish and maintain communications with search & rescue personnel.
- Initiate and maintain communications with appropriate fire agency.
- Coordinate all rescue efforts with the safety officer. Ensure that
 - A safety briefing is held at the beginning of each work period;

- Search and Rescue personnel are not assigned to tasks that are beyond their physical or trained capabilities;
- Personnel should not be placed in situations where they can become victims themselves.
- Coordinate with Logistics Section to ensure
 - Appropriate safety equipment and PPE is provided, such as helmets, goggles, gloves, etc.;
 - Required rescue equipment to perform expected tasks, such as rope, shoring timber, cribbing, and pry bars, is provided;
 - Rescue operations have portable lighting for evening or interior operations.
- Request Maintenance and Operations personnel to rescue scenes to advise on structural, electrical, and mechanical hazards.
- Ensure receipt of and evaluate reports from field assessment teams for possible locations of trapped individuals. Ensure that all field reports that identify locations of trapped, injured, or deceased individuals are received and documented and provided to Operations Section Coordinator/Chief.
- Thoroughly brief and update field personnel on a continuing basis.
- Establish and enforce the procedures for marking structures that have been searched and cleared.
- Coordinate rescue operations with the Medical Branch to ensure injured and rescued individuals receive appropriate medical care.
- Coordinate with Medical Branch to ensure all rescued individuals are medically triaged prior to release.
- Notify the Operations Section Coordinator/Chief of any fatalities.
- Mark the location of fatalities. When feasible, cover but do not remove deceased until advised by coroner.
- Regularly, or as requested, brief and update the Operations Section Coordinator/Chief on search and rescue operations.
- Update rescue status boards and maps.
- When possible, participate in the planning meetings.
- Ensure radio communications are established between all rescue teams, the Search and Rescue Branch and the ICP.
- Coordinate with the Logistics Section to establish a reception/reunification area for rescued individuals and families.

BUILDING & SAFETY BRANCH

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Ensure that all facilities used in support of ICP operations have safe operating conditions.

- Coordinate investigation and safety assessment of damage to buildings, structures and property for the purpose of
 - Identifying life-threatening hazardous conditions for immediate abatement;
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions; and
 - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Planning/Intelligence Section (Situation Unit).

The Building and Safety Branch is responsible for ensuring all district structures are evaluated that may have been damaged in an incident. Structural and nonstructural safety of the buildings must be resolved before a decision is made to occupy the buildings. After a disaster, Division of the State Architect (DSA) engineers are dispatched to school districts in need of inspection as soon as the district reports damages to the DSA. However, it may take hours or even days to get DSA personnel to every school in an area of extensive damage. Therefore, since DSA cannot guarantee speedy inspection from its limited staff; it encourages school districts to make prior arrangements with local, California-licensed, structural engineers that have registered as part of Cal OES' Safety Assessment Program (SAP) to perform evaluation of district facilities. The engineer should follow the procedures outlined in ***Procedures for Post-Earthquake Safety Evaluation of Buildings***¹. In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this branch.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist on pages 38-39.
- Coordinate damage assessment inspection of all district facilities.
- When structural assessments are required, request DSA engineer to perform inspection of District facilities. If DSA engineers are not available, request building inspectors through mutual aid via the Ventura County Operational Area EOC (Ventura County Sheriff's Office of Emergency Services). Ensure that any mutual aid building inspector has been trained in the Safety Assessment Program (SAP) requirements.
- Assign a facilities, maintenance and operations person to each building inspector mutual aid resource to assist them.
- Compile a summary document of all safety inspection reports and assessments and forward to the Planning/Intelligence Section (Situation Unit).
- Post field assessment information to display map/chart in ICP to depict progress of assessments.

¹ California Office of Emergency Services, California Office of Statewide Health Planning and Development, the Federal Emergency Management Agency, and the Applied Technology Council, *Procedures for Post-Earthquake Safety Evaluation of Buildings*, 2005.

- Receive regular reports on damage status from field units. Ensure teams report any chemical and electrical hazards as soon as possible.
- Provide the Incident Commander, Operations Section Coordinator/Chief, Planning Coordinator/Chief and Finance Coordinator/Chief updated information on estimated damage and loss cost.
- Arrange for necessary communications equipment from Logistics Section (Communications Unit) and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- Assess the need to require potentially unsafe facilities to be vacated.
- Evaluate conditions and advise the Incident Commander of any conditions and actions which might result in liability – e.g. oversights, improper response actions, etc.
- In coordination with the Planning/Intelligence Section, the Logistics Section, and the Finance Section, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities, and replacement of expended resources.

MAINTENANCE & UTILITIES BRANCH

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.
- Inspect utility systems and turn off utilities, when necessary.
- Assist with closing off areas and debris clearance.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist on pages 38-39.
- Coordinate inspection of all utility systems, including
 - Gas,
 - Electricity,
 - Water,
 - Phone lines, and
 - Data lines.
- Ensure field crews report immediately any chemical or electrical hazard.
- Report to Operations Section Coordinator/Chief any dangerous areas or hazards:
 - Transformer leaks,
 - Broken high voltage electric lines,
 - Electric substation damage,
 - Ruptured gas lines, and/or
 - Ruptured sewage lines.
- Ensure field crews post danger signs and barricades, as necessary.

- Establish contact with various utility companies, as necessary (see Essential Contacts List in the Appendices).
- Coordinate telephone utility requirements with telephone services.
- Act as a point of contact for information flow between the EOC and utility companies on problems and report progress.
- Schedule all utility repairs as directed by the EOC.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.

PLANNING/INTELLIGENCE SECTION COORDINATOR/CHIEF

Responsibilities:

- Ensure that the following Planning/Intelligence functions are performed:
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports
 - Initiating and documenting Action Plan and After-Action/Corrective Action Report
 - Resource Tracking
 - Advance planning
 - Planning for demobilization
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Report to the Incident Commander on all matters pertaining to Section activities.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist on pages 38-39 of Part Two.
- Assess the impact of the disaster on the district/campus, including the initial safety/damage assessment by each college impacted by the disaster (see Summary Situation Status Report in Appendices).
- Develop situation analysis information on the impact of the emergency from the following sources
 - Safety/Security Branch;
 - Medical Branch;
 - Building and Safety Branch;
 - Maintenance & Utilities Branch;
 - City EOCs (Moorpark, Oxnard and Ventura);
 - Ventura County Sheriff's Department Office of Emergency Services;
 - Utilities;
 - American Red Cross, Ventura Chapter; and
 - Media (radio and television).

- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, ICP staff, Board of Trustees, cities (Moorpark, Oxnard and Ventura), Ventura County Sheriff's Office of Emergency Services, other partner agencies and the public, as appropriate.
- Working with the ICP staff and the Documentation Unit (if activated), prepare an Action Plan to identify priorities and objectives. **(See Support Documentation-Action Planning.)**
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director/ Incident Commander and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery.

RESOURCES UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Resource Unit Leader, these tasks will be performed by that person. If a Resource Unit Leader is not assigned, the Planning/Intelligence Coordinator/Chief will assume these tasks.

- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources deployed.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resource overview and summary information to the Situation Status (if activated) as requested and written status reports on resources allocations as requested by the Section Coordinator/Chiefs.
- Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Section staff and assist in preparation of the Action Plan.
- Make recommendations to the Logistics Section Coordinator/Chief of resources that are not deployed or should be deactivated.

SITUATION STATUS UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Situation Unit Leader, these tasks will be performed by that person. If a Situation Unit Leader is not assigned, the Planning/Intelligence Coordinator/Chief will assume these tasks.

- Direct the collection, organization and display of status of disaster events, including
 - Location and nature of the disaster/emergency;
 - Special hazards;
 - Number of injured persons;
 - Number of deceased persons;
 - Road closures and disaster routes;
 - Structural property damage (estimated dollar value);
 - District resources committed to the disaster/emergency.
 - District resources available; and
 - Assistance provided by outside agencies and resources committed.
- Possible Information Sources include
 - Disaster briefings,
 - Action Plans,
 - Section reports,
 - Intelligence reports,
 - College site observations (Summary Situation Status Reports),
 - Resource status reports, and
 - Casualty information.
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Prepare and maintain ICP displays.
- Assist in the preparation of the Action Plan.
- Post to the significant events log casualty information, health concerns, property damage, size of risk area, scope of the hazard, number of evacuees, etc. **Note: Casualty information cannot be released to the press or public without authorization from Incident Commander and the Public Information Officer.**
- Coordinate casualty tracking system with the Medical Branch.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator/Chief in collecting, organizing and analyzing data from the all ICP Sections.
- Provide for an authentication process in case of conflicting status reports on events.
- Meet with the Planning/Intelligence Section Coordinator/Chief and Incident Commander to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

- Provide information to the PIO for use in developing media and other briefings.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions, current and upcoming. Post weather information.
- Transmit any situation status reports to appropriate cities (Moorpark, Oxnard and Ventura) and the Ventura County Sheriff's Office of emergency services (obtain approval from the Planning/Intelligence Section Coordinator/Chief before transmitting reports).
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator/Chief.
- Assist at planning meetings as required.
- As appropriate, assign "field observers" to gather information.

DOCUMENTATION UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Documentation Unit Leader, these tasks will be performed by that person. If a Documentation Unit Leader is not assigned, the Planning/ Intelligence Coordinator/Chief will assume these tasks.

- Meet with the Planning/Intelligence Section Coordinator/Chief to determine what ICP materials should be maintained for official records.
- Contact other ICP sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to ICP Sections and Units. (See Action Planning, After Action/Corrective Action Reports in the Support Documentation).
- Ensure the development of a filing system to collect, and log forms according to procedures approved by the Planning/Intelligence Section Coordinator/Chief. Filing system should include
 - Individual Logs (ICS- 214),
 - Action Plans,
 - Summary Situation Status Forms,
 - New Releases,
 - Briefing Notes,
 - Automated Phone System Alerts, and
 - Safety Assessments.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each shift.

- Periodically collect, maintain and records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with ICP personnel as appropriate.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator/Chief.

DEMOBILIZATION UNIT

If the Planning/Intelligence Coordinator/Chief assigns a Demobilization Unit Leader, these tasks will be performed by that person. If a Demobilization Unit Leader is not assigned, the Planning/ Intelligence Coordinator/Chief will assume these tasks.

- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the Incident Commander and Section Coordinator/Chiefs to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives and partner agencies, as appropriate.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Prepare a Demobilization Plan to include the following
 - Release plan strategies and general information;
 - Priorities for release (according to agency and kind and type of resource);
 - Phase over or transfer of authorities; and
 - Completion and submittal of all required documentation.
- Obtain approval of the Demobilization Plan from Incident Commander. Ensure that the plan, once approved, is distributed.
- Notify appropriate cities (Moorpark, Oxnard and Ventura), and Ventura County Sheriff's Office of Emergency Services of demobilization plan.
- Ensure all sections, branches and units understand specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief Planning/Intelligence Section Coordinator/Chief on demobilization progress.
- Obtain identification and description of surplus resources.
- In coordination with Logistics, establish "check-in" stations, as required, to facilitate the return of supplies, equipment and other resources.

LOGISTICS SECTIONS COORDINATOR

Responsibilities:

- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Coordinate the provision of logistical support for the ICP.
- Report to the Incident Commander on all matters pertaining to Section activities.

Section Start-Up Actions

- Follow directions on Common Responsibilities to all ICP Positions Checklist on pages 38-39.
- Carry out responsibilities of the Logistics Section Units that are not currently staffed.
- Meet with other Section Coordinator/Chiefs to determine what services and supplies will be needed to care for staff and students and respond to the disaster. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
- Meet with Finance/Administration Section Coordinator/Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep the appropriate cities (Moorpark, Oxnard and Ventura) EOC Logistics Coordinators apprised of overall situation and status of resource requests and Ventura County Operational Area EOC.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Receive, coordinate and process requests for resources. All resource requests need to be documented.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

SUPPLIES/PROCUREMENT UNIT

If the Logistics Coordinator/Chief assigns a Supplies/Procurement Unit Leader, these tasks will be performed by that person. If a Supplies/Procurement Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Meet and coordinate activities with Incident Commander and determine purchasing authority to be delegated to Supplies/Procurement Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.

- Maintain information regarding
 - Resources readily available,
 - Resource requests,
 - Status of shipments,
 - Priority resource requirements, and
 - Shortfalls.
- Coordinate with other branches/units as appropriate on resources requests received from operations to ensure there is no duplication of effort or requisition.
- Determine if needed resources are available from district stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Issue purchase orders for needed items within dollar limits of delegated authority.
- Coordinate any mutual aid resource requests with the Ventura County Operational Area EOC. (Colleges will coordinate first with the district EOC).
- Notify Incident Commander of supply needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- Prepare, sign and finalize contracts that are needed for procuring resources within purchasing authority. Send documents for payment.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Forward the information on any significant resource request(s) which cannot be met to the Logistics Section Coordinator/Chief and suggest alternative methods to solve the problem.
- If district facilities are being used as community shelters, establish contact with the American Red Cross and discuss the food and potable water situation.
- Establish a plan for college site and ICP feeding operations, as necessary. Coordinate with Operations Section to avoid duplication.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.

- Provide and coordinate with Operations Section for the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Procure/arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Obtain and coordinate necessary medical supplies and equipment for special needs persons with the Medical Branch Coordinator.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure proper accounting for all new property.
- Ensure that a system is in place which meets the district's property management requirements.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with Compensation/Claims Unit on procedures for handling claims.

COMMUNICATIONS UNIT

If the Logistics Coordinator/Chief assigns a Communications Unit Leader, these tasks will be performed by that person. If a Communications Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Coordinate with all sections and branches/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Provide a briefing on ICP on-site and external communications, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
- Provide a report of the status of communications and computing resources available for the disaster response operations. This includes
 - Telephone (hard wire and cellular) service,
 - District and college site web pages,
 - Radios,
 - Automated notification system,
 - Outdoor loudspeakers, and
 - Emergency conference call bridges.
- Evaluate impacts to communications/computing services and identify communication needs between the EOC, college sites, appropriate cities (Moorpark, Oxnard and Ventura) and the County of Ventura Operational Area EOC.
- Coordinate frequency and network activities with the local government (cities and county).
- Provide communications briefings as requested at action planning meetings.

- Establish a primary and alternate system for communications.
- Coordinate with all operational units and the ICP to establish a communications plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, amateur radio and volunteers.
- Coordinate with volunteer and private sector organizations to supplement communications needs, i.e. Auxiliary Communication Services (ACS) (ACS operators can be accessed via the Ventura County Operational Area EOC).
- If ACS is available, oversee the use of ACS services. This service can be used to communicate with other emergency response agencies and personnel.
- Establish a plan to ensure staffing and repair of communications and computer equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

FACILITIES UNIT

If the Logistics Coordinator/Chief assigns a Facilities Unit Leader, these tasks will be performed by that person. If a Facilities Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Maintain information in the Unit regarding
 - Facilities opened and operating,
 - Facility managers,
 - Supplies and equipment at the various locations, and
 - Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- Identify communications requirements to the Communications Unit.
- Identify equipment, material and supply needs to the Supply Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Safety/Security Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.

PERSONNEL UNIT

If the Logistics Coordinator/Chief assigns a Personnel Unit Leader, these tasks will be performed by that person. If a Personnel Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort.
- Maintain information regarding
 - Personnel/volunteers processed,
 - Personnel/volunteers allocated and assigned by location,
 - Personnel/volunteers on standby, and
 - Special personnel requests by category not filled.
- Ensure training of assigned response staff and volunteers to perform emergency functions.
- Obtain psychological crisis intervention services for staff and students, as necessary.
- Coordinate feeding, shelter and care of personnel.
- Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- Coordinate mutual aid resource requests for additional personnel with the Ventura County Operational Area EOC (colleges will coordinate first with the district EOC).
- Coordinate transportation of personnel with the Transportation Unit.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

TRANSPORTATION UNIT

If the Logistics Coordinator/Chief assigns a Transportation Unit Leader, these tasks will be performed by that person. If a Transportation Unit Leader is not assigned, the Logistics Coordinator/Chief will assume these tasks.

- Coordinate with the Planning/Intelligence and Operations Sections to determine transportation priorities and which disaster routes are available for emergency use.
- Coordinate use of disaster routes with the Operations Section.
- Establish a transportation plan for movement of
 - Students, personnel, supplies and equipment to the EOC, college sites, and staging areas;
 - Individuals to medical facilities or shelters as requested by Operations Section; and

- Emergency workers to and from risk area.
- Coordinate with the Operations Section on the movement of persons with special needs.
- Coordinate with local transportation agencies to establish availability of resources for use in evacuations and other operations as needed.
- As reports are received, analyze the situation and anticipate transportation requirements.
- Maintain inventory of support and transportation vehicles (buses, vans, pick-up trucks, light/heavy trucks).
- Prepare schedules as required to maximize use of available transportation.
- Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- Arrange for fueling of all transportation resources.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.

FINANCE/ADMINISTRATION SECTION COORDINATOR/CHIEF

Responsibilities:

- Provide financial support and coordination to District and college site operations.
- Maintain financial records of the emergency.
- Track and record all staff time.
- Process worker's compensation claims received.
- Handle travel and expense claims.
- Provide administrative support to the ICP.
- Coordinate the financial recovery from the disaster.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Ensure that the Section is supporting other ICP sections consistent with priorities established in the Action Plan.
- Keep the Incident Commander updated on all significant financial developments.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist on pages 60-61.

- Initiate disaster accounting procedures to track all expenses associated with the response and recovery to the disaster.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Ensure the Time Keeping Unit collects personnel equipment time records and records of expendable materials used.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Make recommendations for cost savings to the Incident Commander and Section Coordinator/Chiefs.
- Meet with assisting and partner agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprised of overall financial situation.

PURCHASING UNIT

If the Finance Section Coordinator/Chief assigns a Purchasing Unit Leader, these tasks will be performed by that person. If a Purchasing Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Contact appropriate branch/unit leaders on needs and any special procedures.
- Review/prepare purchasing procedures.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place which meets district's property management requirements. Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.
- Verify cost data in any pre-established vendor contracts.

TIME KEEPING UNIT

If the Finance Section Coordinator/Chief assigns a Time Keeping Unit Leader, these tasks will be performed by that person. If a Time Keeping Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each shift (include time reports from each college site).
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Track all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with district policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for staff time records within the first shift for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift.
- Coordinate with the Personnel Unit of the Logistics Section.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track district-owned equipment separate from rented equipment.

COMPENSATION/CLAIMS UNIT

If the Finance Section Coordinator/Chief assigns a Compensation/Claims Unit Leader, these tasks will be performed by that person. If a Compensation/Claims Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Maintain a log of all injuries occurring during the disaster/emergency.

- Develop and maintain a log of potential and existing claims.
- Coordinate cost recovery with disaster assistance agencies.
- Prepare claims relative to damage to district property and notify and file the claims with insurance company or joint powers authority.
- Periodically review all logs and forms produced by Unit to ensure
 - Work is complete,
 - Entries are accurate and timely, and
 - Work is in compliance with district requirements and policies.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-ICP processing.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Obtain all witness statements pertaining to claim and review for completeness.

COST RECOVERY UNIT

If the Finance Section Coordinator/Chief assigns a Cost Recovery Unit Leader, these tasks will be performed by that person. If a Cost Recovery Unit Leader is not assigned, the Finance Section Coordinator/Chief will assume these tasks.

- Activate/maintain the accounting procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Make decisions on cost codes and items to be tracked.
- Coordinate cost documentation with the college sites.
- Act as liaison with local, state and federal disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.
- Prepare all required documentation to recover all allowable disaster costs.
- The following items will be needed for documentation of damage and repairs for both insured losses and anticipated State and FEMA disaster recovery program eligible losses:
 - Photographs and sketches of damage and of completed work;
 - Urgency of the project and reasons;
 - Identification of all staff and equipment used in the response – time and expenses;
 - Identification of all vended services used in the response – time, materials and expenses;

- Identification of all mutual aid services used in the response – time, materials and expenses;
 - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.);
 - Other relevant data such as hazard mitigation (upgrades so that damage will not occur in future events); and
 - Co-pay by cooperating agencies, public/private partnerships, etc.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.
 - Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator/Chief and Incident Commander, as required.
 - Work with ICP sections and appropriate departments to collect all required documentation.
 - At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.
 - Receive and allocate payments.
 - Organize and prepare records for final audit.
 - Prepare recommendations as necessary.

ACRONYM EXPLANATION

AP – Action Plan

ACS – Auxiliary Communication Services

DAS – Division of State Architect

EAS – Emergency Alert System

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

FEMA – Federal Emergency Management Agency

IC – Incident Commander

ICP – Incident Command Post

ICS – Incident Command System

IMT – Incident Management Team

JIC – Joint Information Center

NIMS – National Incident Management System

OES – Office of Emergency Services

PIO – Public Information Officer

PPE – Personal Protective Equipment

SAP – Safety Assessment Program

SEMS – Standardized Emergency Management System