
APPENDIX B

UNIVERSITY EMERGENCY PLAN: OPERATIONS SECTION

This appendix includes the position descriptions and list of responsibilities for those individuals involved in the Operations Section of the campus' emergency response team. See [Figure 15](#). Also included is a generic checklist for all positions within the Operations Section.

Included are descriptions for:

- Operations Section Chief
- Public Safety Branch, including Law Enforcement/Security Unit, Medical Examiner/Coroner Unit, HazMat Unit, and Search and Rescue Unit
- Medical/Health Branch, including Public Health and Mental Health Units
- Care and Shelter Unit
- Construction and Engineering Branch, including Utilities Unit and the Transportation Infrastructure Unit. Transportation Infrastructure is further broken down into four groups: Debris Removal, Traffic Management, Road Repair, and Bridge and Levee Repair
- Communications Unit

DUTIES AND RESPONSIBILITIES

The Operations Section of the Emergency Operations Center does the following:

- Coordinates the university's operations in support of the emergency response through implementation of the university's Action Plans.
- Coordinates requests for mutual aid.
- Implements the goals and objectives of the EOC Action Plan for each operational period.

Public Safety Branch

Coordinates overall public safety-related response with the field level Incident Commanders; ensures that university assets are effectively mobilized in support of the field response; that Community Fire Department assets are appropriately integrated into the response, and that Community Police Department mutual aid is activated directly, and other mutual aid resources are activated through the State's regional EOC, when appropriate. Law enforcement mutual aid operates on a day-to-day basis as well as during emergencies.

Law Enforcement/Security Unit

Coordinates overall law enforcement/security in support of response to the emergency. This may involve traffic control, evacuation, evidence collection and protection, force protection, perimeter control, and access control. Coordinates with the County Medical Examiner/Coroner to ensure care for deceased victims.

Medical Examiner/Coroner Unit

Coordinates with the Law Enforcement/Security, Search and Rescue, and Medical Units to provide protection, identification and disposition of the fatalities, in concert with the County ME/Coroner.

Hazardous Materials Unit

Coordinates hazardous materials response. This may involve material identification, remedial actions, disposal, containment, personnel safety, and other response and recovery actions. Hazardous material mutual aid is coordinated through the Public Safety Branch for incident first response.

Search and Rescue Unit

Coordinates overall rescue activities. May include support to medical response, and coordinating fire-related activities with Community Fire Department.

Medical/Health Branch

Coordinates field-level medical response, participates in system for patient reception/hospital coordination, and patient support; coordinates mental health activities.

Public Health Unit

Ensures safety of food and water, provision of sanitation, and coordinates with Public Health officer to ensure that health concerns are addressed.

Mental Health Unit

Ensures provision of mental health care for campus victims and first responders; coordinates with County Mental Health for receipt or provision of mutual aid.

Care and Shelter Unit

Coordinates sheltering and feeding for displaced members of the campus residential community, and commuter students, faculty and staff who are unable to go home.

Construction and Engineering Branch

Coordinates the management and restoration/repair of the university's infrastructure.

Transportation Infrastructure Unit

Ensures that transportation infrastructure on the campus is assessed for damage, and repaired/restored as rapidly as possible to support emergency response activities; coordinates with EOC Operations Chief to ensure that incident transportation access needs are met; coordinates with off-campus transportation assets, including city, county and State transportation departments, and transit agencies.

Utilities Unit

Coordinates mutual aid, repairs to systems and supplements electric systems by shifting loads on campus; coordinates with off-campus utility sources.

Communications Unit

Ensure that information from the computer aided dispatch (CAD) is available to EOC decision-makers; ensures the ability to communicate across the disaster area through Radio Amateurs in Civil Emergency Services (RACES), organized messengers and other non-electronic methods.

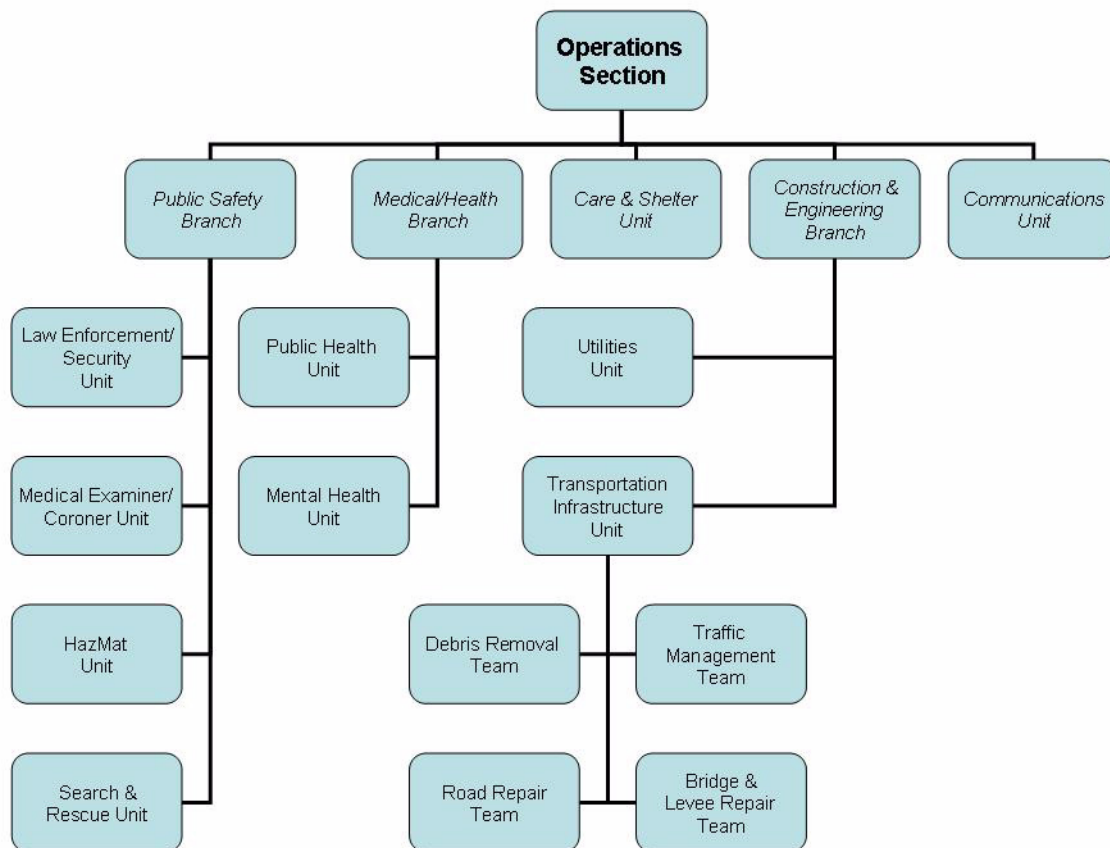


Figure 15 Operations Section chart

GENERIC CHECKLIST

(For All Positions)

Activation Phase:

- Check in with the Security Officer upon arrival at the university EOC.
- Report to Management Section Chief, other Section Chief, Branch Coordinator, or other assigned supervisor.
- Set up workstation and review your position responsibilities.
- Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure that the electronic resource tracking system (Web EOC, RIMS or other system) is operational.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the Management Section Chief.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action Report.
- If another person is relieving you, ensure he/she is thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Check out with the Security Officer and leave a destination and phone number where you can be reached.

OPERATIONS SECTION CHIEF

****Read This Entire Position Checklist Before Taking Action****

Responsibilities:

1. Ensure that the Operations function is carried out, including coordination of response with field forces for all operational functions assigned to the university EOC.
2. Determine the status of field units, and provide support to the Incident Commander.
3. Develop Operations Section objectives for the Action Planning Briefing, and ensure that Operations Section objectives and assignments identified in the EOC Action Plan are carried out effectively.
4. Following the issuance of the Action Plan, brief all subordinates on the Plan, including the allocation of Operations Sections objectives to the various Branches and Units.
5. Provide overall supervision of the Operations Section. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
6. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the electronic management formats, if available).
7. Conduct periodic Operations briefings for the Management Section Chief as required or requested.

Activation Phase:

- Report to the EOC as directed; follow the Generic Activation Checklist.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Obtain a briefing from the Incident Commander, and a copy of the current Incident Action Plan.
- Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Directors and Unit Leaders as necessary.
 - Care & Shelter
 - Communications
 - Construction and Engineering
 - Transportation Infrastructure
 - Utilities
 - Medical/Health
 - Public Health
 - Mental Health
 - Public Safety
 - Law Enforcement/Security Unit
 - ME/Coroner Unit
 - HazMat Unit

- Search and Rescue Unit
- Determine need for Mutual Aid.
- Request additional personnel for the section for 24-hour operation when necessary.
- Obtain a current communications status briefing from the IT/Telecommunications Branch Coordinator in Logistics. Ensure that there are adequate equipment and frequencies available for the section.
- Obtain estimated times of arrival of section staff from the Human Resources Branch in Logistics.
- Confer with the Management Section Chief to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for Operations.
- Coordinate with the Liaison Officer regarding the Operations Section's need for Agency Representatives.
- Establish radio or cell phone communications with Incident Commander(s) on campus.
- Determine activation status of the community and any State level regional EOC, and establish communication links with the Operations Section in the regional EOC.
- Based on the situation as known or forecast, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate Section objectives for the first Action Planning Briefing.
- Review responsibilities of branches in the section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation status and resources information is provided to the Planning/Intelligence Section on a regular basis, including Branch Status Reports and Major Incident Reports (electronic format if available).
- Ensure that all media contacts are referred to the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in Management Section Chief's Action Planning meetings.
- Work closely with each Branch Director to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that intelligence information from Branch Directors is made available to the Planning/Intelligence Section in a timely manner.

- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the Management Section Chief on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the Management Section Chief and Planning/Intelligence Section.
- Brief Branch Directors periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

PUBLIC SAFETY BRANCH

DUTIES AND RESPONSIBILITIES

The role of the Public Safety Branch is to:

1. Mobilize and deploy public safety resources of the university, including the University Police/Security Department, hazardous materials specialists, and medical resources; and coordinate fire-related activities with community fire department for fire fighting resources and fire suppression and rescue operations.
2. Coordinate fire safety measures appropriate to mitigation of fire hazards.
3. Coordinate containment and cleanup of hazardous material releases.
4. Assist in alerting and warning of the campus community, and surrounding neighborhoods when appropriate.
5. Coordinate the Law Enforcement/Security personnel in perimeter and traffic control.
6. Oversee Movement and Evacuation activities on campus, and coordinate with community EOC or police department regarding the impacts on city streets, especially those that might impact access to university facilities.
7. Ensure the safety and security of all personnel and assets of the university.
8. Direct search and rescue operations using university resources; coordinate with community fire department for additional assistance.
9. Coordinate heavy rescue operations with campus resources, community fire department resources, private sector firms, State's regional EOC, and State OES.
10. Ensure that fire protection systems are in good working order in campus shelters.
11. Advise decision makers of the risks associated with hazardous materials, as well as the circumstances for using water, foams, dispersants, or fog for extinguishing, diluting, or neutralizing hazardous materials, as needed.
12. Alert all emergency support services to the dangers associated with any hazardous materials and fire events on campus.

Units that may be activated are Law Enforcement/Security, Medical Examiner/Coroner, HazMat, and Search & Rescue.

PUBLIC SAFETY BRANCH DIRECTOR

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Ensure that field units employ the Incident Command System (ICS) in management of on-scene incidents. University Police/Security personnel will act as Incident Commander during any of the following events on campus property:
 - a. Fire Suppression
 - b. Hazardous Material Incidents
 - c. Evacuations
 - d. Medical Emergencies
 - e. Multiple Casual Incident Events. See Countywide Multiple Casual Incident Plan for details.
 - f. Terrorist Attacks.
 - g. Urban Search and Rescue Operations
 - h. Heavy Rescue Operations
 - i. Airplane Crashes on campus. The Police Department will act as lead agency until the arrival of Federal agencies. The initial focus will be fire suppression, multiple casualty management and hazardous material evaluations and response. [Note: Additional information to be developed]
 - j. Radiological Incidents. The Police Department will act as lead agency until the arrival of State or federal agencies. Most likely, response actions will be limited to identification of the radioactive material involved, assisting Law Enforcement/Security in establishing perimeter control, and providing Radiological Monitoring personnel and equipment.
2. Coordinate all Public Safety activities.
3. Maintain communications with field units and ICS command posts.
4. Evaluate status reports and prioritize the commitment of rescue resources, hazardous materials management resources, sheltering resources and medical care resources.
5. Evaluate response capability and initiate requests for mutual aid.
6. Coordinate acquisition and delivery to the site of necessary personal protective equipment, including respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological, biological, explosive or chemical environments.
7. Submit requests for mutual aid through established channels. Requests should include, at a minimum:
 - a. Reason for request
 - b. Number and type of resources needed
 - c. When needed
 - d. Location where resources are to report
 - e. To whom resources report

The State's regional Fire and Rescue Coordinator, who serves on the staff of the State's regional OES Manager during a STATE OF EMERGENCY or STATE OF WAR EMERGENCY, is responsible for coordination and dispatch of mutual aid resources within the region.

8. Coordinate with community fire department in non-disaster search and rescue operations.
9. Assist with evacuation and warning of the campus community. Normally, evacuations will be ordered by the University Police Chief (or by the community police chief if there is no University Police Department), except in hazardous material or radiological events, when it will be at the direction of the on-scene Incident Commander, or in biological/health events when it will be under the authority of the State Health Officer.
10. Coordinate with the Logistics Section Facilities Unit to ensure that fire suppression systems are working in any campus mass care facilities.
11. When possible, supply incoming mutual aid forces with portable radios using local interoperable channels or other local frequencies; or ensure that their radio equipment is interoperable.

Activation Phase:

- Follow the Generic Activation Checklist.
- Obtain a briefing from the Operations Section Chief.
- Initiate and maintain a log of significant events and phone/radio calls. Pass this log on to your relief with instructions to maintain it.
- Based on the situation, activate appropriate units within the branch.
- Periodically poll unit leaders to determine, at a minimum:
 - Nature and scope of the emergency
 - Equipment and personnel committed and their locations
 - Anticipated equipment and personnel shortages.
- Update status boards and maps in the Public Safety Branch, and assist the Planning/Intelligence Section to update overall event status boards and maps.
- Based upon severity of the situation, place University Police/Security personnel on standby and initiate recall.
- Review the need for mutual aid. If required, prepare a request in conjunction with the Operations Section Chief.
- Determine the number and location of injuries and fatalities.
- Coordinate with County EMS to notify ambulance providers and hospitals to prepare to receive casualties.

In the event of an EARTHQUAKE, arrange for relocation of University Police/Security equipment to open, safe areas.

Poll field units to ascertain:

- Location of disaster-related infrastructure damage
- Response capability
- Location of broken gas and water mains, and downed power lines

- Status of hazardous material use and storage sites
- Status of critical facilities
- Location of collapsed buildings. Determine if buildings contain occupants.
- Status of major streets and highways providing access to the campus
- Status of backup power equipment
- Number and location of any fatalities and injuries

In the event of a FLOOD/DAM FAILURE, determine the boundaries of present and anticipated inundation areas. Map these areas on EOC map.

- Determine the number and approximate location of campus community members requiring evacuation.
- Request the local water utility to initiate monitoring of potable water supplies.
- Request the community water pollution control plant to report on the status of sanitation facilities.

In the event of a HAZARDOUS MATERIAL INCIDENT:

- Identify substance.
- Determine quantity and extent of release. Map these areas on EOC map using GIS when available.
- Determine the potential for fire, environmental pollution, and toxicity to humans and animals.
- Establish perimeter control.
- Instruct all responders to stay up-wind and up-hill from the release, and to use proper personal protection equipment.
- Notify County EMS to contact hospitals regarding incoming casualties. Advise County EMS of identity of substance, if known.
- Establish and operate decontamination stations. Ensure that no contaminated patient is transported.

Make certain that the following reporting requirements are fulfilled. Coordinate with campus hazardous materials response resources and community Hazardous Incident Team to notify the following:

- The designated Administering Agency.
- The State's regional EOC.
- Neighboring jurisdictions, or unincorporated areas that might be impacted.
- State Warning Center

Determine the identity of the responsible party as soon as possible.

In the event of an EVACUATION:

- Coordinate with University Police/Security field forces to determine safe routes from campus, and provide this information to the Operations Chief, and to the Planning/Intelligence Chief for inclusion on maps and in reports.
- Coordinate with community police to determine established evacuation routes to be used by campus community members, destination community for the campus community, and available shelters and resources at the destination. Ascertain what direction has been given to the community regarding number of people per vehicle,

personal support items each person must bring, and the location of shelters for the special needs population. Determine the availability of gas for evacuees within the community and along the evacuation routes.

- Have Transportation Infrastructure Unit coordinate with local and State transportation departments regarding road conditions between the campus and the destination community; determine if car pooling is preferred.
- Coordinate with Transportation/Fleet Unit to ensure that transportation assets are available for campus community members without cars; establish campus-based car pools; coordinate with Medical/Health to ensure that medically fragile and injured campus community members have appropriate vehicles available: ambulances, para-transit.

In the event of a RADIOLOGICAL incident, request University Police/Security to implement perimeter control.

- Dispatch trained radiological monitor to the scene with instructions to report radiation levels to EOC on a periodic basis.
- Request assistance from State OES, via the State's regional EOC.

LAW ENFORCEMENT/SECURITY UNIT

DUTIES AND RESPONSIBILITIES

The role of the Law Enforcement/Security Unit is to:

1. Mobilize, deploy, and organize University Police/ Security resources for traffic control, perimeter control operations and campus facility security.
2. Support alerting and warning of the campus community.
3. Assist Planning/Intelligence in completing their missions by reporting damage assessment information gathered by field units.
4. Plan and supervise evacuation operations.
5. Provide security in mass care facilities, multipurpose staging areas, casualty collection points, supply storage areas, critical facilities, and evacuated areas.
6. Oversee the protection of fatalities until such time as Medical Examiner/Coroner authorities are able to take over this responsibility; then provide security assistance as needed.

The Law Enforcement/Security Unit Leader will be provided by the University Police/Security Department. This position has the following responsibilities.

- Coordinating Law Enforcement/Security Operations on campus.
- Coordinating Law Enforcement/Security support to other campus response and recovery operations.
- Evaluating status reports and prioritizing the commitment of Law Enforcement/Security resources.
- Coordination of Law Enforcement mutual aid within the State structure.

POLICIES AND PROCEDURES

- The University Police/Security Chief is responsible for the maintenance of law and order on the campus.
- Patrols will be maintained in evacuated areas whenever possible.
- Determine if mutual aid resources have access to interoperable radios/frequencies. Incoming mutual aid forces should be provided radios with the inter-agency frequency or other local frequencies whenever possible, if their radios are not interoperable.
- National Guard forces committed to supporting local law enforcement operations will generally accept only broad mission-type orders, and will always remain under the command and control of the State Military Department.
- Only the Governor may request the President to assign federal troops to assist in maintaining law and order. Existing *posse committatus* regulations limit the type of duties that may be assigned to military forces.

LAW ENFORCEMENT/SECURITY UNIT LEADER

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the campus community and the surrounding neighborhoods of the impending or existing emergency on the campus.
3. Coordinate Law Enforcement/Security and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Supervise the Law Enforcement/Security Unit.

Activation Phase:

- Follow the Generic Activation Checklist.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare Action Plan objectives for the Law Enforcement/ Security Unit and provide them to the Operations Section Chief prior to each Action Planning Briefing.

Operational Phase:

- Initiate/maintain a log of significant events, messages, and phone calls made and received. Pass this on to your relief with instructions to maintain it.
- Maintain current status of Law Enforcement/Security missions being conducted on the campus.
- Poll Law Enforcement/Security field units to determine:
 - Initial observations and intelligence relative to the scope and nature of the emergency.
 - Location and response capability of Law Enforcement/Security resources.
- Determine the number and location of uncommitted units and advise the Public Safety Branch Director of additional resources if needed.
- Provide the Public Safety Branch Director with an overall summary of Law Enforcement/Security Unit operations periodically or as requested during the Operational Period.
- Determine if curfew needs to be imposed. If curfew is to be imposed, review circumstances and legal powers with university legal adviser, prepare instructions and curfew order, submit to the Operations Chief for Management Section Chief's approval, and issue instructions to all campus Law Enforcement/Security personnel. Coordinate release of curfew order with the Public Information Officer (PIO). Notify community police department and provide a copy of the curfew order.
- If mass care facilities or Disaster Application Centers have been opened, instruct field commanders to assign personnel to provide security for these facilities.
- If barricades are needed to implement perimeter control, request these items from the Construction and Engineering Branch in the EOC.

- Periodically advise PIO of significant events.
- Provide security forces for the EOC and supply depots.
- On a regular basis, complete and maintain the Law Enforcement/Security Unit Status Report (Use electronic forms, if available).
- Refer all contacts with the media to the PIO.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Law Enforcement/Security Unit for the subsequent Operational Period; provide them to the Public Safety Branch Leader prior to the end of the shift and the next Action Planning briefing.
- Provide your relief with a briefing at shift change, informing him of all ongoing activities, unit objectives for the next operational period, and any other pertinent information.

In the event of an EARTHQUAKE, initiate urban search and rescue operations using campus resources.

- Instruct field commanders to assign officers to patrol vacated areas.
- Instruct field commanders to assign officers to conduct intelligence gathering and damage assessment operations, if possible.

In the event of a FLOOD/DAM FAILURE, instruct field commanders to provide perimeter and traffic control in affected areas on campus.

- Implement public warning measures on campus.
- Provide security and anti-looting patrols for inundation/evacuation areas.
- Poll field forces to determine if they are in threatened areas. Relocate personnel and equipment as necessary.
- Provide security for mass care facilities or Disaster Application Centers, as appropriate.

In the event of a HAZARDOUS MATERIAL INCIDENT, implement perimeter and traffic control.

- Ensure that all responders requested to assist at the warm zone/cold zone edge are issued, and utilize, proper personal protection equipment. Coordinate with the HazMat Unit if activated, or determine minimum requirements in this regard.
- If evacuation is ordered by the Incident Commander, coordinate the issuance of the order with the Operations Section Chief, the Management Section Chief and the PIO, time permitting.
 - Provide security and anti-looting patrols from the cold zone for evacuated areas.
 - Provide security for mass care facilities or Disaster Application Centers, as appropriate.

In the event of a RADIOLOGICAL INCIDENT, provide perimeter/access/traffic control.

- Implement alerting and warning measures on campus.
- Assist in evacuation, if ordered.

In the event of a NUCLEAR ATTACK, assist in alerting and warning the campus community.

- Assist in traffic control operations, particularly in areas closest to designated fallout shelters.
- Provide security for designated fallout shelters.

In the event of an EVACUATION, assist in determining the need to evacuate affected or threatened areas.

- If evacuation is appropriate, the university or community Chief of Police will issue a voluntary or mandatory evacuation order after consultation with the Management Section Chief, who must first declare a Campus Emergency. The decision to issue an evacuation order must be coordinated with the Care and Shelter Unit and the Transportation Infrastructure Unit.
- The Operations Section Chief must ensure that there are means for moving the impacted population before issuing the evacuation order.
- The Transportation Infrastructure Unit will provide traffic control for impacted roadways on campus, and coordinate with community transportation department off campus to ensure efficient traffic management between the campus and the anticipated mass care facilities.
- If University Police/Security resources appear to be insufficient to support Care and Shelter operations, request assistance through the State's regional EOC.
- Advise PIO, and Law Enforcement/Security Branch, Care and Shelter Unit and the Transportation Infrastructure Unit to instruct their field forces to take measures necessary to ensure that persons with special needs, such as elderly faculty, staff and students, people living with disabilities, and English-as-a-Second-Language campus community members, are made aware of the evacuation order.
- Establish assembly points, determine modes and obtain transportation resources, and ensure that routes are open and accessible from the campus.
- Coordinate with American Red Cross for general shelters and Salvation Army for special population shelters.
- Advise Transportation/Fleet Branch and Care and Shelter Unit to make arrangements for transportation and relocation to suitable shelters for those with special needs, such as people in wheelchairs, and people requiring specialized medical equipment.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

MEDICAL EXAMINER/CORONER UNIT

OBJECTIVES

With respect to Medical Examiner/Coroner (ME/C) operations, the overall objectives of the University Police/Security Department during response and recovery operations associated with disasters are:

- Identification, care, and storage of human remains.
- Determination of the cause and manner of death.
- Collection and storage of personal property and effects of the deceased.
- Notification of next of kin.

ORGANIZATION AND RESPONSIBILITIES

The County ME/C Office has statutory responsibility and authority for identifying dead persons and human tissue; determining and recording the cause, circumstances, and manner of death; and disposing of unclaimed and/or indigent deceased persons. In the absence of county authorities, within the property limits of the university, the Security/Police Department will, to the extent possible, perform the tasks delineated in this section.

During disaster response and recovery operations, the County ME/C Office will bear responsibility for:

- Coordinating countywide resources utilized for the collection, identification, and disposition of deceased persons and human tissue.
- Selecting an adequate number of qualified personnel to staff temporary morgue sites.
- Establishing collection points to facilitate recovery operations.
- Coordinating with search and rescue teams.
- Designating an adequate number of persons to perform the duties of Deputy Coroner.
- Identifying burial sites.
- Protecting the personal property and effects of the deceased.
- Notifying next of kin
- Establishing and maintaining a comprehensive record keeping system for continuous updating and recording of fatality numbers.
- Preparing and coordinating requests for mutual aid.

MUTUAL AID REGION

The State OES Region, Coroners Mutual Aid Coordinator (designated by the State Coroners Association) receives and responds to requests from County Coroners/Medical Examiners for mutual aid assistance from other jurisdictions and/or private sources. Should a present or anticipated emergency be of sufficient magnitude as to require the commitment of the resources of one or more counties, it is the responsibility of the Regional Coroners Mutual Aid Coordinator to organize and coordinate the dispatch of resources within the Region to the emergency area. The Regional Coroners Mutual Aid Coordinator shall advise appropriate officials at State OES of the situation. If the

Region's resources are overtaxed, the Regional Coroners Mutual Aid Coordinator will request assistance from the State level.

POLICIES AND PROCEDURES

Level I Event: Emergency

If the ME/C's office is equipped to handle the number of dead resulting from a disaster, the normal routine of examining, performing autopsies, fingerprinting, identifying, photographing and recording personal property of the deceased will usually be followed. If the number of fatalities overtaxes the ME/C's office, then a temporary staging or collection area may be staffed by funeral directors in the area.

Level II Event: Community Disaster

The normal functioning of the ME/C's morgue is likely to be disrupted. To facilitate the process of carrying out normal procedures, the establishment of multiple staging areas or morgue sites may be necessary. ME/C staff, funeral directors, and volunteers may staff collection areas in districts. These personnel may handle the operation details of the ME/C's facility for their district. It will also be necessary to establish fatality collection areas for persons who die while in the hospital or en route to treatment areas. To avoid additional trauma to surviving victims, it will be important to establish the fatality collection areas away from hospitals or treatment facilities.

Level III Event: Regional Disaster

Due to the anticipated number of fatalities, identification of the deceased can be expected to pose a significant problem. This problem may not be immediately resolved; therefore, extended operation of storage facilities, or alternative burial may be necessary.

It is imperative that bodies and possessions be tagged and labeled as to location found, as well as recording other information that will enhance identification.

It is likely that some bodies will not be identifiable prior to burial. Therefore it is essential that accurate documentation of gravesites, case numbers, and burial orders be kept. Each body should be tagged with a metal or plastic tag containing identification information.

Fatality Collection Areas (FCAs)

Should fatalities exceed the response capability of the ME/C's office, the ME/C's liaison will designate, organize, and arrange for the staffing of FCAs. The FCAs should be located as near as possible to the disaster site. The site selected for the FCA should have hot and cold running water, electricity, adequate parking, and communication links with the ME/C's office and the ME/C's liaison in the EOC. If possible the FCA should be located in an area away from public view, and should have facilities to safeguard property and effects of the deceased. Once the FCAs have been established, the ME/C's liaison may elect to secure refrigerated trucks, rail cars, or Conex boxes to assist in storage and transportation of remains.

Functions to be performed at the FCAs are:

- Receive remains.
- Identify the dead, record the identification, or collect and record evidence that may lead to later identification of buried remains.
- Receive, label, and impound the property of the dead.
- Keep records of names and numbers of dead.
- Conduct inquiry/locator services.
- File and record emergency death certificates.
- Photograph, X-ray, and chart teeth.
- Embalm bodies.
- Release bodies to mortuaries, or a transportation service for transport to burial sites.

Locating, Retrieving, and Tagging of Bodies

The removal and tagging of bodies is the legal responsibility of the ME/Coroner. Under ordinary circumstances the dead should be left exactly as they are found until an ME/Coroner deputy has conducted the required investigation. However, in a catastrophic disaster, expedient activities may be needed to protect the living from further trauma, permit the reuse of essential services facilities, or protect the dead from vectors, and stem the spread of disease. In that case, campus officials will have to determine that adequate ME/Coroner services are unavailable, and follow the ME/Coroner process.

The following policies and procedures will govern the recovery and identification process:

- Law Enforcement/Security personnel will secure the area as soon as possible.
- The following method of indicating the location of bodies at the disaster site will be used. The site will be marked off in grids and each grid is assigned a letter designation, in sequence. Bodies discovered in each grid are designated in sequence and prefixed with an alphanumeric designator.
- Body parts are identified and tagged using these numbers as the prefix, followed by the designation "P" for part. Parts will not be assigned to bodies at the scene.
- If circumstances permit, bodies and body parts should be photographed at the scene.
- Bodies should not be searched at the scene.
- Bodies will be removed from debris, tagged, put into body bags or otherwise suitably wrapped, and readied for transport to the FCA.
- Personal property will be tagged and sent with the body.
- Property and clothing not actually on a body will not be assigned to a body.

Expedient Burial

Expedient burial may become necessary when the number of victims becomes a public health hazard and the dead cannot be:

- Adequately refrigerated or embalmed to prevent decomposition;
- Processed and identified;
- Released to the next of kin; and
- Transported to and/or cared for by cemeteries, mausoleums, or crematoriums.

The decision to begin expedient burial must be made by the County Medical Examiner/Coroner and the County Health Officer, in conjunction with the State Department of Health Services.

Site selection will be governed by the nature, extent, and location of the disaster, as well as the number and location of the dead. Ideally, an existing cemetery would be the most logical location of an expedient burial site. If such a site is not available, consideration should be given to the following potential mass burial sites:

- Parks and recreational areas
- Flood control basins (dry weather only)
- Sides of freeways
- Areas beneath high power lines
- Rail yards and areas along rail lines
- Industrial or agricultural areas with large, open spaces.

Prior to internment in an expedient burial site, bodies should be processed as follows:

- Checked for jewelry or other items that may permit identification.
- Postmortem information has been properly documented.
- Fingerprints have been taken.
- Mandible and maxilla have been removed and properly stored, when possible.
- If the remains are not arterially embalmed, the body has been wrapped in celu-cotton or other absorbent material.
- Embalming fluid (2 to 3 gallons cavity fluid or 10% formalin) has been poured over the remains.
- Body has been wrapped in plastic sheeting or body bag and secured to prevent leakage.
- Both the body and the body bag have been tagged.
- If possible, the body has been placed in a wooden or metal container for burial; the container has been marked with corresponding identification numbers.
- The exact location of each body buried must be recorded on grid maps including dates, times, and other information necessary for exhumations.

Counseling Service

An information/locator service and counseling services should be set up by university staff, American Red Cross, County Mental Health workers, and the clergy, when possible. The county American Red Cross chapter has trained disaster inquiry workers who can assist with location of survivors, and connecting the ME/C office to the relatives who have called about the deceased.

MEDICAL EXAMINER/CORONER UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Coordinate with the ME/Coroner to establish and oversee an interim system for managing fatalities resulting from the disaster/event.
- Coordinate with the ME/Coroner to establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Ensure that locations where fatalities are discovered are secured.
- At the direction of the ME/Coroner, ensure that temporary morgue facilities are established in accordance with guidelines established by the ME/Coroner.
- At the direction of the ME/Coroner, procure, through the Logistics Section, all necessary fatalities management equipment and supplies, such as temporary cold storage vehicles, body bags and embalming fluid. [NOTE: Do not use food storage facilities that are intended to be used for food after the disaster.]
- Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to temporary morgue(s), only if so advised by the ME/Coroner.
- Assist the ME/Coroner with identification of remains and notification of next of kin, as required.
- Keep the Law Enforcement/Security Unit Leader informed of the Unit's activities on a regular basis.
- Inform the Public Safety Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. (NOTE: This information must be verified with the ME/Coroner prior to release.)
- Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

HAZMAT UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the campus.
2. Assist in mobilizing hazardous materials teams at the request of the Incident Commanders.
3. Request assistance from mutual aid systems as needed.
4. Ensure that teams in the field are provided with adequate support.
5. Supervise the HazMat Unit.

Action Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Work closely with all Operations Section branch coordinators to determine the scope of HazMat incident response required.
- Coordinate with the Public Safety Branch Coordinator to determine missions for HazMat teams based on established priorities.
- Establish radio or cell phone communication with all HazMat teams in the field to determine the scope of support required.
- Coordinate with the Construction and Engineering Branch to provide onsite assistance with HazMat operations at the request of team leaders.
- Coordinate with the Medical Liaison and County EMS to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- Coordinate with the ME/Coroner's Liaison to provide onsite assistance in managing fatalities at HazMat scenes.
- Monitor and track the progress and status of each HazMat team.
- Ensure that HazMat Team Leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for mutual aid HazMat teams through Logistics, if not addressed at the ICP.
- Inform the Public Safety Branch Director of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities. All media contacts are to be through the EOC PIO or field PIO only.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

SEARCH & RESCUE UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of Operations Chief or Field Incident Commanders.
3. Supervise the Search & Rescue unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position log and other appropriate files
- Work closely with all Operations Section's Branch Directors to determine the scope of search and rescue assistance required.
- Coordinate with the Public Safety Branch Director to determine missions for search and rescue teams based on established priorities.
- Mobilize and deploy available search and rescue teams to locations on campus in a manner consistent with established policies and priorities.
- Establish radio or cell phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the community/area, including organized FEMA USAR teams.
- Coordinate with the State Regional EOC to determine availability of search dog units.
- Coordinate with the Construction and Engineering Branch to provide on-site assistance with rescue operations at the request of team leaders.
- Coordinate with the Health/Medical Branch to provide onsite assistance to extricated victims requiring medical treatment.
- Coordinate with the ME/Coroner Unit to provide onsite assistance in managing fatalities at search locations.
- Ensure that each team leader develops a safety plan for each assigned mission.
- Monitor and track the progress and status of each search and rescue team.
- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for mutual aid Search and Rescue Teams through the Logistics Section, if not addressed at the Incident Command Post.
- Inform Public Safety Branch Director of all significant events.
- Reinforce the use of proper procedures for media contracts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities. All media contacts are to be through the EOC PIO or on-scene PIO only.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

MEDICAL/HEALTH BRANCH

OBJECTIVES

- Minimize loss of life, disability, and suffering by ensuring timely and coordinated disaster medical care.
- Coordinate the utilization of medical transportation and facilities and personnel within the university to benefit the victims of the disaster or emergency.
- Coordinate the procurement, allocation, and distribution of field level medical personnel, medical supplies, communications, and other related resources provided to the university, whether from university resources, contractors, or outside sources.

SUPPORTING ORGANIZATION

Multiple Casualty Incident Plan

The Multiple Casualty Incident Plan is developed and maintained by the County Emergency Medical Services Agency (EMS). EMS is responsible for:

- Coordinating the procurement and allocation of critical public and private sector medical resources required to support disaster medical operations.
- Coordinating the transportation of casualties and medical resources to health care facilities, including the establishment and operation of Casualty Collection Points.
- Coordinating the relocation of patients from damaged or unusable health care facilities.
- Maintaining liaison with the American Red Cross and volunteer agencies.

POLICIES AND PROCEDURES

Overall management of countywide disaster medical operations is the responsibility of the County Health Department. Expedient medical care and first aid for casualties will be provided through a network of Casualty Collection Points (CCP) and first aid stations operated by the County Health Department and supported by local hospitals and health care professionals.

The University Health Center will, to the extent possible, accomplish the tasks delineated in this annex, in the absence of county resources and authorities.

In the event county medical resources are unable to meet the needs of disaster victims, University Health Center may request mutual aid from neighboring jurisdictions through the State's regional EOC.

RECONNAISSANCE AND INFORMATION

The following information items are considered essential for effective management of disaster medical operations:

- Number, by triage category, and location of casualties on the campus.
- Location and helicopter accessibility of medical care stations on the campus.

- Accessibility by land route to campus medical care stations.
- Medical facilities that have the capability to decontaminate injured individuals that have been radiologically or chemically contaminated.

MEDICAL/HEALTH BRANCH DIRECTOR

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure that all available university-based medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Post in establishing triage teams.
3. Contact County EMS to determine the status of medical facilities within the affected area.
4. Coordinate with the County EMS to ensure the transportation of injured victims to appropriate medical facilities as required.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Identify campus community members who have medical training who could assist with the disaster medical care on campus: e.g., nursing faculty, nursing students with RN status, and students with EMT or other medical licenses.

Operational Phase:

- Establish and maintain position logs and other necessary files.
- Work closely with all Operations Section branch directors to determine the scope of disaster medical assistance required.
- Establish emergency triage and medical treatment points on campus.
- Prepare to administer inoculations, if warranted by threat of disease.
- Provide PIO with information on locations of triage and treatment centers on campus.
- Following the evacuation of an area, establish and operate emergency medical care centers or first aid stations to serve disaster workers/essential workers in the hazard area.
- Provide PIO with information on public health threats from the disaster event, e.g., radiation, chemical contamination.
- Establish and staff medical care stations at mass care facilities on campus.
- Identify hospitals, nursing homes, and other facilities that could be expanded into emergency care centers for campus disaster victims.
- If additional medical personnel are required, coordinate with the Medical/EMS Unit at the STATE Regional EOC.
- In conjunction with the community's Radiological Defense Officer, determine radiation levels of exposed individuals and methods for their decontamination, treatment, and care.
- Distribute antidotes, drugs, or vaccines to the campus community through Points of Distribution (PODs), contingent upon availability.
- Determine the status and availability of medical mutual aid resources through County EMS.

- Through county EMS determine whether hospitals and other medical facilities are able to treat disaster victims.
- Through county EMS determine status and availability of specialized treatment such as burn centers.
- Assist the Search and Rescue Unit Leader in providing triage and field level treatment for extricated victims.
- Coordinate with the County EMS to acquire suitable transportation for injured victims as required or requested.
- Coordinate with the Transportation Infrastructure Unit Leader to determine the best routes and access to campus for emergency medical vehicles.
- Establish and maintain communications with the State's regional EOC and determine status and availability of medical resources.
- Request, via the Medical/EMS unit in the State's regional EOC, personnel sufficient to achieve crisis augmentation of health/medical services, e.g., nurses' aides, paramedics, American Red Cross first aid volunteers, nurses, and other trained volunteers. Include a request for FEMA's Disaster Medical Assistance Teams, if appropriate.
- In conjunction with the Logistics Chief, access ambulance companies and para-transit to provide transportation and care of individuals from the disaster site to medical facilities. Coordinate with the Transportation Infrastructure Unit to determine safe and available routes.
- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- Inform the Public Safety Branch Director of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

PUBLIC HEALTH UNIT

PROCEDURES

Water Supply

Providing no restrictions have been placed on the water supply, it is estimated that a minimum of one gallon of water, per person, per day will be required. Possible sources of water are municipal systems, private systems of agriculture and industry, and springs and wells that have been certified as potable by the Public Health Officer. Should these systems be unable to meet the minimum demand for water, rationing may have to be initiated.

If potable water is not available, it may be necessary to treat and disinfect non-potable water.

Periodically, the Health Department will conduct tests of water supplies to determine potability.

Sanitary Waste Disposal

When the community sanitary sewer is not operational, alternative methods may be needed for human waste. Heavy duty plastic bags from existing stock, or obtained through the Procurement Branch, may be used to line existing toilets, and removed to secure storage when used several times. Contracts should be made in advance for the retrieval and proper disposal of the used bags. To accommodate the increased population in shelters, human waste disposal units may have to be constructed. Campus Facilities personnel will supervise and inspect the construction of these units. To the extent possible, privately owned chemical toilets will be obtained on contract including safe disposal of their contents. Special attention will be given to rapid provision of portable sanitation to parks and fields being used as shelters.

Solid Waste Disposal

It is anticipated that most solid waste will accrue at mass care facilities, with organic wastes being of particular concern to public health officials. Therefore, it is recommended that organic and inorganic waste should be collected and stored separately. Organic wastes will require heavier, washable, watertight containers, with tight fitting lids. When deciding on types of containers and methods of collection, the following should be considered:

- One container will be needed for every 25 people at mass feeding facilities.
- Containers should always be stored outside buildings.
- Plastic bags may be used for storage, but only for short periods of time.
- Garbage collection from mass feeding facilities should be accomplished daily, if possible.

The following types of disposal are recommended:

1. Sanitary landfill (Preferred option).
2. Burial (Next best option). Non-organic waste may be stored in plastic bags for disposal later. Organic waste should be buried and covered with at least twelve inches of compacted soil.
3. Incineration. First aid stations will generate medical wastes, which should be incinerated on-site or buried temporarily for later legal disposal at a biological waste facility. Note: it may be necessary to use dry, non-garbage waste as a source of heat.

MASS FEEDING SERVICES

Some aspects of the food delivery system will need supervision to prevent the spread of disease and the spoilage or waste of food. Some of the most important are:

- Quality control of incoming foods in order to detect spoilage or contamination.
- Quality control of water supplied to food preparation centers.
- Provision for proper storage and cooking of food.
- Provision for proper disposal of solid and liquid waste.
- Provision for proper washing and sanitizing of utensils.
- Supervision of food preparation and serving.
- Supervision of cleaning of all food handling and serving areas.
- Control of insects and rodents in food stores, kitchens, and eating areas.
- Management of personnel, including training, health checks, and assignment to sanitary facilities.

It is anticipated that mass-feeding facilities will be filled to capacity, and additional facilities may be required to serve the population in need. Maintaining cleanliness and sanitation standards will be of utmost importance. All sections should be kept clean and disinfected and only potable water should be used in the feeding centers. In addition to this, three separate basins (one for personal use, one for the cleansing of cooking utensils and dishes, and one for the washing of fruits and vegetables) should be set up. All sinks should be provided with detergents, access to boiling water, and organic waste containers where grease and food scraps can be deposited. Dishes should be immersed in boiling water for five minutes, if possible, or treated with a suitable germicidal chemical in the final rinse.

Food handlers must practice good personal hygiene and be free of boils, sores, and communicable diseases. To ensure compliance with this policy, medical examinations should be required of all food handlers. Prior to reporting to the mass feeding facility to begin work, the new food handlers should attend a brief training session that stresses personal hygiene and emphasizes hand washing and wearing of special garments for food service and preparation.

If refrigeration at the mass feeding facility is inadequate, perishables will have to be delivered daily. Raw vegetables and soft-skinned fruit should not be served at mass feeding facilities, unless their wholesomeness can be assured.

PUBLIC HEALTH UNIT LEADER

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Assess the status and availability of potable water for the campus.
2. Assess the status of the sanitation system service for the campus.
3. Coordinate with County Health Department to ensure that they are inspecting and assessing emergency supplies such as foodstuffs and other consumable for purity and utility.
4. Assess the need for a vector control plan for the affected disaster area(s) within the campus.
5. Supervise the Public Health Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Initiate/maintain a log of significant events, messages, and phone calls. Pass this along to your relief with instructions to maintain the log.

Operational Phase:

- Coordinate with the Utility Unit Leader to determine current status of sewer system, waste water treatment plants, and potable water supplies.
- If systems are damaged, request assistance from the local water utility, County Health Department or County Environmental Health Department to assess drinking water quality and potential health risk from ruptured sewer/sanitation systems.
- Develop an alternative distribution system for drinking water throughout the campus as required. If potable water supply is not adequate to meet demand, coordinate the location, delivery, and distribution of potable water with the Management Section and the Procurement Branch in the EOC. If mutual aid is needed, contact the State's regional EOC.
- Examine the need to impose water rationing. If water rationing is deemed appropriate:
 - Determine rationing quotas
 - Determine distribution points
- Coordinate the issuance of rationing orders and emergency public information relative to rationing, with the Management Section and the PIO.
- Determine if any mass care or mass feeding facilities have been opened, and provide appropriate services.
- Coordinate with the Logistics Section to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- Inspect emergency supplies to be used in the EOC, by field emergency responders, and in campus mass care and feeding facilities, such as foodstuff, drugs, and other consumables, for purity and utility. Obtain the County Health Department guidelines for inspection of campus community supplies.

- Assign selected individuals to survey the campus. Instruct them to note, map, and report unusual concentrations of vectors, malfunctioning wastewater treatment facilities, dead animals, or other public health concerns.
- Determine the need for vector control, and coordinate with the appropriate public agency for vector control services as required.
- Inform the Medical/Health Branch Leader of all activities of the Public Health Unit periodically during the operational period, or as requested.
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

MENTAL HEALTH UNIT LEADER

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

1. Ensure access to mental health care for all campus victims and first responders.
2. Supervise the Mental Health Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Assess the status and availability of counseling services for victims.
- Assess the status and availability of peer counseling for campus first responders.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Coordinate with the Operations Section Chief and Medical/Health Branch Director to determine the current status of mental health needs within the campus.
- Coordinate with County Mental Health Department to determine what mental health resources are available for community disaster victims and first responders, including peer counseling, community defusings, and post traumatic stress care.
- Assess the need for mental health mutual aid within the campus.
- Ensure that counseling services are available for the victims in shelters, including defusings.
- Ensure that peer counseling is available for campus first responders.
- Ensure that campus counseling resources such as the Counseling Center staff, campus-related clergy, faculty with counseling training and Housing staff are integrated into the mental health programming for the campus victims.
- Coordinate with campus-related clergy to open the Campus Chapel and offer religious services, religious counseling, and private meditation opportunities.
- Coordinate with County Mental Health to determine if they have requested mutual aid through the American Red Cross or professional organizations; offer university-based resources to aid the community victims, as appropriate.
- Inform the Medical/Health Branch Director of all activities of the Mental Health Unit periodically during the operational period, or as requested.
- Give goals and objectives for inclusion in the EOC Action Plan to the Medical/Health Branch Director.
- Coordinate with the Recovery Planning Branch Director to ensure that on-going mental health care needs are provided for in the Recovery Plan.
- Refer all contacts with the media to the Public Information Officer (PIO).

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

CARE AND SHELTER UNIT

OBJECTIVES

The overall objectives of care and shelter operations are:

- Provide food, clothing, shelter, and other basic necessities of life, on a mass care basis, to persons unable to provide for themselves as a result of a disaster.
- Provide an inquiry service to reunite separated families or respond to inquiries from relatives and friends outside the affected areas.
- Assure an orderly transition from mass care, to separate living, to post-disaster recovery.
- Prepare for occupancy and operation of fallout shelters during a surge or mobilization period.
- Organize and manage fallout shelters in the event of a nuclear attack.

PARTNERS

American Red Cross

The American Red Cross (ARC), as mandated by Federal Law 36-USC-3 and reaffirmed in Public Law 93-288, provides disaster relief in peacetime.

At the State level, the Statement of Operational Relationships between the ARC and the California Emergency Management Agency, and the Memorandum of Understanding between the ARC and the California Department of Social Services establishes the operating relationships among these agencies.

Emergency mass care includes providing:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

The ARC acts cooperatively with State and local government and private sector relief organizations to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for American Red Cross involvement in a State of War Emergency. However, by decision of chapter Boards of Directors, the Red Cross Chapter Disaster Committees in California may, if incorporated into the civil defense plans of political subdivisions, serve as a component of civil defense to assist with emergency mass care operations.

County Non-Governmental Organizations (NGOs)

The county may have an agency that serves as the focal point for the non-governmental organizations within the county that assist with emergency and disaster relief. Member agencies can assist campus organizations in the care and shelter function for campus community disaster victims, including special needs populations.

ORGANIZATION AND RESPONSIBILITIES

The Care and Shelter Unit Leader will:

- Lead the Care and Shelter Unit in the university EOC.
- Have overall responsibility for coordination of Care and Shelter operations within the university.
- Encourage the interface of other private sector relief agencies in support of the campus relief effort, especially locally organized non-governmental organizations, including ARC.
- Arrange for the opening and operation of mass care facilities until such time as the ARC or other non-government organizations are available to serve. ARC has no responsibility for shelters it did not open or authorize. The university will be responsible for such shelters on campus.

Registration and Inquiry

During peacetime response and recovery operations, the ARC has the responsibility for conducting Registration and Inquiry operations. The ARC has trained Disaster Welfare Inquiry personnel, a system to recruit volunteer workers, and a tested program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the ARC Chapter office closest to the incident. On occasion, the ARC may designate a Headquarters for Disaster Operations. In the event fallout shelter operations are initiated, Registration and Information Coordinators in Reception and Care Centers have the responsibility for registration of shelter inhabitants.

Communications should be established between the Inquiry Center and shelters, hospitals, and coroners' offices and morgues serving the university. Registration lists and location changes are sent to the Center daily, if practicable. If possible, inquiry and response information should be sent by email, teletypewriter exchange (TWX) or packet radio in order to provide a written record of the communications. Although every effort is made to locate all victims, it is probable that some campus community members will relocate without registering. In light of this, the Care and Shelter Unit Leader should request the PIO to issue bulletins requesting relocatees to notify relatives of their whereabouts, as well as register at an Inquiry Center.

Shelter Guidelines

Because of the variety of disasters that could occur at the university, it is impractical to list specific shelter sites that might be used to house and feed the community. A variety of factors will be considered in selecting site-specific shelters, such as proximity to the disaster site, without being within the disaster area; adequate transportation to the facility for those in the affected area; location in relation to a hazmat event (up-wind or cross-winds, uphill); location in relation to a flood event (high ground, stable soil).

Types of shelters are listed in priority order for use:

Small Scale/Limited Evacuation Event:

Public accommodations (hotels/motels)

- Salvation Army facilities

- Other existing temporary housing facilities
- University-owned facilities, including parks and sports facilities

Large Scale/General Evacuation Event:

- Nearest campus building neither in the disaster area, nor downwind of a hazmat event
- Community shelters (obtain information from the County or State's Regional EOC)
- Public accommodations or Salvation Army facilities will be reserved for special needs groups

Lodging Operations

- In widespread disasters, all suitable buildings, other than those being used for other emergency functions, may be used for lodging. The university will determine which facilities are best suited for the number and type of campus community members needing housing. Upon request of the local community and approval by the President, campus facilities may be used to shelter other disaster victims. An agreement will be made regarding which agency will obtain FEMA reimbursement for the sheltering services.
- In large-scale disasters, commercial lodging facilities such as motels and hotels should be reserved for medically fragile populations that require special facilities.
- When possible, most of the lodging operations will be performed by personnel normally associated with the facility. However, in large-scale disasters, the shelterees, under the supervision of the facility manager, are expected to assist with many, if not most, of the operations.
- Pets will not be allowed in lodging facilities. Whenever practical, they will be housed in temporary animal control facilities. The county Humane Society has a plan for providing support.
- Only minimal health care will be available in mass care facilities.
- Following an earthquake in the period while buildings are being assessed for damage and safe re-entry, the Transportation/Fleet Unit may be asked to acquire buses as temporary shelters, especially during inclement weather.

Feeding Operations

Mass feeding operations on campus will be the joint responsibility of Campus Catering and the American Red Cross, with the support of community NGOs where possible.

- During peacetime operations, arrangements will be made, when possible, for mobile feeding and refreshment services, as well as food delivery to emergency responders in the field.
- Ordinarily, the normal dining facilities or an alternate central facility will be established for mass feeding.
- Mass feeding schedules will be published and distributed.
- Special diets will be provided, if possible, including those medically required, and those based on community member food preferences based on culture or religion.

Fallout Shelter Operations

A list of public shelters, compiled from the National Facility Survey List, as well as the American Red Cross shelter listing, is kept on file in the County Office of Emergency Services. This list is updated as necessary, but not less than annually. In the event fallout shelter operations are implemented, available space (10 sq. ft. per person) will be allocated on a first-come, first-served basis. Currently, a fallout shelter deficit exists in most counties. Therefore, it is anticipated that given adequate lead-time, construction of new fallout shelters, upgrading of existing shelters and homes, and use of expedient shelters will be necessary. At this time there may be no shelters in a community adequate to protect the population against blast or thermal radiation. Therefore, those citizens in assumed high risk areas with respect to the direct, prompt effects of a nuclear weapon detonation, will be notified of the potential danger by Emergency Alert System channels, and, based upon an informed decision, may elect to spontaneously evacuate the area, or remain in place, as the case may be.

Currently, designated fallout shelters are not stocked with food, water, and other essentials. In the event fallout shelter operations are implemented, city and county authorities will provide what food and water they can for shelterees. However, it is doubtful that governmental agencies will be able to provide sufficient provisions for the anticipated 14-day stay period in the fallout shelters. Therefore, shelterees will be instructed to bring water, nonperishable food items, blankets or sleeping bags, infant care items, medical needs, personal hygiene supplies and other essentials with them to the shelter.

During a crisis period, those designated shelters, which are unmarked, will be marked by public safety personnel.

Given adequate lead-time, the city Radiological Defense Officer will recruit and train additional radiological monitors and fallout shelter managers, sufficient to ensure that one each is available and assigned to a designated fallout shelter.

Communications between fallout shelters and the designated fallout shelter complex headquarters will be maintained by telephone where possible. However, it is likely that in the event of a nuclear attack, phone systems will be rendered inoperable. Therefore, communications will be maintained by whatever means necessary, with the preferred method being hand held radios, and RACES equipment and volunteers. Frequencies will be assigned by the county Emergency Services Coordinator.

Management of fallout shelters will be the joint responsibility of the Care and Shelter Unit Leader and a designated University Radiological Defense Officer.

Public fallout shelters will, to the extent possible, be kept free of contamination by requiring shelterees to decontaminate prior to entry, as well as monitoring of shelterees, particularly those that are entering for the first time, or reentering after exposure to the environment outside the shelter.

CARE AND SHELTER UNIT LEADER

******Read This Entire Position Checklist Before Taking Action******

Responsibilities:

- In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required to disaster victims within the campus community.
- Supervise the Care and Shelter Unit.
- Coordinate with the Campus Counseling Center, County Mental Health and NGO's to ensure that appropriate mental health services are available to disaster victims.
- Ensure that care and shelter information for disaster victims is available in appropriate languages and through appropriate means for persons with disabilities and those with limited English reading skills, such as campus employees. Coordinate with the PIO to obtain needed written materials.
- Coordinate with the Management Section Chief to ensure that appropriate support services are available to disaster victims at a Disaster Application Center that might be opened, with special reference to language and disability issues.

Activation Phase:

- Follow the Generic Activation Checklist.
- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain.
- Alert the American Red Cross and other NGOs that either:
 - Operations will be initiated immediately, or
 - Operations are likely to be initiated.

Operational Phase:

- Maintain a Care and Shelter Unit position log and other necessary files.
- Coordinate with the Planning/Intelligence Section to determine the condition of the preferred campus facilities that may be needed as shelters. Request a windshield damage assessment survey of the property, if none has been completed, before announcing a potential location.
- Once general conditions on the property are determined, dispatch Planning/Intelligence Section Damage Assessment Unit staff to investigate the following attributes of each facility, at a minimum:
 - Structurally sound?
 - Utility services operational?
 - Sanitation facilities operational and adequate?
 - Does the facility have cooking, serving, and dining areas and equipment? If so, what is the capacity? Or is the facility within easy walking distance of a separate feeding facility?
 - Is the facility stocked with foodstuffs?

- In the event water service is disrupted, or it is determined that the facility's water supply is contaminated, does the facility have a stockpile of canned or bottled water?
- What is the housing capacity of the facility?
- Does the facility have a stockpile of beds, cots, and linen? If so, how many?
- Does the facility have showers? If so, what is the capacity?
- Is the facility suitable for coed housing?
- Is the facility suitable for housing the critically ill?
- Is outdoor space available to safely accommodate residents who do not wish to be inside a building, especially after an earthquake?
- If this is an attack situation and the facility is a designated fallout shelter:
 - Does the facility contain radiological monitoring equipment? If not, coordinate delivery with the state's regional EOC.
 - Does the shelter have an assigned manager? If not, assign one.
 - Does the shelter have an assigned radiological monitor? If not, coordinate assignment of one with the Hazardous Materials Unit.
 - Is the shelter clearly marked?

If Care and Shelter operations are initiated, or appear to be imminent, coordinate with the Public Safety Branch to determine, at a minimum:

- Boundaries of the damage or evacuation area(s).
- Number of displaced people requiring food and shelter. (It is anticipated that a portion of the disaster victims will arrange for their own food and shelter).
- Number of disaster victims with special needs such as the critically ill/injured, persons with disabilities, the elderly, infirm, limited-English speaking. To the extent possible, designate space within lodging shelter facilities to house these individuals.
- Based upon data received in the previous steps, allocate shelter space and assign disaster victims to facilities. Coordinate allocations and assignments with the Public Safety Branch for transmission to field units. Be conscious of community psychological needs, as well as physical needs, when selecting shelter sites.
- Coordinate the information flow between Care and Shelter facilities and the EOC as required. If phone service is unavailable, coordinate with RACES to place HAM operators at shelters.
- Update maps and status boards as required.
- Request the American Red Cross to set up Disaster Welfare Inquiry services. If ARC is unable to do this, use university resources to set up this service.
- Assign shelter/reception center teams. Try to place bilingual staff at centers serving campus disaster victims with limited English skills.
- If fallout shelter operations are initiated, draft a shelter-stocking plan.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Care and Shelter Unit Operations periodically during the operation period or as requested.
- Complete and maintain the Care & Shelter Status Reports (using electronic forms if available).

- Ensure that coordination of all mass care activities occurs with volunteer agencies as required.
- Ensure that coordination of all mental health services activities occurs with the Campus Counseling Center, County Mental Health Department, and related NGOs.
- Prepare objectives for the Care and Shelter Unit for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

CONSTRUCTION AND ENGINEERING BRANCH

OBJECTIVES

- Conduct emergency repair/restoration of roadways, bridges and tunnels.
- Conduct emergency debris clearance and roadway recovery operations.
- Support damage assessment teams.
- Determine the safety of emergency operations facilities, campus shelters, reception and care centers, and evacuation routes in a post-disaster environment.
- Inspect, designate, and, when essential for life safety, demolish hazardous structures.
- Assist Public Safety Branch in conducting urban search and rescue operations.
- Restore utilities to critical and essential facilities.
- Ensure potable water supply during an emergency.
- Provide sanitation services during an emergency.
- Protect the water supply and sewage system from the effects of hazardous material incidents, in conjunction with system owners.
- Conduct flood fight operations.
- Drain flooded areas.
- When requested, identify and prepare campus heli-spots.
- Assist in crisis upgrading of existing fallout shelters to at least a PF of 40.
- Assist in construction of new fallout shelters.
- Assist in preparation and dissemination of emergency public information relative to upgrading of campus shelters to provide fallout protection, and construction of expedient shelters.

ORGANIZATION AND RESPONSIBILITIES

The University Construction and Engineering Branch Director is responsible for coordination and allocation of campus resources required for utility restoration, debris clearance, transportation infrastructure recovery, fallout shelter construction and upgrade, and campus search and rescue operations. Pre-disaster registration of campus experts, such as College of Engineering professors and students, Applied Arts and Sciences professors and students, and others with needed skills, can provide a list to augment staff resources.

Additional support may be obtained from the following:

- Associated General Contractors (AGC) of America and the Engineering and Grading Contractors Association (EGCA) are available to any legally constituted authority conducting emergency response and recovery operations.
- The Structural Engineers Association of California (SEAOC) has a large number of volunteers who may be made available to support government agency efforts directed toward damage assessment and determining the serviceability of damaged buildings. Through the Association, other types of engineers (civil, mechanical, electrical, safety) may be obtained.

- The Concrete Sawing and Drilling Association of California may provide assistance in heavy rescue operations.

POLICIES AND PROCEDURES

Post-Event Inspection of Facilities and Structures

Inspections to determine serviceability will be conducted in accordance with the Damage Assessment Plan for Volunteer Engineers, and the Damage Assessment Plan for Building Officials (published and issued by State EMA).

Debris Clearance

Eligibility criteria and administrative procedures relative to the application for federal grants to assist in defraying costs incurred in performing emergency debris clearance are outlined in State and Federal disaster planning documents. Finance/Administration Section will complete and coordinate such applications with the County OES.

Transportation Infrastructure Recovery

Construction and Engineering Branch and Public Safety Branch staff will survey damage to transportation infrastructure and report their findings to the Operations Section Chief.

Priority will be given to:

- Assessment of damage to roadways and access/egress requirements.
- Assessment of availability of evacuation routes.
- Identification, establishment, and operation of alternate routes.
- Reestablishment of service on critical surface arteries.

CONSTRUCTION/ENGINEERING BRANCH DIRECTOR

****Read This Entire Position Checklist Before Taking Action****

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Coordinate the repair of damage to campus facilities.
3. Survey all other campus infrastructure systems, and coordinate their restoration.
4. Assist other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

Activation Phase:

- Follow the Generic Activation Checklist.
- Based on the situation, activate the necessary units within the Construction/Engineering Branch:
 - Utilities Unit
 - Transportation Infrastructure Unit
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to each Action Planning Briefing.

Operational Phase:

- Ensure that branch and unit position logs and other necessary files are maintained.
- Maintain current status on all construction/engineering activities being conducted on the campus.
- Establish campus detour routes, and coordinate with community EOC regarding city-initiated detour routes that may affect the campus.
- Poll field units to determine structural adequacy of university buildings, roads, and bridges
- Determine and document the status of transportation routes within and serving the campus.
- Coordinate debris removal services as required.
- Assist Utility Unit in status assessment and restoration of vital services.
- Assist Transportation Infrastructure Unit in coordination of evacuation operations, particularly route selection and marking, and debris removal.
- If power to the EOC is lost, arrange for backup.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- Ensure that all Utilities, Transportation Infrastructure and Construction/Engineering Status Reports are completed and maintained (Utilize electronic forms, if available).
- Refer all contacts with the media to the Public Information Officer.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Construction/Engineering Branch for each subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning briefing.
- Provide your relief with a briefing at shift change, informing him of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

UTILITIES UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assess the status of utilities; provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility companies.
3. Supervise the Utilities Unit.

Activation Phase:

- Report to the EOC as directed; follow the Generic Activation Checklist.
- Coordinate with utility companies to strengthen life safety services in any patient care facilities, such as the student health service or medical teach facilities such as surgi-centers or hospitals; and for any campus community members who depend on electricity for medical equipment, such as oxygen generators.
- Coordinate with the Logistics Section Facilities Unit to ensure that the EOC generator is working and has adequate fuel.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the utility providers for the university.
- Determine the extent of damage to utility systems serving the university: water, sanitary sewers, wastewater treatment plant, storm drains; electricity, gas, cable television and telecommunications services.
- Determine the location of all damaged gas and water mains, waste water lines and downed power lines.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section and the PIO.
- Coordinate with utility companies to determine the anticipated time of system restoration.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems on campus.
- Ensure that the back-up power supplies for all critical facilities are working and have adequate fuel remaining. If any are inoperative, consult the Logistics Section Facilities Unit for the location and availability of generators on campus; and consult Logistics Section Procurement Branch for access to rented or purchased generators and fuel.
- Keep the Public Health Unit and Recovery Planning Branch informed of any damage to storm drain, sewer and sanitation systems, as well as possible water contamination problems.
- Keep the Construction/Engineering Branch informed of the restoration status.
- Complete and maintain the Utilities Status Report (Use electronic forms if available).
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

TRANSPORTATION INFRASTRUCTURE UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Assess the status of all streets, roadways, sidewalks, bicycle paths, garages and parking lots (transportation infrastructure) on the campus.
2. Coordinate with local and State transportation agencies to determine the status of streets, highways and bridges that relate to access to the campus, including the interstate highway system.
3. Coordinate with local and State transportation agencies to determine available evacuation routes, travel routes from the campus to hospitals, and possible traffic control available to speed access on these routes, such as one-way, contra-flow, signal control.
4. Develop a Transportation Corridor Plan that identifies routes of ingress and egress, and staging areas to facilitate the movement of response personnel, the affected population, and shipment of resources and materials. Distribute this plan to the Operations Chief, the Planning/Intelligence Situation Status Branch, and the Transportation/Fleet Branch.
5. When requested, identify and prepare heli-spots.
6. Coordinate information on restoration of damaged transportation assets with the agency that owns the asset.
7. Supervise the Transportation Infrastructure Unit.

Activation Phase:

- Follow the Generic Activation Checklist.
- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the transportation agencies that own the streets, highways and bridges that provide access to the campus.

Operational Phase:

- Determine the extent of damage to streets, roads and highway systems serving the university.
- Ensure that all information on road closures and damage is consolidated and provided to the Situation Status Unit in the Planning/Intelligence Section.
- Coordinate with the Logistics Facilities Unit and Procurement Branch to ensure the rapid restoration of on-campus streets and other transportation assets.
- As needed establish Traffic Infrastructure Unit Groups: Road Debris Removal, Traffic Management, Road Repair and Bridge and Levee Surveillance.
- When requested, identify and prepare helispots. Obtain information on size and glide path requirements from the requesting agency.
- Keep the Construction/Engineering Branch informed of the restoration status.
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

ROAD DEBRIS REMOVAL GROUP

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Understand the capability for removing debris from the road using university resources.
2. Coordinate with Logistics Section Procurement Branch to maintain a list of other sources of road debris removal resources.
3. Oversee road debris removal operations.

Activation Phase:

- Follow Generic Activation Phase Checklist.
- Check in with the Transportation Infrastructure Unit Leader and obtain your priorities and specific assignment.
- If time permits, contact all university units with road debris removal equipment to confirm their status and location. Recommend appropriate steps for preparing the equipment, such as filling up gas tanks, or taking the equipment to shelter or high ground.

Operational Phase:

- Give the Construction and Engineering Branch Director an updated list of available equipment before the first Action Planning Briefing.
- Oversee the removal of debris from university-owned transportation infrastructure, using university equipment such as wood chippers for the removal of tree-related debris; re-install fallen street lights; removal animal carcasses and other material that interferes with the safe use of the university's transportation infrastructure.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

TRAFFIC MANAGEMENT GROUP

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Maintain an inventory of all university-owned traffic management equipment.
2. Coordinate with Logistics Section Procurement Branch to maintain a list of alternative sources of traffic management equipment, with 24-hour contact information for each.
3. Oversee traffic management operations.

Activation Phase:

- Follow Generic Activation Phase Checklist.
- Check in with the Transportation Infrastructure Unit Leader and obtain your priorities and specific assignment.
- If time permits, contact all university units with traffic management equipment to confirm their status and location. Recommend appropriate steps for safeguarding the equipment, such as fueling the delivery vehicles, and taking the equipment and its delivery vehicles to shelter or higher ground.

Operational Phase:

- Give the Construction and Engineering Branch Director an updated list of available equipment before the first Action Planning Briefing, such as barricades, delineators, electronic signs, and sandbags
- Support University Police/Security with traffic management operations on campus and at merge points with community streets; with the development and enforcement of carpooling for the campus; and with flood fighting materials.
- Maintain contact with the community EOC to share information on road conditions on campus and get information on traffic management and road conditions affecting the campus; and get information from community traffic cameras, if available, that cover areas adjacent to the campus.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

ROAD REPAIR GROUP

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Maintain an inventory of all university-owned transportation infrastructure, including garages, parking lots, roads, sidewalks, bike paths.
- Maintain an inventory of all road construction as-built plans.
- Maintain an inventory of all transportation infrastructure repair equipment and materials.
- Coordinate with the Logistics Section Procurement Branch to maintain a list of alternate sources of transportation infrastructure repair equipment and materials.

Activation Phase:

- Follow Generic Activation Phase Checklist.
- Check in with the Transportation Infrastructure Unit Leader and obtain your priorities and specific assignment.
- If time permits, contact all university units with transportation infrastructure repair equipment and materials to confirm their status and location. Recommend appropriate steps for preparing equipment, such as filling up gas tanks, or taking vehicles, equipment and materials to shelter or higher ground.

Operational Phase:

- Give the Branch Director an updated list of available vehicles, equipment and materials before the first Action Planning Briefing.
- Provide engineering services for reconstruction of damaged transportation infrastructure.
- Coordinate with the Planning/Intelligence Section Recovery Planning Branch to ensure that transportation infrastructure is clean and safe for use by overseeing street sweeping, street washing, mud removal, oil abatement, street light reinstallation, and similar activities.
- Keep the Construction/Engineering Branch Director informed of the status of transportation infrastructure restoration projects.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

BRIDGE AND LEVEE SURVEILLANCE GROUP

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Monitor the condition of bridges and levees, and conduct damage assessment.
2. Monitor the water levels at bridges and levees.

Activation Phase:

- Follow Generic Activation Phase Checklist.
- Check in with the Transportation Infrastructure Unit Leader and obtain your priorities and specific assignment.
- If time permits, conduct a baseline survey of all bridges and levees.

Operational Phase:

- Give the Branch Director an updated list of all campus bridges and levees.
- Regularly survey condition and water level of bridges and levees, starting as soon as it is safe and after every aftershock, major storm, or other triggering factor.
- Report water levels and any damage or impending failures to the Construction and Engineering Branch Director.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

COMMUNICATION UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Create the master EOC log. Log significant events from the computer aided dispatch system (CAD).
2. Access CAD information regarding calls for service. Print out the CAD for the Action period; highlight the calls that are related to the disaster with blue highlighter, and Code 3 calls unrelated to the disaster in yellow. Analyze the calls for services and provide the Operations Chief with an analysis to present as part of his Action Planning report.
3. Assist the Operations Chief and Branch Directors with accessing information on the deployment of field forces in support of the disaster.
4. Assist in the creation and distribution of the Incident Action Plan in coordination with the Planning/Intelligence Section Chief. Provide Situation Status data from the EOC Log.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Check in with the Operations Section Chief and obtain priorities and specific assignment, including the need for additional communications support staff.
- Contact the EOC sections or branches, and advise them of your availability to log their significant events, resource deployments and critical information.

Operational Phase:

- Assist the Operations Section Chief in preparing for the Action Planning briefings by providing the most recent CAD summaries and critical information from the EOC log.
- Assist the Planning/Intelligence Section Chief with the development of the Action Plan.
- Provide communications information to other Section Chiefs and Branch Directors, as needed.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Checklist.
- Save the log on the desktop and to a CD and/or external drive. Make one hard copy of the complete log. Give the portable electronic version and the printout to the EOC Coordinator. Forward an electronic version of all documentation to the Planning/Intelligence Section.
- Ensure that the work area is clean, the computer turned off, and all equipment is returned to its drawer or box.

