
APPENDIX C

UNIVERSITY EMERGENCY PLAN: PLANNING INTELLIGENCE SECTION

This section includes the position descriptions and list of responsibilities for those individuals involved in the Planning and Intelligence Section of the campus' emergency response team. See [Figure 16](#). Also included is a generic checklist for all positions within the Planning and Intelligence Section.

Included are descriptions for:

- Situation/Status Branch positions, including demobilization, documentation and technical specialists units
- Damage Assessment Unit
- Recovery Unit, including the subunits of housing, refuse, vector and animal control, and streets and drains

DUTIES AND RESPONSIBILITIES

The role of the Planning/Intelligence Section is to

1. Maintain all situation intelligence that is developed within the EOC in a log and appropriate database formats.
2. Collect, evaluate and disseminate information within the EOC.
3. Coordinate the Action Planning Briefings, conduct the Action Planning Briefings, and create the written Action Plan at the direction of the Management Section Chief.
4. Display critical information through status boards, maps and computer displays.
5. Perform data analysis and prepare reports and other documentation for later use in developing required reports, for reimbursement, and for lessons-learned reviews.
6. Identify any future emergency response concerns by obtaining weather information, and other information related to the ability to manage the disaster (such as sunrise/sunset, shortages, and external events, for example).
7. Conduct damage assessment to determine the extent and value of the loss of campus property.
8. Develop the Recovery Plan for the event, including emergency and temporary housing for campus residents, and stranded commuter students, faculty, and staff; refuse management and debris removal, restoration of utilities and other campus support services, and related tasks.

Staff for the Planning/Intelligence Section includes at least the Chief and three branch directors—Situation Analysis Branch; Damage Assessment Branch; Recovery Branch. Additional staff will be requested by the Chief based on the level of activity within the section.

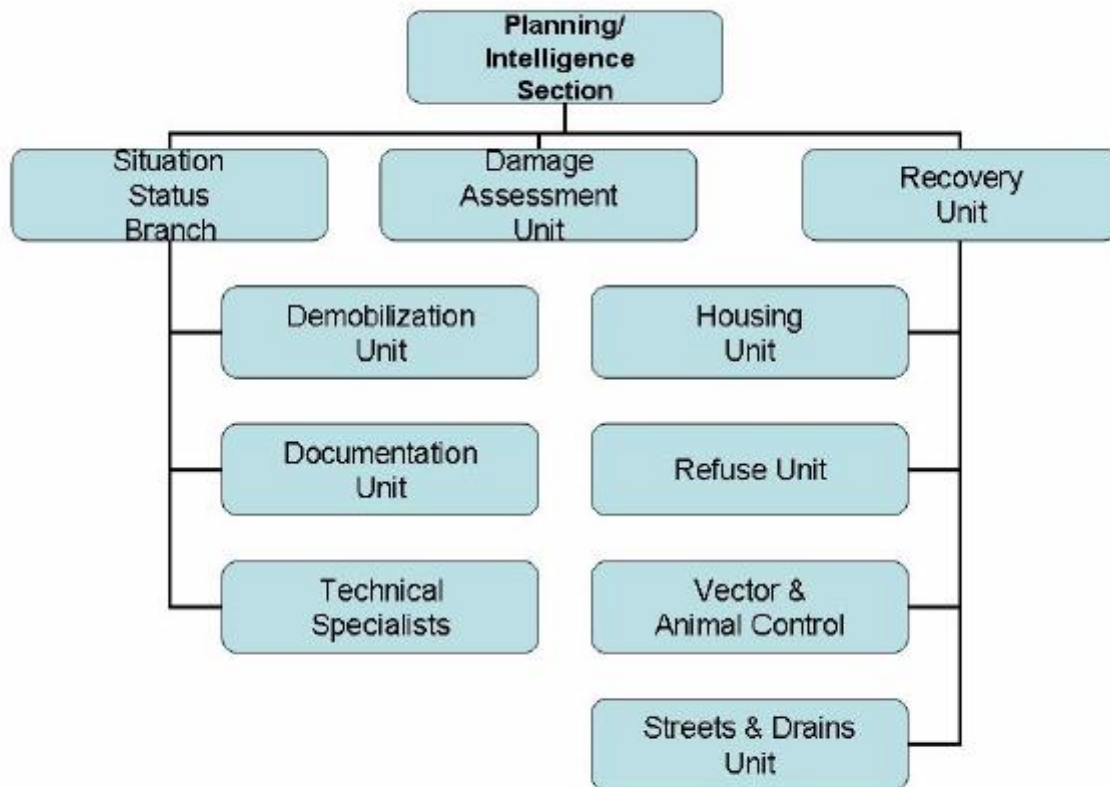


Figure 16 Planning Intelligence Section chart

GENERIC CHECKLIST

(For All Positions)

Activation Phase:

- Check in with the Security Officer upon arrival at the university EOC.
- Report to Management Section Chief, 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 situation status/ resource request system (such as Web EOC, RIMS or similar tool) 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.
- Coordinate all the required information from all the EOC Sections for the final Action Plan, and submit the finished Action Plan to the Management Section Chief; keep a copy for the meetings and audits with FEMA.
- Be prepared to assist with writing the After Action Report.
- If another person is relieving you, ensure he is thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Check out with the Security Officer, and leave your intended destination and a phone number where you can be reached.

PLANNING/INTELLIGENCE SECTION CHIEF

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

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
 - a. Collecting, analyzing, and displaying situation information
 - b. Preparing periodic Situation Status Reports for State OES
 - c. At the direction of the Management Section Chief, preparing and distributing the written EOC Action Plan at the beginning of each Action Planning Period, and facilitating the Action Planning Briefing at the end of each Action Planning Period
 - d. Conducting Recovery planning activities and preparing the report,
 - e. Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.
3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the Management Section Chief informed of significant issues affecting the Planning/Intelligence Section.
5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and used as a basis for Situation Status Reports for State EMA, and for the periodic EOC Action Planning Briefing reports to the Management Section Chief.
6. Supervise the Planning/Intelligence Section.

Activation Phase:

- Report to the EOC as directed.
- Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate branches within the section as needed and designate Branch Directors or Unit Leaders for each element:
 - Situation Analysis Branch
 - Damage Assessment Branch
 - Documentation Unit
 - Recovery Branch
 - Demobilization Unit
 - Technical specialists
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with the state's regional EOC when activated, and coordinate required Situation Status Reports with the state's Planning/Intelligence Section.

- Meet regularly with Operations Section Chief; obtain and review any major incident reports they provide, and evaluate their impact on the EOC Action Plan.
- Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during each Operational Period, and report these at each EOC Action Planning Briefing.
- Keep the Management Section Chief informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Planning/Intelligence Section position logs and other necessary files are maintained.
- Ensure that the Situation Status Branch is maintaining current information for the situation status report, including a running log of significant events.
- Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible by Planning/Intelligence (using electronic tools if available).
- Ensure that a situation status report is produced and distributed to EOC Sections and the state's regional EOC, prior to the end of each operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Management Section Public Information Branch has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the Management Section Chief's Action Planning briefings approximately one hour before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted following each Action Planning meeting.
- Ensure that the EOC Action Plan is completed, signed by the Management Section Chief, and distributed prior to the start of the operational period.
- Work closely with each branch/unit within the Planning/Intelligence Section to ensure that the section objectives, as defined in the current EOC Action Plan, are being addressed.
- Ensure that the damage assessment of campus structures is completed rapidly. In an earthquake, repeat damage assessment after every major aftershock.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- Ensure that the Recovery Planning Branch is able to make a recovery plan based on adequate information from the field.

- Provide technical specialists, such as energy advisors and hazardous materials specialists, to other EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

SITUATION STATUS BRANCH

Collection and analysis of information and data related to a disaster or emergency are crucial to the successful management of response and recovery operations. This section outlines the concept of operations, and policies and procedures that the university's emergency management organization will use to achieve this goal. This section also contains the Situation Reporting Form, and an emergency action checklist to be used by the Situation Status section in the EOC, as well as position checklists for the branch directors.

CONCEPTS OF OPERATIONS

As soon as possible following an incident, field units of the University Police/Security Department and Facilities Department will conduct a reconnaissance of affected areas to determine the extent and type of damage experienced throughout the campus, impacts on infrastructure and utilities, impacts on campus community members, and any other observations that can be made during disaster response field work. They will report this information to their respective branches or Section Chiefs at the EOC, who will ensure that it is shared with the Planning/Intelligence Section in a timely fashion. This information will be collected by the Situation Status Branch in the Planning/Intelligence Section, to become the basis for the opening briefing at each Action Planning Briefing, and incorporated into the required reports that are sent to the State's regional EOC and the Chancellor's Office via Internet or fax. It is crucial that this information be timely and accurate.

The Situation Status Branch will maintain visual displays of disaster-related information for use by other EOC Sections in managing their work. Such displays may include posted paper, whiteboards or computer displays. Information may also be shared via email if networked or wireless laptop computers are available.

As soon as practical, the Situation Status staff will obtain information on the disaster from external sources, including the National Weather Service, U.S. Geological Survey, local flood control agency, and any other sources appropriate to the specific disaster. They will add this information to their documentation for the Action Planning Briefing, and for use in the reports to the state. As soon as practical, the Situation Status staff will create a map of the disaster impacts on the campus and in the immediately surrounding community neighborhoods. The map will evolve with the event during the Action Period, and be prepared as an asset for the next Action Planning Briefing. The map presented at each Action Planning Briefing will be marked for ending time and date, and preserved as an asset of that briefing. The evolution of the map will then continue forward from that point until each successive Action Planning Briefing, at which time the map will once again be marked with time and date. In addition, Situation Status staff will post one copy of the last Action Planning Briefing map within the EOC's Operations Section work space for reference by all EOC Sections as they fulfill their goals for the Action Period. Where possible, the map should be made using GIS to incorporate critical features: road grid, waterways, special facilities (high occupancy, special populations, public safety) and other critical features already available through existing GIS databases. The posted map may be paper, or an electronic map sent to each computer in the EOC when computers are available.

The collected disaster information is the basis on which requests for disaster relief funding and mutual aid will be initiated; CAMPUS EMERGENCIES will be declared; and requests for gubernatorial and presidential declarations will be made.

POLICIES AND PROCEDURES

Intelligence Gathering

Within the context of this plan, intelligence can be grouped in three categories, as follows:

1. Information needed to determine the nature and extent of operational problems, and the immediate needs of disaster victims. During the early phases of an emergency, first priority is accorded to the collection and collation of this category of disaster intelligence.
2. Damage assessment information expressed in dollar amounts. Initial reports must be rapid, so approximation is all that is needed; accuracy will be developed later. This category of disaster intelligence information will be initially developed by the Damage Assessment Unit, and should lead to projections relative to short and long-term financial and economic impacts.
3. Information relative to both short and long-term recovery operations.

The California State Disaster Assistance Manual provides specific, detailed guidance relative to damage assessment and documentation. This manual is available from the state's region OES. Detailed information and forms are part of the state's electronic data system guidance available from the Region. See [Table 2](#). The Planning Intelligence Section staff, which is responsible for collating damage assessment information received from field units, should be familiar with these systems, and ensure that appropriate hard copy documents are always available for any EOC activation.

Table 2 Governor's Office of Emergency Services Situation Report Form

Attachment 1

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

SITUATION REPORT

FROM: *University Emergency Operations*

OES Region: As designated

Law Mutual Aid Region: *As designated*

Fire Mutual Aid Region: *As designated*

Event Name:

2. Report as of: *date & time of report*

3. Date/Time of Event:

4. Event Location:

5. Event Type:

10. Areas Affected:

11. Current Situation:

12. Current Situation Detail	Status	Details, Locations, Comments, etc.
a. Significant Damage		
b. Deaths		
c. Injuries		
d. Damaged Buildings		
e. Utility Problems		
f. Common Problems		
g. Road Problems		
h. Evacuations		
i. Critical issues		
j. Other Problems		

13. Major Incidents:

14. Response/Recovery priorities:

15. Date/Time of next Report:

16. Proclamations/Declarations:

- a. Campus:
- b. Gubernatorial Requested:
- c. Director's Concurrence:
- d. Gubernatorial Received:
- e. Presidential Requested:

f. Presidential Received:

Response	Status	Details, Locations, Comments
a. E.O.C.(s) Activated		
b. Care & Shelter		
c. Construction & Engineering		
d. Hazardous Materials		
e. Fire & Rescue		
f. Law Enforcement		
g. Medical / Health		
h. Movement		
i. Utilities		
j. Disaster assistance programs/facilities		
k. Mutual aid received in last 24 hours?		
l. Mutual aid received in next 24 hours?		

18. Other Critical Information or General Comments:

19. Response actions taken and resources committed by function:

20. Report Prepared by:

- a. Phone:
- b. e-mail, if available:
- c. other:

SITUATION STATUS BRANCH DIRECTOR

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

Responsibilities:

- Upon arrival at the EOC, follow the Generic checklist, then check in with the EOC Coordinator. Request:
- Seating assignment
- Shift assignment
- EOC orientation
- Incident/situation briefing
- Initiate/maintain, as the case may be, a log. Pass this log on to your relief with instructions to maintain it.

Operational Phase:

- Set up status boards and maps.
- Issue Situation Report Forms to all EOC sections. Instruct Section Chiefs to periodically poll field units, complete the Situation Report Forms, and return them to the Situation Status Branch in the EOC.
- Prepare and submit to state Regional EOC Situation Report Forms as follows:
 - Initial report within 4 hours.
 - Subsequent reports to be submitted as conditions warrant; i.e., any significant changes should be reported, or at the beginning of each new Action Period.
- Post the raw data contained in the Situation Report forms to status boards and maps.
- Based upon data, prepare summaries and recommendations for the next Action Planning Briefing. Key considerations are:
 - Nature and scope of the emergency
 - Response capability on campus, need for off campus assistance
 - Threat to life and property
 - Damage assessment data, expressed in dollar amounts
- In the event of an EARTHQUAKE, collect the following information from the Damage Assessment Unit and Operations Section and post:
 - Location of collapsed campus critical facilities, such as University Police/Security facility, hazardous materials storage facility.
 - Status of utility services.
 - Location of collapsed buildings with trapped occupants. If possible, determine the number and condition of trapped occupants.
 - Location of broken gas and water mains.
 - Location of downed power lines.
 - Location of internal, garage-related or adjacent road closures.
 - Status of sanitation facilities.
 - Fatalities and injuries.
 - Periodic damage assessment figures, expressed in dollar amounts.

- In the event of a FLOOD or DAM FAILURE, collect the following information from the Damage Assessment Unit and Operations Section and post:
 - Boundaries of the inundation area(s).
 - Anticipated duration of the inundation period.
 - Status of roads adjacent to or serving the campus, and routes from campus to depart the community.
 - Status of campus critical facilities.
 - Status of utilities.
 - Status of sanitation system.
 - Status of water system. Include status report on any potential contamination of potable water supplies.
 - Fatalities and injuries.
- In the event of a HAZARDOUS MATERIAL or RADIOLOGICAL INCIDENT, collect the following information from the Damage Assessment Unit and Operations Section and post:
 - Identity of substance(s) involved.
 - Quantity of substance(s) involved.
 - Extent of the release, and plume direction.
 - Relative threat to life and property.
 - Boundaries of evacuation area(s).
 - Fatalities and injuries.
 - Wind speed and direction, as well as weather predictions.
 - Fatalities and injuries.

DOCUMENTATION UNIT LEADER

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

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, including all EOC position logs, situation status reports, EOC Action Plans and other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the university EOC situation status reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
5. Assist the P/I Section Chief with the preparation and distribution of the After Action Report.
6. Supervise the Documentation Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Maintain a position Log.
- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official record.
- Meet with the Recovery Branch Director to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the state's regional EOC via electronic system or fax.
- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- Follow Generic Demobilization Checklist.

DAMAGE ASSESSMENT UNIT

Collection and analysis of damage assessment information is crucial to the successful management of response and recovery operations.

CONCEPTS OF OPERATIONS

Immediate windshield surveys of damage will be conducted by University Police/Security and Facilities staff. Assigned field staff will conduct a reconnaissance of affected areas to determine the extent of damage, and will report this information to the Damage Assessment Unit of the Planning/Intelligence Section. This overview of damaged areas will become the basis for the development of a field inspection program. It is crucial that this information be timely, accurate, and where practicable, includes specific damage assessment figures in dollar amounts.

POLICIES AND PROCEDURES

Damage Assessment

Damage assessment teams will be composed of qualified individuals such as Facilities staff. The two types of damage assessment are defined as follows:

1. Individual Assistance Damage Assessment—describes private sector damage such as damage to personal property within labs and dorm rooms;
2. Public Assistance Damage Assessment—describes damage to public facilities such as campus buildings and facilities. Included in this category are costs associated with search and rescue operations, medical care, care and shelter, and rehabilitation operations on campus.

The Facilities staff will follow their SOP to provide a complete survey of the property within the damaged areas of the campus in a timely fashion. They will use ATC-20 formats for damage assessment, and post buildings using color-coded tri lingual signs. They will provide a complete survey of the facilities and infrastructure within the damaged areas of the campus. If the number of available Facilities staff members is inadequate to inspect the campus within a reasonable period of time, Building Officials' Mutual Aid may be requested from the state's regional EOC.

Dollar value estimates for the damaged buildings will be developed within the Planning/Intelligence Section. This will be a cooperative effort among campus departments with knowledge of building values, such as Facilities, Administration, Risk Management and faculty from Civil Engineering. Definitive information is available from Office of State Architect, if they can be reached.

All damage assessment reports will be provided to the Planning/Intelligence Section Damage Assessment Unit Leader in a timely fashion. The Damage Assessment Unit will aggregate the information and create the damage estimate information needed to complete the required forms. This information will be recorded on the required forms by the assigned Planning/Intelligence Section personnel, and sent to the state's regional EOC.

DAMAGE ASSESSMENT UNIT LEADER

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

Responsibilities:

1. Request inspectors from the Office of State Architect to provide the official damage assessment and building condition reports.
2. Collect initial damage assessment information from the field through campus staff.
3. Coordinate with the Operations Section Construction and Engineering Branch to obtain damage information for utilities that serve the campus, and from any dam owners, if appropriate.
4. Develop detailed damage assessment information, with associated damage cost/value estimates.
5. Maintain detailed records on damaged areas and structures.
6. Coordinate with the Planning/Intelligence Section Chief to request Building Officials Mutual Aid if required to inspect structures and/or facilities.
7. Supervise the Damage Assessment Branch.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Deploy trained university personnel to the field according to their plan to complete the inspection of campus facilities, using ATC-20 as a basis, and tri-lingual signs indicating safety levels (red, yellow, green).
- Obtain initial damage assessment information from University Police/Security and Facilities staff, and keep the Section Chief informed.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional campus and community damage assessment information.
- Prepare detailed damage assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section Chief.
- Clearly label on a campus map each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- If mutual aid is needed, initiate all requests for engineers and building inspectors through the REOC.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

RECOVERY PLANNING BRANCH

Recovery actions must be planned for early in a disaster, often while the disaster is still unfolding, and implemented as soon as life safety issues are resolved. The development of a recovery plan is a critical part of the disaster response period, enabling the property damage to be minimized, the economic damage limited, and the restoration of campus services to be rapid.

CONCEPT OF OPERATIONS

The Recovery Planning Branch consists of a Branch Director and associated Unit Leaders when appropriate. Units may include Housing, Refuse, Vector and Animal Control, and Infrastructure, if activated. The Recovery Branch reviews the damage assessment information and situation intelligence and develops a plan to assist with all aspects of campus restoration.

POLICIES AND PROCESURES

Housing

On-campus housing units may become uninhabitable due to disaster damage. The Housing Unit will ensure that short-term housing is found to allow the Care and Shelter Unit to close public shelters in a timely fashion. They will also work with State University System resources to speed repair and rebuilding of damaged campus housing. When necessary, the Housing Unit will coordinate with the Individual Assistance Officer appointed by the State to develop a Disaster Application Center (DAC) to coordinate the various types of assistance needed by the campus resident disaster victims.

Refuse Removal

Disasters frequently generate large amounts of damaged personal goods, building contents and building materials. Floods and earthquakes may also destroy infrastructure, requiring the removal of concrete, steel and other large building materials. This material must be removed from the campus quickly to facilitate physical and psychological recovery. Some material will be removed as excess refuse. Other material is hazardous and requires special handling. Still other items can be recycled if properly separated. The Refuse Unit will oversee the development of appropriate plans for the removal of disaster related debris. In addition, they will work with regional and State agencies to facilitate recycling wherever possible.

Vector and Animal Control

Disaster may displace wild animal populations from their natural habitats and drive them into community areas. Vermin, vectors and aggressive wild animals may seek shelter in campus landscaping, or in disaster-related ponds or mud. Domestic animals and pets may become separated from their families during disasters. They may run away or hide during disaster evacuations and be left behind. The Vector and Animal Control Unit will coordinate with county Vector Control to abate vector-related health hazards; and

coordinate with city Animal Services to ensure the rescue and safekeeping of domestic animals found on campus.

Streets and Drains

Public infrastructure is frequently damaged during a disaster. This unit will coordinate with the Operations Section Roadway Debris Removal Team to ensure that roads are cleaned to allow delivery of recovery services, such as refuse removal and emergency response capabilities. Streetlights and underground structures are also frequent victims of disaster damage. These need to be repaired to facilitate the flow of traffic within the campus. Storm drains, sanitary sewers, water lines and conduit may have been damaged and require repair to facilitate the reuse of campus facilities. The Streets and Drains Unit will coordinate this work with the Operations Section Construction and Engineering Branch to support campus recovery. This work will have to be coordinated with the community as the owner of most of the adjacent streets and much of the supporting infrastructure.

Public Information

The Recovery Planning Branch will coordinate with the Management Section Public Information Officers to ensure that appropriate notices are distributed to the news media and the public regarding recovery processes. Each Unit within the Branch will contribute appropriate material and assist with the development of media releases and media briefings.

Financial Recovery

The Recovery Planning Branch will carefully coordinate all information needed to obtain reimbursement of recovery related costs from higher levels of government, insurance carriers or responsible parties. They will provide the information to the Finance/Administration Section in a timely manner, and assist with the development of files and documentation to support the university's cost recovery efforts. The Recovery Branch will also work with other EOC sections to ensure that field forces develop appropriate documentation of their work to support reimbursement (videotape of repair and restoration work, photos, safe keeping of drawings, and similar activities).

RECOVERY PLANNING BRANCH DIRECTOR

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

Responsibilities:

1. Collect and maintain documentation of all disaster information to facilitate the design of recovery work.
2. Coordinate all neighborhood level public facility recovery (such as utilities) with outside agencies and contractors.
3. Determine the mid-term and long term housing needs of disaster victims, and work with the university system to develop a plan to meet those needs.
4. Supervise the Recovery Planning Branch and all recovery operations.

Activation Phase:

- Report to the EOC when directed and follow the Generic checklist.

Operational Phase:

- Establish and maintain position log and other necessary files.
- Establish a Housing Unit within the Branch, if appropriate.
- Coordinate with the EOC Director to determine the disaster declaration level and the likely assistance that will flow from it (e.g., SBA only, public assistance and individual assistance if Presidential Disaster Declaration)
- When appropriate, coordinate the opening of a Disaster Application Center (DAC) that will provide “one-stop shopping” for campus-housed disaster victims, including federal, State and local agencies.
 - Coordinate with the Damage Assessment Branch to determine the estimated length of time victims will be unable to return to the campus-based housing, and organize outside agencies accordingly (e.g., post office to redirect mail, phone company to forward calls, newspaper delivery changes.).
 - Coordinate with county Social Services to include application for food stamps, welfare, or other available social service programs at the DAC.
 - Coordinate with the Medical/Health Branch’s Mental Health Unit to have a counseling outreach table at the DAC.
 - Coordinate with American Red Cross, Salvation Army, and other NGOs to have outreach tables for their services at the DAC.
 - Coordinate with County Public Health Officer to ensure that post-disaster medical information is available at the DAC (e.g., precautions to take if contaminated by flood water, appropriate immunizations)
 - Coordinate with Logistics Chief to obtain appropriate facility for the DAC, including furnishings, office equipment
 - Coordinate with the state’s regional EOC to get FEMA and State representatives to the DAC to discuss their programs (SBA, individual assistance, other)

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- Coordinate with the state's regional EOC to get appropriate national NGO assistance to the DAC (e.g., Southern Baptist cooking team, Church of the Brethren child care assistance.)
 - When appropriate establish the Refuse Unit for removal of disaster-related debris
 - Coordinate with Logistics Chief to contract for roll out boxes for flood damaged office contents, large appliances, carpeting, wall board, personal belongings
 - Staff on-campus refuse locations to monitor refuse discarded for appropriateness and campus source; offer a separate container for Household Hazardous Waste items such as cleaners, paint, and insecticides.
 - Coordinate with Logistics Chief to contract for recycling of construction debris (bricks, concrete, cinder block, asphalt)
 - When appropriate, establish Streets and Drains Unit
 - Coordinate with Construction and Engineering and Logistics to obtain street sweeping services to remove mud from the streets and walkways in previously flooded areas
 - Coordinate with Construction and Engineering to ensure that street infrastructure is restored rapidly to facilitate debris removal and reconstruction
 - Coordinate with Construction and Engineering to ensure that flood debris is removed to facilitate campus restoration and traffic circulation
 - Coordinate with Construction and Engineering to ensure that storm drains, sanitary sewers, and sewer lift stations are inspected for proper functioning immediately after the disaster abates, and that needed repairs are conducted rapidly.
 - Coordinate with PIO to issue any health and safety or service availability bulletins related to recovery issues
 - Location of rollout boxes, times available, rules regarding items accepted
 - Bulletins regarding drinking water safety, sanitary sewer availability
 - Bulletins regarding post-disaster health concerns from the County Public Health Officer
 - Coordinate with Logistics Chief to contract with the local youth Conservation Corps or similar group, as needed, to assist with recovery work
 - Assist campus residents with moving large damaged goods to the collection points
 - Deliver health notices, clean-up advisories and other flood-related information door to door
 - Monitor roll out boxes and household hazardous waste collection points for appropriate usage
 - Provide translation services at roll out boxes and other refuse collection points
 - Act as the liaison for the university with the city and other agencies to coordinate the recovery process as needed.
 - Prepare all required State and federal documentation as necessary to recover all allowable disaster recovery costs.
 - Organize and prepare Branch records for Planning /Intelligence Section Chief.

- Assist the EOC Coordinator and Planning/Intelligence Section Chief with preparation of the After Action Report.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

RECOVERY PLANNING BRANCH STANDARD OPERATING PROCEDURE (SOP)

DEFINITIONS

1. Recovery Planning is the projection of current situation intelligence into post disaster actions, activities, and organizational changes.
2. Immediate Recovery includes actions required to mitigate the effects of the disaster on the campus, and restore campus life to an acceptable level.
3. Long-term Recovery includes actions required to restore the campus to pre-disaster status, including the recovery of funds spent for campus disaster response.

OBJECTIVES

1. The objective of Recovery Planning is to anticipate the immediate needs of the campus for actions and activities to mitigate the effects of the disaster, and to organize the appropriate responses so that they may be implemented at the earliest possible time during or after the disaster. The Recovery Planning Branch will analyze disaster/situation intelligence as it is being collected with an eye to post-disaster actions to contain and remedy damage as quickly as possible. Actions would include consideration of synergistic relationships among disaster events (e.g. the earthquake, hazardous materials events, and air and water quality protection issues; or dam failure, flooding and water and sewer system usability). While Situation Status Branch members focus on the response, the Recovery Planning Branch members will look beyond the disaster event to its broader implications for the university, and develop action steps to normalize activities and restore the quality of campus life and the delivery of educational services.
2. The objective of Immediate Recovery is to restore essential public services and infrastructure to a functional level, thereby mitigating the effects of the disaster on the campus. Coordination among public agencies, special districts, utilities and private contractors is an essential element of Immediate Recovery planning. Close coordination with the Care and Shelter Unit, Mental Health Unit, and social services agencies is critical for the physical and psychological care of the campus community members, including the establishment of temporary housing and critical incident stress debriefing opportunities. Immediate recovery plans may be implemented while disaster response is continuing, at the discretion of the Management Section Chief.
A "one-stop" Disaster Application Center (DAC), where utilities, post office, and public assistance programs can be accessed at one location will assist campus residents with obtaining outside assistance. Federal programs will most likely be accessed by telephone registration, so mobile pay telephones should be considered for location at the DAC. Issues requiring priority setting should be articulated and referred to the Policy Group. Establishment of a streamlined system for inspection leading to re-occupancy of residential buildings on campus is essential. Advice should be provided to the Logistics Branch regarding the needs for streamlined procurement and contracting processes for priority campus restoration activities. Information should be collected on the activities of the university system related to repair, restoration and financial recovery.

3. The objective of Long-term Recovery is to restore the campus to its pre-disaster condition with as little disruption to students, faculty and staff as possible, and with maximum cost-recovery to the university. Activities include coordinating with agencies regarding reconstruction of infrastructure, sequencing of repairs, economic impact mitigation actions (e.g., business recovery), location of long-term temporary student housing facilities, and coordination with State and federal aid programs.

ORGANIZATION

1. The primary responsibility for gathering the information at all phases of the Recovery planning process lies with the Recovery Planning Branch of the Planning/Intelligence Section. The Recovery Planning Branch must compile their status reports, in cooperation with utilities and surrounding jurisdictions in the affected areas.

Recovery Planning Branch status report items should be forwarded to the State's regional EOC Planning/Intelligence Section if they fall into one of the following categories:

- a. Exceed the ability of the campus to accomplish:
 - May result in mutual aid from neighboring jurisdictions in the region;
 - May result in a request for mutual aid being relayed to the State.
- b. Impact neighboring jurisdictions:
 - May result in coordination through the city EOC;
 - May require coordination at the University System level.
- c. Requires State or Federal intervention/assistance:
 - Will be relayed to the State's regional EOC or OES Regional office.
2. It is the responsibility of the Recovery Planning Branch to provide up-dated information to the state's regional EOC Planning/Intelligence Section in a timely manner regarding all issues that have been referred through the state's regional EOC.
3. It is the responsibility of the Recovery Planning Branch to notify the state's regional EOC Planning/Intelligence Section when an incident is closed, when the disaster has been terminated, when the university EOC Recovery Planning Branch has closed, or when any other action that impacts previous service/assistance requests has occurred.
4. The state's regional EOC Planning/Intelligence Section will collect and aggregate data, and pass information to the State Operations Center in a timely manner, recognizing that disaster response requests will have priority for communication channels during the disaster event, until the event is declared under control.

TASK LISTS

Immediate Recovery:

1. Organize campus community and facility debris removal
 - a. Coordinate regulatory agency permitting
 - b. Contract with hauler

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- Storm drain clearance
 - Public property clearance for liability purposes
2. Re-establish utility services where possible in coordination with the providers
 - a. In conjunction with the Public Health Unit, determine potability of water
 - b. In conjunction with the Public Health Unit, determine operability of sanitary sewers
 - c. In conjunction with the Utility Unit, work with gas, electric, phone, cable and other utilities to restore service as widely and rapidly as possible
 - d. Coordinate with regulatory agencies for work/activity permits
 - Regional Water Quality Control Board
 - Air Quality Management District
 - Public Utility Commission
 3. Activate the streamlined inspection processes plan
 - a. Maintain a separate inspection team for the disaster
 - b. Use volunteer and contract inspectors/engineers for disaster-related work to facilitate reimbursement, and maintain regular work schedule for Facilities staff, as far as possible
 - c. Obtain inspectors from the Office of State Architect as quickly as possible; or access their contract inspectors through them
 4. Activate the streamlined procurement system for emergency response and recovery activities
 - a. Emergency contract awards
 - b. Emergency purchasing through open purchase order, standing contracts, sole source vendors
 5. Based on the direction of the Management Section Chief, select a One-Stop Disaster Assistance Center site and prepare for activation
 - a. Ensure that it is safe and cleared of debris
 - b. Coordinate with the Utilities Unit to ensure that support services are available at the DAC
 - Sanitation
 - Phones: numbers and instruments for each position, at least
 - Electricity
 - Other utilities as needed and available
 - c. Coordinate with Facilities Unit for furnishings
 - Tables, file cabinets and chairs for office area
 - Lounge area furniture, including a playpen, changing table, coffee maker
 - Computers, printers, modems, fax machines
 - Office supplies, computer paper
 - Sanitation supplies
 - Coffee supplies
 - d. Coordinate with Mental Health Unit to use campus groups or NGOs
 - To provide hospitality in the lounge
 - To provide critical incident stress debriefing
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- To provide on-site first aid capability
- e. Notify all interested agencies regarding location, hours of operation, and staffing expected of them
 - State EMA
 - FEMA
 - Local utility services
 - Post office
 - Banks
 - City/county offices
 - Housing Department
 - Social services/welfare
 - Animal control—lost/stray pets, pet boarding
 - Newspaper subscription representatives
 - Appropriate NGOs (at President’s discretion)

Long-Term Recovery:

1. Participate in priority setting for clean-up and infrastructure reconstruction for facilities that impact the campus recovery:
 - a. State highways
 - b. City and county roads
 - c. Bridges—Federal, State, county, railroad
 - d. Regional transportation grid evaluation
 - Railroad
 - Airport
 - Pipelines
2. Analyze ability to restore adequate numbers of permanent campus housing units.
 - a. Pre-sited locations for temporary residential trailers (may be provided by FEMA)
 - b. Location of potential vacant rental units near the campus (note that in a regional disaster affordable housing may be in short supply throughout the area near the university)
 - c. Resettlement of campus residents
 - Special financial arrangements
 - Financial assistance beyond Federal 30 day rent
 - Coordinate with community social services
 - Red Cross
 - Salvation Army
 - Goodwill
 - St. Vincent de Paul
 - Community NGO collaborative organization
 - Evaluate transportation needs if re-housed off campus
 - Public transit
 - Van pools

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- Coordinate State and Federal financial aid programs through DAC
3. Develop a financial recovery plan for the campus
 - a. Evaluate disaster-related economic impact
 - Create program to assure maximum possible federal assistance
 - Create program to assure maximum possible disaster cost-recovery, campus-wide
 - Coordinate with Chancellor's Office
 - Assess impact on individual departments and researchers, and determine what coverage is available for their losses: records, materials, intellectual property, animals
 - Assess business interruption losses and potential coverage
 - Assess economic impact of loss of paid days of school, external education programs, other income producing activities
 - Assess business losses to campus-based businesses: university catering, Campus Events Center, sporting events, print shop, book store
 - b. Develop a plan to assist/attract new students, restart grants and income producing research, maintain/ attract faculty and staff.

