



**EMERGENCY  
OPERATIONS  
PLAN  
FUNCTIONAL ANNEXES**  
March 2024

For More Information, Please Contact  
University Police Department,  
Administrative Division  
408-924-2222

## **SECTION XII: ANNEXES**

[Functional Annex \(1\) EOC Management Structure and Checklist Guides](#)

[Functional Annex \(2\) Responder / Staff Communications](#)

[Functional Annex \(3\) Public Information Alert and Warning](#)

[Functional Annex \(4\) Mass Care](#)

[Functional Annex \(5\) Health and Medical](#)

[Functional Annex \(6\) Mitigation](#)

[Functional Annex \(7\) Recovery and Restoration](#)

[Functional Annex \(8\): Deny Entry/Lockdown](#)

[Functional Annex \(9\): Hazard Specific](#)

- Earthquake
- Fire
- Terrorism
- Hazardous Material
- Active Shooter
- Civil Disorder
- Pandemic
- Public Safety Power Shutdown (PSPS)
- Air Quality Event

Appendix:

[Emergency Operations Center Roster](#)

## **FUNCTIONAL ANNEX (1): EOC MANAGEMENT STRUCTURE AND CHECKLIST GUIDES**

The five SEMS functions; Management, Operations, Planning, Logistics, and Finance/Administration are the basis for structuring of San José State University EOC organization.

*Management* is responsible for overall emergency policy and coordination based on the information provided from the field via the Operations section. Management has a staff that includes a Safety Officer, Liaison, and Public Information Officer.

*Operations* is responsible for coordinating all field operations in support of the emergency response through implementation of the University's EOC Action Plan

*Planning/Intelligence* is responsible for collecting, processing, and disseminating information; assisting in developing the EOC Action Plan and After-Action Report, maintaining documentation and other functions.

*Logistics* is responsible for supporting operations, providing facilities, services, personnel, equipment, and materials.

*Finance/Administration* is responsible for financial activities and other administrative aspects of the EOC.

## *Policy Group*

### **Function Description:**

The Policy Group functions as a strategic policy and recovery planning team; setting general policy regarding overall San José State University emergency operations and recovery plans. It advises the President on large funding expenditures, capital improvement and reconstruction projects. It may also authorize recovery plans and priorities.

1. Provide visible leadership.
2. Maintain law and safety.
3. Provide emergency services to protect people, facilities, and the environment.
4. Maintain continuity of administration.
5. Provide basic campus services.
6. Restore academic programs.
7. Maintain relationships with students, faculty, staff, parents, partners, and stakeholders.
8. Maintain the reputation of the campus.
9. Maintain economic stability.

### **Activation Phase:**

- Activate and gather the Policy Group.
- Notify and brief the President of the incident.
- Report to the Policy Group location.
- Determine staffing requirements and make required personnel assignments for the Executive Policy Group function as necessary.

### **Operational Phase:**

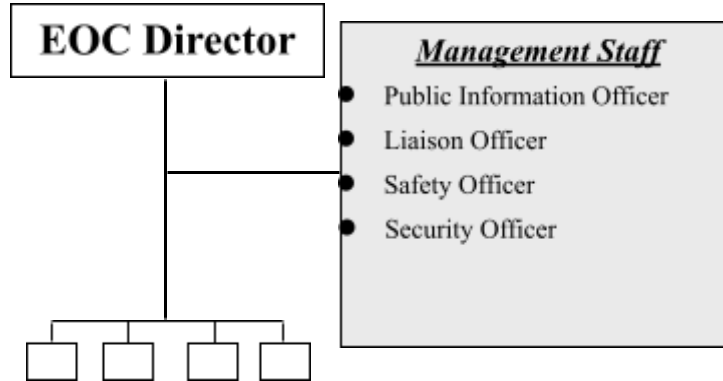
- Open and Maintain Unit log ICS form 214
- Notify the CSU Chancellor of the situation and actions taken.
- Brief all incoming Executives and staff on the situation.
- Appoint someone to the position of the recorder, to document Policy Group activities during the emergency.

- Based on current status reports, establish initial strategic policy objectives for the Executive Policy Group.
- Authorize protective or precautionary measures such as campus evacuation or closure on the recommendation of the Emergency Director.
- Receive regular situational updates and incident status information.
- Ensure notification of key constituents and stakeholders.
- Establish spending parameters for response and recovery activities.
- Authorize the expenditure of necessary funds.
- Provide final decisions when there is a competition for limited resources.
- Represent SJSU in making public statements in collaboration with the Public Information Officer.
- Sign and issue an Emergency Declaration on the recommendation of the Emergency Director.
- Formally issue an Emergency Proclamation as necessary and authorize the Emergency Director to coordinate with local government proclamations with other emergency response agencies, as appropriate.
- In coordination with the EOC Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Assess the impact of the incident on the day-to-day operations of the University.
- Determine alterations to normal business and academic activities, which may include class cancellation or suspended operations.
- The Executive Policy Group, if necessary, will decide on 24-hour staffing for the Executive Policy Group in the event the emergency continues for an extended time.

**Demobilization Phase:**

- Authorize demobilization of staff and Executive Policy Group when they are no longer required.
- Notify the EOC and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Ensure that all documentation created during the activation is assembled and given to the EOC Director.
- Be prepared to provide input to the after-action report.

## ***EOC Director***



### **Function Description:**

The EOC Director has overall responsibility and authority for the operation of the EOC. She/he/they will assure that the EOC is staffed and operated at a level commensurate with the emergency.

The position of EOC Director at San José State University is filled by the Chief of Police or Police Captain.

### **Responsibilities:**

1. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between emergency response agencies within the jurisdictional area.
3. In conjunction with the General Staff, set campus priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
4. Notify the D/AFN Coordinator of any issues concerning people with disabilities and others with access and functional needs, and encourage coordination to implement appropriate resolutions.
5. Ensure that inter-agency coordination is accomplished effectively.

### **Activation Phase:**

- Determine appropriate level of activation based on the situation as known.
- Mobilize appropriate personnel for the initial activation of the EOC.

- Respond immediately to the EOC site and determine operational status.
- Obtain briefing from whatever sources are available.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC check-in procedure is established immediately. (ICS forms 211 and 205A)
- Ensure that an EOC organization and staffing chart is posted and completed. (ICS form 207)
- Determine which sections are needed, assign Section Coordinators as appropriate and ensure they are staffing their sections as required.
  - Operations Section Coordinator
  - Logistics Section Coordinator
  - Planning/Intelligence Section Coordinator
  - Finance/Administration Coordinator
- Determine which Management Staff positions are required and ensure they are filled as soon as possible.
  - Public Information Officer
  - Safety Officer
  - Liaison Officer
  - Security Officer
- Determine the need of activating the D/AFN Coordinator
- Ensure that telephone and/or radio communications with other EOCs are established and functioning.
- Schedule the initial Action Planning meeting.
- Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies.
- Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Inter-agency Coordination Group.

**Operational Phase:**

- Open and document all significant actions and information on Unit log ICS form 214.
- Develop an initial incident briefing using ICS Briefing Form ICS 201.
- Brief all incoming command and general staff on the situation.
  - Provide a summary of the current organization

- Identify current incident organization
- Provide a review of current incident activities
- Provide safety statement
  
- Assess incident situation status and obtain incident objectives (ICS form 201) from the field incident commander.
  
- Based on current status reports, establish initial strategic objectives for the EOC.
  
- In coordination with Management Staff, prepare EOC objectives for the initial Action Planning Meeting. (ICS form 202 and Guide Planning “P”)
  
- Convene the initial Action Planning meeting. Ensure that all Section Coordinators, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section, and consensus among PIO, Section Coordinators on objectives for forthcoming operation period.
  - Assess the situation, define problems, set priorities, and establish strategic and S.M.A.R.T. (Specific, Measurable, Action-oriented, Realistic, Time-sensitive) objectives for the response/recovery period.
  - Determine the Operational Period time frame (i.e., 6, 8 or 12-hour shifts).
  - Review and identify the need for additional staffing and/or other resources.
  
- Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.
  
- Monitor general staff activities to ensure that all appropriate actions are being taken.
  
- In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
  
- Authorize the use of the University emergency notification systems to alert and warn the campus community and public. Review and approve emergency information/warning statements.
  
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
  
- Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
  - Identify strategic incident goals and policy directives
  - Provide a summary of the current organization

- Provide a review of current incident activities
- Announce the time and location of the next planning meeting
- Provide a safety statement
  
- Conduct periodic briefings for University and elected officials or their representatives.
  
- Formally issue an Emergency Proclamation as necessary, and coordinate local government proclamations with other emergency response agencies, as appropriate.
  
- Continue the planning process throughout the response and the recovery from the incident. Ensure all types of planning take place:
  - Continuity planning
  - Long Range Response Planning
  - Business Continuity Planning
  - Short-term Recovery Planning
  - Long-term Recovery Planning
  
- Assess the impact of the incident on the day-to-day operations of the University.
  
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
  - Provide turnover briefing to position replacement.
  - Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
  - Ensure next shift's staff are accounted for.
  - Ensure the safety and well-being of staff being dismissed for the operational period
  - Provide all completed documentation to the Documentation Unit

**Demobilization Phase:**

- Authorize demobilization of sections, branches and units when they are no longer required.
  
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
  
- Ensure that any open actions not yet completed will be handled after demobilization.
  
- Ensure that all required forms or reports are completed prior to demobilization.

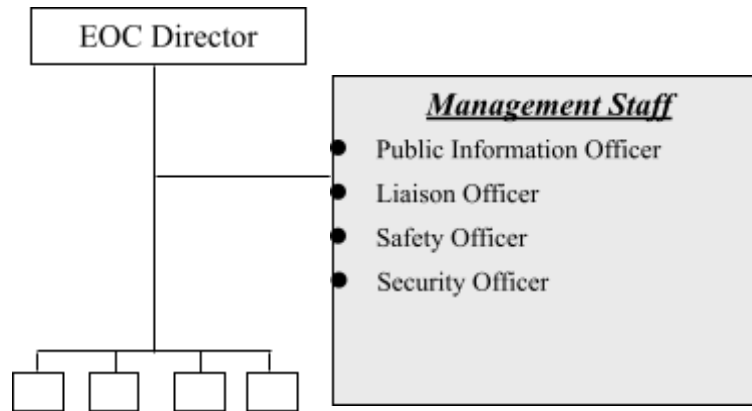
- Be prepared to provide input to the after action report.
- Deactivate the EOC at the designated time, as appropriate.
- Proclaim termination of the emergency response and proceed with recovery operations.

**Termination:**

- Alongside Public Information Officer, make emergency termination notifications to University and elected officials or their representatives, Response Partners, Community and OP Area
- Provide a final emergency briefing of the event to OC personnel to include:
  - Date/time of termination.
  - Request all documentation developed during the event response.
  - Instructions for support of recovery operations or assembly of the final report.
  - Time and date of formal debrief to identify issues, lessons learned, and corrective actions.
  - Instructions for resumption of normal operations.
- Determine if a formal Recovery Plan is required based on a review of the technical criteria by:
  - Length and resources required for investigating and fact-finding activities.
  - Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations.
  - Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information.
- Supervise the transition of the EOC from response to recovery operations, as necessary.
- Appoint a recovery manager; the recovery manager will establish a recovery organization and recovery plan.
- Proclaim EOC Deactivate
- Approve deactivation of other emergency facilities that were opened because of the emergency.
- Assist with recovery objectives, as requested for Recovery Plan
- Turn over command to Recovery Manager
- Schedule Incident Debriefing

- Assists with the development of a Final AAR
- Approved final AAR
- Turn in completed job aid, forms, and notes to the Documentation Unit.

## *Public Information Officer*



### **Function Description:**

The Public Information Officer serves as the primary point of contact between the EOC, the media, and the public. The Public Information Officer will prepare information releases, brief media representatives, and provide for press conferences. Normally, the Public Information function will also oversee the Rumor Control activity.

### **Organizing the Information function in an EOC:**

The Information function within an EOC may have special organizational needs due to the possible size of the organization required to meet the agency or jurisdictional information needs.

Normally, the Information function is handled by the Information Officer who is a member of the Management Staff. Assistant Information Officers may be assigned as needed. The Assistants may represent other jurisdictional departments, agencies, other jurisdictions, and/or they may also be assigned to handle specific Information functions.

### **Responsibilities:**

1. Serve as the central coordination point for San José State University media releases.
2. Ensure that the campus within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
3. Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.
4. Develop the format for press conferences, in conjunction with the Manager.

5. Ensure incident-specific messaging is provided in formats that are accessible and appropriate to reach people with disabilities and others with access and functional needs.
6. Communicate emergency messages to registered people with disabilities and others with access and functional needs in the appropriate formats.
7. Maintain a positive relationship with the media representatives.
8. Supervise the Public Information Branch.
9. The PIO is responsible for coordinating the operations of the JIC as well as releasing all cleared information to the public and media.
10. Work with the EOC D/AFN Coordinator on providing accessible communications, public messaging, traditional and social media, and NGOs to support people with disabilities and others with access and functional needs.

**Activation Phase:**

- Follow generic Activation Phase Checklists.
- Determine staffing requirements and make required personnel assignments for the Public Information function as necessary.

**Operational Phase:**

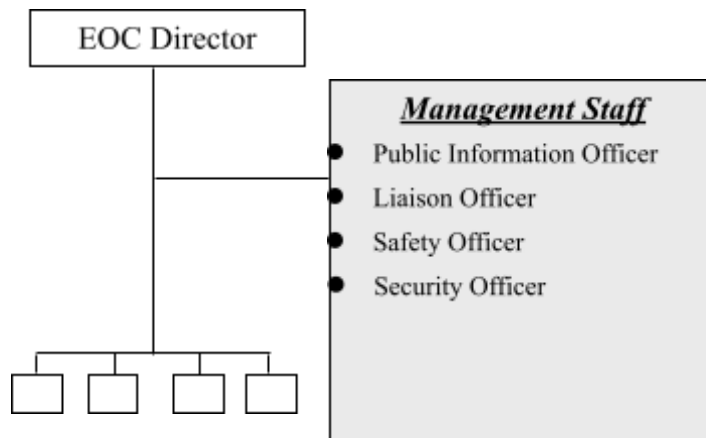
- Obtain policy guidance from the EOC Director with regard to media releases.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed.
- Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a Media Information Center, as required, providing necessary space, materials, telephones and electrical power.

- Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- Interact with other EOC PIOs and obtain information relative to public information operations.
- In coordination with other EOC sections, and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- At the request of the EOC Director, prepare media briefings for members of the agencies or jurisdiction policy groups and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that a rumor control function is established to correct false or erroneous information.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.
- Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing-impaired etc.).
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- Ensure that file copies are maintained of all information released.
- Provide copies of all media releases to the EOC Director.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

**Demobilization Phase:**

- Follow generic Demobilization Phase Checklist.

## *Liaison Officer*



### **Function Description:**

The Liaison Officer function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer will also ensure that the EOC Director is informed as to what agencies are represented in the EOC.

During major emergencies, and depending upon the SEMS level, it is not uncommon to find many agency representatives reporting to the EOC. American Red Cross, Community Based Organizations, National Guard, other state/local agencies, federal agencies, etc., all may send representatives. The Liaison Officer will be the primary contact, and relieve the EOC Director from overseeing their activities.

### **Responsibilities:**

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC and handling requests from other EOCs for EOC agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
4. Provide orientations for VIPs and other visitors to the EOC.
5. Ensure that demobilization is accomplished when directed by the EOC Director.

6. Work with the EOC D/AFN Coordinator on how to mitigate or resolve issues related to persons with disability access and functional needs during the response and recovery effort.

**Activation Phase:**

- Follow generic Activation Phase Checklist.
- Obtain assistance for your position through the Personnel Unit in Logistics, as required.

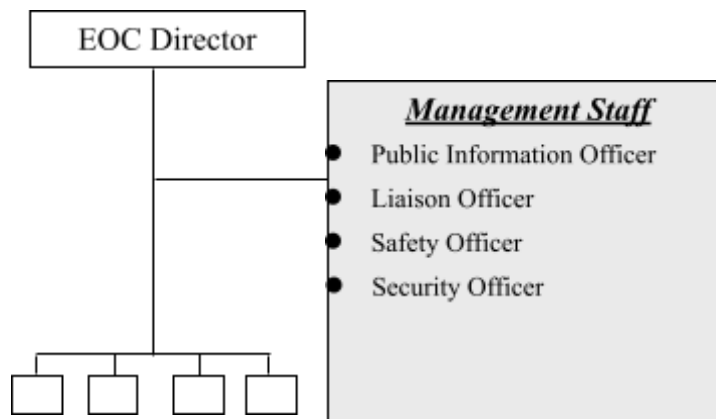
**Operational Phase:**

- Contact Agency Representatives already on-site, ensuring that they:
  - Have signed into the EOC,
  - Understand their role in the EOC,
  - Know their work locations,
  - Understand the EOC organization and floor plan.
- Determine if additional representation is required from:
  - Community based organizations,
  - Private organizations,
  - Utilities not already represented,
  - Other agencies
- In conjunction with the EOC Director, establish and maintain an Inter-agency Coordination Group composed of outside agency representatives and executives not assigned to specific sections within the EOC.
- Assist the EOC Director in conducting regular briefings for the Inter-agency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.
- Maintain a roster of agency representatives located at the EOC. The roster should include assignments within the EOC (Section or Inter-agency Coordination Group). The roster should be distributed internally on a regular basis. (ICS Form 211 and 205A just for agency representatives)

**Demobilization Phase:**

- Follow generic Demobilization Phase Checklist.
- Release agency representatives that are no longer required in the EOC when authorized by the EOC Director.

## *Safety Officer*



### **Function Description:**

When activated, the Safety Officer position at the EOC is to ensure that a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working in EOC positions are not over stressed or working for extended periods that may jeopardize their health.

### **Responsibilities:**

1. Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

### **Activation Phase:**

- Follow generic Activation Phase Checklist.

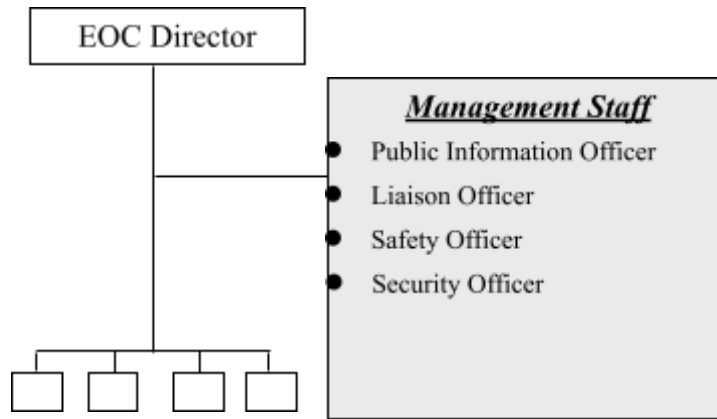
### **Operational Phase:**

- Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions that might result in liability, unsafe layout or equipment set-up, etc.
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- Keep the EOC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance/Administration Section in preparing any personal injury claims or records necessary for proper case evaluation and closure.

### **Demobilization Phase:**

- Follow generic Demobilization Phase Checklist.

## *Security Officer*



### **Function Description:**

When activated, the Security Officer position provides access control for the EOC facility. The EOC Director will establish policies and procedures for access. The Security Officer will normally oversee personnel check-in and checkout rosters.

### **Responsibilities:**

1. Provide 24-hour security for the EOC, incident facilities, staging, and supply areas.
2. Control personnel access to the EOC in accordance with policies established by the EOC Director.
3. Handle any situation arising from inappropriate personnel actions with the EOC.

### **Activation Phase:**

- Follow generic Activation Phase Checklist.

### **Operational Phase:**

- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Develop a security plan for incident facilities.
- Provide executive and V.I.P. security as appropriate and required.
- Provide recommendations as appropriate to EOC Director

- Prepare and present security briefings for the EOC Director and General Staff.

**Demobilization Phase:**

- Follow generic Demobilization Phase Checklist.

## *Operations Section*

### **Function Description:**

The Operations Coordinator, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. The Operations Coordinator will ensure, based on the emergency that all necessary operational functions have been activated and are appropriately staffed.

The Operations Coordinator reports to the EOC Director. Operations Coordinator is responsible for all tasks associated with the Branches or Units under them if the position is not filled.

### **Responsibilities:**

1. Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports (utilizing the RIMS formats if available).
6. Conduct periodic Operations briefings for the EOC Director as required or requested.
7. Work with the EOC D/AFN Coordinator on how to mitigate or resolve issues related to persons with disability access and functional needs during the response and recovery effort.
8. Supervise the Operations Section.

### **Activation Phase:**

- Follow the generic Activation Phase 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.

- Meet with the Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section and designate Branch Directors as necessary.
  - Fire & Rescue
  - Construction/Engineering
  - Law Enforcement
  - Health & Welfare
- Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- Request additional personnel for the section as necessary for a 24-hour operation.
- Obtain a current communications status briefing from the Communications Branch Director in Logistics. Ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- Determine estimated times of arrival of section staff from the Personnel Unit in Logistics.
- Confer with the EOC Director 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 need for Agency Representatives in the Operations Section.
- Coordinate with the Planning/Intelligence Section Coordinator to determine the need for any Technical Specialists.
- Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed, and coordinate accordingly.
- Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.
- Based on the situation known or forecasted, 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 operational period.
- Review responsibilities of branches in 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 Operations Section position logs and other necessary files are maintained.
- Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
- 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 EOC Director's Action Planning meetings.
- Provide the Planning/Intelligence Section Coordinator with the Operations Section's objectives prior to each Action Planning meeting.
- 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 EOC Director on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the 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.

## Fire & Rescue Branch

### **Function Description:**

The Fire and Rescue Branch in the EOC Operations Section is responsible for linking the EOC to Fire Department Operations Centers, Dispatch Centers, the fire and rescue mutual aid system and, as appropriate to the jurisdiction Incident Command on incidents under the management of the fire services. The Branch Director reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations. The Branch will supply fire DOCs and ICs as appropriate, with information and directives developed in the EOC.

Smaller jurisdictions may not activate separate units for fire operations, emergency medical, fire and rescue and hazmat.

### **Responsibilities:**

1. Coordinate fire, emergency medical, hazardous materials, and urban search and rescue operations in the jurisdictional area.
2. Assist in acquiring mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned fire & rescue resources.
5. Coordinate with the Law Enforcement Branch Director on jurisdiction Search & Rescue activities.
6. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
7. Work with the EOC D/AFN Coordinator on how to mitigate or resolve issues related to persons with disability access and functional needs during the response and recovery effort.
8. Supervise the Fire & Rescue Branch.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.

- Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
- If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Coordinator prior to the first Action Planning meeting.

**Operational Phase:**

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Obtain and maintain current status on Fire & Rescue missions being conducted in the jurisdictional area.
- Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire & Rescue Status Report on RIMS 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 Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change; inform her/him/they of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Law Enforcement Branch

### **Function Description:**

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to law enforcement agencies Department Operations Centers, Dispatch Centers, the law enforcement mutual aid system, and, as appropriate to the jurisdiction, with Incident Command on incidents under the management of law enforcement agencies. The Law Enforcement Branch Director reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations. The Branch will supply law enforcement agency DOCs and ICs as appropriate, with information and directives developed in the EOC.

Smaller jurisdictions may not activate separate units for coroner or search and rescue.

### **Responsibilities:**

1. Coordinate movement and evacuation operations during an emergency.
2. Alert and notify the public of the impending or existing emergency.
3. Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement Branch.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary Units within the Law Enforcement Branch:
- Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.
- Provide an initial situation report to the Operations Section Coordinator.

- Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Coordinator prior to the first Action Planning meeting.

**Operational Phase:**

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Maintain current status on Law Enforcement missions being conducted.
- Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Law Enforcement Status Report.
- Refer all contacts with the media to the Public Information Officer.
- Determine need for Law Enforcement Mutual Aid.
- Determine need for Coroner's Mutual Aid.
- 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 Branch for the subsequent Operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning Meeting.
- Provide your relief with a briefing at shift change, informing him/her/they of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Construction/Engineering Branch

### **Function Description:**

The Construction/Engineering Branch coordinates all infrastructure related activities during an emergency. The Branch Coordinator reports to the Operations Section Coordinator. The Branch title may vary depending on the jurisdictional organization. Typically, it may include coordination of utility services (public and private), public works, engineering, and damage and safety inspections and assessments.

Smaller jurisdictions may not activate separate units for utilities, damage assessment and public works.

### **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. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.
4. Assist other sections, branches, and units as needed.
5. Coordinate with the EOC D/AFN Coordinator on any issues related to the need to adjust response and recovery efforts in a way that supports people with disabilities and others with access and functional needs.
6. Supervise the Construction/Engineering Branch.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Construction/Engineering Branch.
  - Utilities Unit
  - Public Works Unit
  - Damage/Safety Assessment Unit
- Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.

- Provide an initial situation report to the Operations Section Coordinator.
- Based on the initial EOC strategic objectives, prepare objectives for the Construction/ Engineering Branch and provide them to the Operations Section Coordinator prior to the first Action Planning meeting.

**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.
- Ensure that damage and safety assessments are being carried out for both public and private facilities.
- Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- Determine and document the status of transportation routes into and within affected areas.
- Coordinate debris removal services as required.
- Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Branch.
- 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 the subsequent operations period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change, informing her/him/they of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Health and Welfare Branch

### **Function Description:**

The Health and Welfare Branch is responsible for jurisdictional coordination of people, animals and population mass care activities during the emergency. This can include but is not limited to, providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health. The Branch will coordinate the caregiving activities through resources available within the jurisdiction, or by obtaining such services as required through agreements and/or established mutual aid programs.

### **Responsibilities:**

1. Safeguard the public health of citizens by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims.
3. Provide as required for animal control, care and sheltering.
4. Coordinate with the EOC D/AFN Coordinator on any issues related to the need to adjust response and recovery efforts in a way that supports people with disabilities and others with access and functional needs.
5. Work with the EOC D/AFN Coordinator to provide accessible mental and behavioral health staffing and other resources to members of the whole community affected by the incident, including people with disabilities and others with access and functional needs.
6. Supervise the Health and Welfare Branch.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.

### **Operational Phase:**

- Ensure Branch and Unit position logs and other necessary files are maintained.
- Ensure that all potable water supplies remain safe, and free from contaminants.
- Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- Ensure that a vector control plan is established and implemented for the affected area(s).

- Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch Operational periodically during the operations period or as requested.
- Complete and maintain the Care & Shelter Status Reports.
- Ensure that the Public Health Branch is available to assist the Coroner/Fatalities Management Unit in mitigating and managing mass fatality situations.
- Ensure coordination of all mass care activities occurs with the American Red Cross and other volunteer agencies as required.
- Ensure that animal control measures are in effect and animal care and sheltering is appropriate for the emergency.
- Prepare objectives for the Health and Welfare Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Branch.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## *Planning/Intelligence Section*

### **Function Description:**

The Planning/Intelligence Section Coordinator will gather information from a variety of sources, analyze and verify information, and prepare and update internal EOC information and map displays. The Situation Analysis function will be activated under any EOC activation. The Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. The Section will collect and process internal EOC documentation, and prepare advance planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning/Intelligence Section.

The Planning/Intelligence Section Coordinator reports directly to the EOC Director. The Planning/Intelligence Section Coordinator is responsible for all tasks associated with the Branches or Units under them if the position is not filled.

### **Responsibilities:**

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
  - Collecting, analyzing, and displaying situation information,
  - Preparing periodic Situation Reports,
  - Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
  - Conducting Advance Planning activities and report,
  - 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 unit activities within the section.
4. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
5. In coordination with the other section Coordinators, ensure that Status Reports are completed and utilized as a basis for situation reports, and the EOC Action Plan.
6. Coordinate with the EOC D/AFN Coordinator on any issues related to the need to adjust the planning of the response and recovery efforts in a way that supports people with disabilities and others with access and functional needs.
7. Supervise the Planning/Intelligence Section.

**Activation Phase:**

- Follow the generic Activation Phase Checklist.
- 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 units within the section as needed and designate Unit Leaders for each element:
  - Situation Analysis Unit
  - Documentation Unit
  - Recovery Unit
  - Advance Planning Unit
  - Demobilization Unit
- Request additional personnel for the section as necessary to maintain 24-hour operation.
- Establish contact with the Operational Area EOC when activated, and coordinate Situation Reports with their Planning/Intelligence Section.
- Meet with Operations Section Coordinator; obtain and review any major incident reports.
- Review responsibilities of units in the section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by the Planning/Intelligence Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the EOC Director 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 Analysis Unit is maintaining current information for the situation report.
- Ensure that major incident reports and status reports are completed by the Operations Section and are accessible by Planning/Intelligence.
- Ensure that a situation report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

- Ensure that the 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 EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- Work closely with each unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- Provide technical specialists to all 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 Analysis Unit Leader

### Responsibilities:

1. Oversee the collection, organization, and analysis of situation information related to the emergency.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation analysis reports are developed for dissemination to EOC staff and also to other EOCs as required.
4. Ensure that an EOC Action Plan is developed for each operational period.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.
- Make contact with local government EOCs in the operational area and establish a schedule for obtaining situation reports.
- Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Analysis Report and facilitate the Action Planning process.
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Oversee the collection and analysis of all emergency related information.
- Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each EOC Section provides the Situation Analysis Unit with Status Reports on a regular basis.

- Meet with the Public Information Officer to determine the best method for ensuring access to current information.
- Prepare a situation summary for the EOC Action Planning meeting.
- Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.).
- Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period.
- Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Documentation Unit Leader

### Responsibilities:

1. Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the EOC situation analysis 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 emergency.
5. Assist the EOC Director in the preparation and distribution of the After Action Report.
6. Supervise the Documentation Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Unit Leader 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 Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.

- 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 the generic Demobilization Phase Checklist.

## Advance Planning Unit Leader

### Responsibilities:

1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
4. Coordinate with the EOC D/AFN Coordinator on any issues related to the need to adjust the planning and response and recovery efforts in a way that supports people with disabilities and others with access and functional needs.
5. Supervise the Advance Planning Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and determine best estimates of the future direction & outcomes of the emergency.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- Submit the Advance Plan to the Planning/Intelligence Coordinator for review and approval prior to conducting briefings for the General Staff and EOC Director.
- Review Action Planning objectives submitted by each section for the next operational period. In

conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Demobilization Unit Leader

### Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
2. Supervise the Demobilization Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Review EOC personnel roster to determine size and scope of any demobilization efforts.
- Meet individually with the general staff to determine their need for assistance in any Demobilization Planning.
- Advise Planning/Intelligence Section Coordinator on the need for a formal written Demobilization Plan.
- If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.
- Establish with each Section Coordinator which units/personnel should be demobilized first.
- Establish time tables for deactivating or downsizing units.
- Determine if any special needs exist for personnel demobilization (e.g. transportation).
- Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.
- Submit any formalized Demobilization Plan to the Planning/Intelligence Section Coordinator for approval.

- Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.
  
- Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.

## **Technical Specialist - EOC Disability and Access and Functional Needs Coordinator**

### **Responsibilities:**

May report to EOC Director, Section Coordinator, Branch Coordinator, or another assigned Supervisor.

Technical Specialists are advisors with special skills needed to support incident operations.

The Technical Specialist – EOC Disability and Access and Functional Needs (D/AFN) Coordinator understands issues related to emergency response and recovery for people with disabilities and others with access and functional needs, including state and Federal laws, regulations, and requirements and will serve in the EOC staff as the advocate for this population of the campus community.

The role of an EOC D/AFN Coordinator will plan, coordinate, respond to issues, evaluate and monitor emergency response, and recovery efforts with a focus on addressing the needs of people with disabilities and others with access and functional needs in the campus community in accordance with Federal and state guidelines, state emergency plans, and University policies and standards.

1. Provide technical observations and recommendations to EOC staff in specialized areas as required.
2. Advise on legal limitations use of particular resources.
3. Work with inter-agency coordination groups as necessary providing expertise.
4. Coordinate accessibility of support services for people with disabilities and others with access and functional needs.
5. Work closely with public affairs personnel from all stakeholders and partners to deliver timely, effective, and accessible pre-and post-emergency messaging.
6. Identifying staffing resources; emphasizing a need for staff with a background in D/AFN-related issues.
7. Maintain awareness of operations, including trends, changes in services and other variables that may indicate a need for service delivery adjustments as related to people with disabilities and others with access and functional needs.
8. Conduct strategic and operational planning related to people with disabilities and others with access and functional needs, including potential unmet needs.

9. Work with and advise Operation Section Coordinator on how to mitigate or resolve issues related to persons with disability access and functional needs during the response and recovery effort.
10. Ensure during the evacuation, accessible vehicles (e.g., paratransit), evacuee tracking, and sheltering efforts are all-inclusive.
11. Work with and advise the Health and Welfare Branch Coordinator to provide sheltering, tracking, shelter communications and resources, medical shelters, mental and behavioral health, medical equipment in shelters, service animals, mass feeding, and recovery.
12. Monitor the shelter intake process and data collection to identify issues related to people with disabilities and others with access and functional needs as early as possible at intake.
13. Monitor shelters for reasonable accommodation requests that are made and help coordinate logistical needs as appropriate.
14. Work with and advise the Recovery Unit Leader to coordinate long-term support resources and transition of people with disabilities and others with access and functional needs to new or temporary housing.
15. Work with and advise the PIO on providing accessible communications, public messaging, traditional and social media, and NGOs to support people with disabilities and others with access and functional needs.
16. In coordination the PIO and the Health and Welfare Unit Leader assist in providing shelter- and mass care-related communications, including verbal and written messages via multiple formats (e.g., large print, audio, braille, picture, and/or accessible websites) and in languages other than English that are prevalent in the community so that they can be understood by the whole community, including people with disabilities and others with access and functional needs.
17. Coordinate with the PIO and the Joint Information Center (JIC) to address the needs of people with disabilities and others with access and functional needs in media releases and during press conferences.
18. Coordinate with the PIO to the extent possible, make public meetings and press conferences accessible to people with disabilities and others with access and functional needs, including low English proficiency, by providing American Sign Language (ASL) interpreters, communication access real-time translation (CART), or through other methods.
19. Work with the PIO/JIC to request that broadcasters keep interpreters onscreen for the entirety of all emergency messages, including during cuts to field reporters, b-roll footage, cuts to public officials, and close-ups.
20. Monitor scroll and crawl messages to determine whether they interfere with captioning. Work with the PIO/JIC to contact broadcasters and request changes as necessary.

21. Coordinate with the Transportation Unit to identify public and private accessible vehicle resources (e.g., vehicles that are ramp- or lift-equipped, vehicles suitable for transporting those on oxygen) and determine the availability of these vehicles to support evacuation/transportation needs.
22. Coordinate backup and/or temporary power generation to support medical, adaptive, and mobility equipment at facilities and shelter locations.
23. Coordinate with food services to meet the dietary needs of diverse shelter populations when possible.
24. Consider dietary health restrictions or guidance (e.g., low sodium, low sugar, vegetarian, allergies) as well as cultural restrictions (e.g., kosher, halal, vegan).
25. Work with the Logistics Section Coordinator to locate and provide reasonable equipment requested from branches and units, including durable medical equipment, consumable medical supplies, sheltering needs, animal crates, food, water, and other supplies required by people with disabilities and others with access and functional needs.
26. Assist the Logistics Section Coordinator in prioritizing resource requests and de-conflict resource allocation, especially for resources used to support people with disabilities and other access and functional needs as the equipment is highly specialized and sufficient substitutes are not readily available.
27. Coordinate the medical care for people with disabilities and others with access and functional needs who may not require constant medical supervision.
28. Coordinate with the Santa Clara County EOC to locate available pharmacies or provide prescription drugs or drug refills to people who have lost access to regular stocks of needed medication.
29. Coordinate with the Operation Section Coordinator regarding movement and sheltering of people who cannot sustain in their homes with prolonged utility outages.
30. Coordinate services to plan for the recovery and transition needs of people with disabilities and others with access and functional needs, including how and when people will be transitioned to their homes, temporary housing, or other institutions.
31. Coordinate the need for translation services to people with low English proficiency and ensure the response and recovery effort has this capability.
32. Work with and support community-based organizations (CBOs) to determine whether networks and infrastructure necessary to support people with disabilities and others with access and functional needs are back in place before they are transitioned to long-term housing.

**Activation Phase:**

- Follow the generic Activation Phase Checklist.

**Operational Phase:**

- Obtain briefing from the Operations Section Coordinator.
- Document all significant actions and information on Unit Log Form ICS 214
- Establish and maintain a position log and other necessary files.
- Provide technical services as required to requesting EOC Staff.
- Contribute to EOC planning issues related to people with disabilities and others with access and functional needs at planning meetings.
- Prepare a Situation Report (SITREP) focused on the D/AFN Coordinator's area of responsibility and disseminate it across the EOC Sections
- Advise the Planning/Intelligence Section when duties are completed.
- Obtain a release from the Planning/Intelligence Section Coordinator prior to leaving the EOC.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Logistics Section

### Function Description:

The Logistics Section Coordinator provides facilities, services, resources and other support services both to agencies responding to the emergency, and to meet internal EOC operating requirements.

The Logistics Section Coordinator reports to the EOC Director. The Logistics Section Coordinator is responsible for all tasks associated with the Branches or Units under them if the position is not filled.

### Responsibilities:

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated Incident Commands within the affected area.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Coordinate with the EOC D/AFN Coordinator on any issues related to the need to adjust the response and recovery efforts in a way that supports people with disabilities and others with access and functional needs.
7. Supervise the Logistics Section.

### Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Unit Leaders for each element:
  - Communications Branch
  - Supply/Procurement Unit
  - Transportation Unit
  - Facilities Unit

- Personnel Unit                       Resource Tracking Unit

- Mobilize sufficient section staffing for 24-hour operations.
- Establish communications with the Logistics Section at the Operational Area EOC if activated.
- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the EOC Director and General Staff and identify immediate resource needs.
- Meet with the Finance/Administration Section and determine the level of purchasing authority for the Logistics Section.
- Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

**Operational Phase:**

- Ensure that Logistics Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Intelligence Section with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for, as well as Mutual Aid resources.
- Provide section staff with information updates as required.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Communications Branch

### Function Description:

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Communications Branch provides for the coordination of county or local government communications services to meet incident, DOC or agency needs. These services will include electronic information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operating requirements.

### Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the EOC. Ensure that communications links are established with the State Regional EOC (REOC) and with adjacent EOCs as required.
3. Determine specific computer requirements for all EOC positions.
4. Implement RIMS if available, for internal information management to include message and e-mail systems.
5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency.
7. Supervise the Communications Branch.

### Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Communications Branch.
- Prepare objectives for the Communications Branch; provide them to the Logistics Section Coordinator prior to the initial Action Planning meeting.

**Operational Phase:**

- Ensure Branch and Unit position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- Ensure that the EOC Communications Center is activated to receive and direct all emergency related communications to appropriate destinations within the EOC.
- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Ensure that RIMS Communications links are established with the REOC and with local governments which have RIMS installed.
- Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- Keep the Logistics Section Coordinator informed of the status of communications systems.
- Prepare objectives for the Communications Branch; provide them to the Logistics Section Coordinator prior to the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Branch.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist

## Transportation Unit Leader

### Responsibilities:

1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Coordinate with the EOC D/AFN Coordinator on any issues related to the needs to adjust the response and recovery efforts in a way that supports people with disabilities and others with access and functional needs.
4. Supervise the Transportation Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.
- Routinely coordinate with the Construction/Engineering Branch Director to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
- Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- Keep the Logistics Section Coordinator informed of significant issues affecting the Transportation Unit.

### Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

## Personnel Unit Leader

### Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit and register volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff including volunteers, receive a current situation and safety briefing upon check-in.
- Establish communications with community based organizations and other organizations that can provide personnel resources.
- Coordinate with the State Regional EOC (REOC) to activate the Emergency Management Mutual Aid System (EMMA), if required.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.

- Update EOC organization chart for each operational period.
- Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- To minimize redundancy, coordinate all requests for personnel resources from the county field level or from local governments through the EOC Operations Section prior to acting on the request.
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- Arrange for child care services for EOC personnel as required.
- Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- Keep the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Supply/Procurement Unit Leader

### Responsibilities:

1. Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance/Administration Section.
3. Coordinate delivery of supplies and material as required.
4. Supervise the Supply/Procurement Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Determine if requested types and quantities of supplies and material are available in inventory.
- Determine procurement spending limits with the Purchasing Unit in Finance/Administration.  
Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify types and number of supplies and materiel, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance/Administration Section

before the order can be completed.

- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.
- In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- Keep the Logistics Section Coordinator informed of significant issues affecting the Supply/Procurement Unit.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Facilities Unit Leader

### Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
3. Supervise the Facilities Unit.

### Activation Phase:

- ρ Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the local government level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- Ensure all structures are safe for occupancy and that they comply with ADA requirements.

- As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the Logistics Section Coordinator informed of significant issues affecting the facilities unit.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Recovery Unit Leader

### Responsibilities:

1. Determine impacts of the emergency requiring recovery planning.
2. Initiate recovery planning meetings with appropriate individuals and agencies.
3. Develop the initial recovery plan and strategy for the jurisdiction.
4. Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.
5. Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.
6. Coordinate with the EOC D/AFN Coordinator on any issues related to the need to adjust the planning of the response and recovery efforts in a way that supports people with disabilities and others with access and functional needs.
7. Supervise the Recovery Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
- Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.
- Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.

- Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.
- Develop a recovery plan and strategy for the jurisdiction or agency.
- Coordinate with Finance/Administration to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.
- In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Resource Tracking Unit Leader

### Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize necessary resource/location status information.
2. Develop and maintain resource status/location boards in the Logistics Section.
3. Supervise the Resource Tracking Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, personnel, and transportation.
- As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Finance/Administration Section

### Function Description:

The Finance/Administration section Coordinator in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

The Finance/Administration Section Coordinator reports to the EOC Director. The Finance/Administration Section Coordinator is responsible for all tasks associated with the Branches or Units under them if the position is not filled.

### Responsibilities:

1. Ensure that all financial records are maintained throughout the emergency.
2. Ensure that all on-duty time is recorded for all emergency response personnel.
3. Ensure that all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all employees responding to the emergency.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

### Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within section as needed and designate Unit Coordinators for each element:
  - Time Keeping Unit
  - Purchasing Unit
  - Cost Accounting Unit
  - Compensation & Claims Unit
- Ensure that sufficient staff are available for a 24 hour schedule, or as required.
- Meet with the Logistics Section and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- Notify the EOC Director when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

**Operational Phase:**

- Ensure that Finance/Administration Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Keep the EOC Director, General Staff, and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Recovery Unit maintains all financial records throughout the emergency.
- Ensure that the Time Keeping Unit tracks and records all agency staff time.

- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable time-frame, given the nature of the situation.
- Ensure that the Time Keeping Unit processes all time-sheets and travel expense claims promptly.
- Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist

## **Time Keeping Unit Leader**

### **Responsibilities:**

1. Track, record, and report all on-duty time for personnel working during the emergency.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the budget and payroll office.
3. Supervise the Time Keeping Unit.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.

### **Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to emergency duties in county agencies.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Coordinator informed of significant issues affecting the Time-Keeping Unit.

### **Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Cost Accounting Unit Leader

### Responsibilities:

1. Responsible for collecting cost information, performing cost-effectiveness analyzes and providing cost estimates and cost savings recommendations.
2. Supervise the Cost Accounting Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Establish (or implement) an accounting system and special cost codes associated with this emergency.
- Monitor all emergency expenditures.
- Ensure that all sections and units are documenting cost related information.
- Collect, and compile cost information at the end of each shift.
- Obtain and record all cost data to cover:
  - Personnel
  - Equipment
  - Rental/Contract Equipment
  - Supplies from outside vendors
  - Contracts for special or emergency services
- Coordinate with the Documentation Unit on content and format of cost related files to be transferred.
- Review existing documentation to determine if there are additional cost items that may have been overlooked.
- Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required.

- Compile cumulative cost records on a daily basis.
- Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes.
- Ensure that estimated costs are replaced with actual costs where known.
- Provide verbal or written reports to the Finance/Administration Section Coordinator upon request.
- Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency.
- Organize and prepare records for audits as necessary.
- Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process.
- Prepare all required state and federal documentation as necessary to recover allowable costs.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Compensation and Claims Unit Leader

### Responsibilities:

1. Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
2. Complete all forms required by the worker's compensation program.
3. Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with jurisdiction's policy & procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Director informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Recovery Unit.

### Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

## **Purchasing Unit Leader**

### **Responsibilities:**

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with the Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.

### **Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Review the emergency purchasing procedures.
- Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/Administration Section Coordinator.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to Budget and Payroll for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

- Keep the Finance/Administration Section Coordinator informed of all significant issues involving the Purchasing Unit.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Generic Checklists

### Generic Activation Phase Checklist:

- Check-in upon arrival at the EOC
- Report to the EOC Director, Section Coordinator, Branch Director, or another assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a position in Unity Log ICS 214 that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Meet with EOC Director, Section Coordinator, Branch Director, or another assigned supervisor; obtain a preliminary situation briefing,

### Generic Demobilization Phase Checklist:

- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
- Leave a forwarding phone number where you can be reached.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the EOC Director, Section Coordinator, Branch Director, or other assigned supervisor, as appropriate prior to your departure.
- Be prepared to provide input to the after-action report.
- Clean up your work area before you leave.

## **Functional Annex (2): Responder/Staff Communication**

### **Notification Procedure for Activating EOC Team:**

UPD Dispatch will notify the appropriate staff by sending a message to the EOC Group using Alert SJSU. Alternatively, the EOC team can be notified via telephone. The Emergency Services Manager will maintain an up to date EOC team telephone roster.

### **Functional Annex (3): Public Information Alert and Warning**

This function deals with the dissemination to the appropriate campus officials and the faculty, student, and staff in a timely forecast of all hazards requiring emergency response actions. This warning information is vital and will be made available in order to ensure that emergency responders and the campus take appropriate protective actions to avoid death, injury, and/or damage to property. This is general information on how warnings will be given in cooperation with other departments on campus.

#### **Organization and Assignment of Responsibilities**

This section describes the warning responsibilities that are assigned. The Emergency Operation Center (EOC) will have the ability to initiate the warning systems around-the-clock. The following types of tasking may be assigned:

- Implement call down rosters to alert EOC staff and essential personnel on campus and/or provide situation updates.
- Implements contingency plans to provide warnings if the established warning system fails to work.
- PIO ensures pertinent warning information is provided to the media for distribution to the public.
- Designates SJSU departments, personnel, equipment, and facilities that can augment the campus warning capabilities.
- Stay engaged with the Santa Clara County Operational Area EOC
- Issues cancellation of warning notice or otherwise ensures emergency responders and the campus are aware of the fact that the emergency situation is terminated.

#### **Logistical Support**

San José State Police Department (UPD) operates a centralized communications center housing dispatch functions. The communication center also maintains current information for key University personnel. With regards to Emergency Services, UPD dispatch is at all times aware of the identity of the current Emergency Operation Staff and how to contact each individual. UPD dispatch is a key element in the early notification of an Emergency Operation Center Response.

(408) 924-2222 UPD Dispatch

Anyone may call University Police Department (UPD) Dispatch to report an emergency or non-emergency incident.

9-1-1

From any landline phone on campus, 9-1-1 will go directly to University Police Department (UPD) Dispatch. This does not include cell phones. 9-1-1 calls via cell phone are routed to the City of San José Police Dispatcher who will forward the call to UPD.

Police Radios

Dispatch will typically receive the first field calls for help, either through police patrols or persons on campus. Campus phones connect to UPD via 9-1-1.

Dispatch will notify the appropriate response agencies.

If the incident warrants, the Dispatcher will alert the Watch Commander, Patrol Commander, Operations Bureau Commander and Chief of Police.

The Watch Commander will brief the Patrol Commander. The Patrol Commander will confer with Operations Bureau Commander who will when warranted notify the Chief of Police.

**UPD Chief of Police**

The Chief will assess the incident and determine whether to:

- Issue a campus alert and warning via Alert SJSU if not already issued.
- Activate the EOC.

In either case, the Chief will brief the EOC Management Section Director and make appropriate recommendations.

The Chief will also make an initial determination as to which, if any, Emergency Operations Center (EOC) sections need to be activated, and direct the Emergency Operations Center Coordinator to initiate those calls.

**Emergency Operations Center (EOC) Director**

Confer with the UPD Chief of Police on the nature and extent of the incident to determine and approve an:

- Emergency Operations Center (EOC) activation  
Where possible and timely, approve issuance of an Alert SJSU broadcast alert.
- EOC Director will update the President as soon as possible.
- EOC Director will follow the EOC activation protocol.

**Emergency Operations Center (EOC) Coordinator**

Upon EOC Activation, the Coordinator shall open the EOC and stand ready to assist EOC Management section Director, as well as assist with EOC staff and liaison activation notifications.

**Available Communications Systems:****Alert SJSU Emergency Mass Notification System**

Part of the University's goal is to provide a safe atmosphere for the campus community, which includes students, faculty staff and guests. In order to provide timely notifications to the campus community during an emergency, San José State University has created a notification system known as Alert SJSU.

The purpose of this system is to quickly disseminate emergency notices informing the campus community of critical incidents and the appropriate action needed in order to maintain their personal safety.

SJSU has implemented an opt-out messaging service for students. Faculty and staff members must opt in. The service is free. Subscribers provide their choice of personal contact information in order to receive alert and warning messages from SJSU. Delivery methods include voice, text and email. Due to limitations on

the number of characters associated with text messaging and in order to receive complete information, the community is advised to subscribe to all three (3) notification methods.

San José State University has designated the University Police Department as the entity responsible for the initial activation of the emergency mass notification system. Members of the University Police Department and other designated SJSU staff on the main campus and Moss Landing Marine Labs received training and have been given authority to access the system. Alert SJSU is designated to be used only in cases of emergencies that threaten the health and safety of the campus community.

Upon being notified, designated individuals who are listed in priority order of responsibility, shall activate the system. After hours, the University Police Department Dispatch will attempt to contact personnel in the order listed and whoever is contacted first is responsible for activating the system.

The following list establishes the order in which designated personnel are responsible for activating Alert SJSU.

- 1) Watch Commander
- 2) Chief of Police
- 3) Clery Coordinator
- 4) Operations Bureau Commander
- 5) Communications Dispatcher
- 6) Administrative Bureau Commander
- 7) Investigations Unit Sergeant
- 8) Emergency Services Manager
- 9) Senior Director of Media Relations
- 10) AVP, Public Affairs
- 11) AVP Administration and Finance

#### Blue Light Phones

SJSU currently has 23 blue-light poles on the exterior of the main campus and 220 wall mounted blue-light phones in campus buildings. A one-push button connects any caller to UPD Dispatch.

#### Operational Area Coordinator

The Operational Area (Op Area) consists of the special districts and cities within the County of Santa Clara. In accordance with SEMS regulations, the County of Santa Clara Office of Emergency Services (Santa Clara County OEM) is designated as Op Area Coordinator for Santa Clara County.

#### Role of Op Area Coordinator

In an emergency, Santa Clara County OEM can be contacted by any of the special districts and/or cities within Santa Clara County and requested to activate. Their role as Op Area Coordinator is to coordinate among local "political subdivisions" and act as a single-point-of-contact for state and federal agencies. If two or more jurisdictions are affected, the Op Area activates automatically. The level of activation is dependent upon scope of the event, from an on-call County OEM Coordinator to full activation of the

Emergency Operations Center (EOC). The Op Area will act as the point of contact for assistance requests to the Coastal Region and statewide Governor’s office of Emergency Services for California.

#### CalEOC

Run by the State Office of Emergency Services, CalEOC is the State’s online system for reporting incident status and resource requests throughout the state. Based on the WebEOC software CalEOC has replaced the State’s RIMS reporting system.

#### GETS (Government Emergency Telecommunications Service) Cards

The CSU Chancellor’s Office surveys all CS Universities for GETS card cancellations and additions annually. The cards access Government emergency telephone lines and are for emergency use only. They are assigned to key emergency management personnel at SJSU. Each individual is tasked with the responsibility of carrying the card on their person, and initiating a regular test (per instructions included with each card).

#### EOC-to-EOC Radio

Each month, the Santa Clara County Communications Director sends an email with notification of, and instructions for, the monthly County Emergency Operations Center Radio Test (usually carried out the first Wednesday of each month). The County EOC acts as net control, and takes roll calls of each city, agency, and institution, on the call list. The Emergency Services Manager is responsible for response for the test.

#### County Interoperability System (BAYMACS)

This system is activated through the Santa Clara County Sheriff’s Office Operations Desk at the request of the UPD Commander. It allows responding police agencies to communicate with each other on a common radio frequency.

#### Mobile Changeable Message Signs

UPD Parking Services is responsible for programming digital message display signs, and for placement of signs at SJSU parking garage entrances.

[www.sjsu.edu](http://www.sjsu.edu)

The SJSU Office of the Public Affairs is responsible for gathering data from the Emergency Operations Center Management or Incident Commander, and ongoing updates of emergency information on the SJSU web site. The emergency web page replaces the normal page.

#### (408) 924-SJSU (7578) Emergency Update Information

In case of a major university-wide emergency, recorded information will be provided and regularly updated at this number.

#### KSJS, 90.5 FM Campus Radio Station

KSJS FM (90.5 FM) will announce campus status reports at the beginning of each hour. More frequent broadcasts will be added if necessary.

#### Media Communications

It is the intention of San José State University to speak with a single, effective “voice” when communicating with members of the University community, the news media and the public. Therefore, all news media

inquiries regarding major incidents will be referred to the Public Information Officer (PIO -- the Director of Media Relations and his/her/they staff).

The SJSU Office of University Advancement will send campus closure information and other emergency updates to major newspapers, radio stations and television stations. This information will be broadcast by the individual stations.

### Social Media

The importance of social networking outlets has grown stronger with the rapid development of technology. In a crisis situation, students are constantly looking for the newest and most up to date information. Social networks allow San José State University nearly instant delivery of such information. The development of a social network prior to a crisis can mitigate risks and promote a rapid student response in an emergency.

- I. Twitter
  - A. Twitter is a real-time information network that will achieve a more personal connection with students.
  - B. If an incident does not require the use of Alert SJSU, students still desire the update, and information may be “tweeted”.
  - C. Twitter allows users to band together and create a strong alliance for a certain cause, in this case, emergency preparedness and response before, during and after an event.
  
- II. Facebook
  - A. Creates a personal profile, adds other users as friends, and exchanges messages, including automatic notifications profiles are updated.
  - B. Personal notes can also be written and shared on Facebook. When sharing an item, users can attach the item to their Wall for all to see, or can “tag” individual people that they think would be most interested in seeing the item.
  - C. “Tagging” provides the potential for a greater outreach of notification, even to nonsubscribers.
  
- III. Instagram
  - A. A social networking app which allows users to share pictures, videos, and supporting text with followers. The app allows for the creation of personal profiles but can also be connected to existing social networking profiles such as Facebook and Twitter.

### Sources of Local Emergency Information

Emergency Alert System — Local radio and television stations will provide information in the event of a major emergency. In some instances, the Emergency Alert System may be activated. Specific emergency information will be broadcast by:

- KSJO-FM 92.3
- KQED-FM 88.5

- KCBS-AM 740

NOAA Weather Radio (NWR) – A nationwide network of radio stations broadcasting continuous weather information direct from a nearby NWR. It provides National Weather Service warnings, watches, forecasts and other hazard information 24-hours a day.

Working with the Federal Communications Commission’s (FCC) Emergency Alert System, NWR is an “all-hazards” radio network, making a single source for comprehensive weather and emergency information. NWR also broadcasts warning and post-event information for all types of hazards—both natural (such as earthquakes and volcano activity) and environmental (such as chemical releases or oil spills).

Nationwide NWR Frequencies:

162.400 MHz 162.425 MHz 162.450 MHz 162.475 MHz 152.525 MHz 162.550 MHz

Emergency Digital Information Service (EDIS) – EDIS is a service of the Governor’s Office of Emergency Services (OES) in partnership with private, local, state and federal organizations and agencies. EDIS is like a combination of a website, a newswire and a 24-hour broadcast service. EDIS is designed to be disaster-resistant. EDIS carries a wide range of emergency and public safety bulletins. Weather alerts, earthquake data, and tsunami warnings are available over EDIS, as are urgent alerts and prevention information from state and local agencies. A sophisticated satellite distribution network constantly updates “mirror” EDIS servers in selected newsrooms and network facilities around the state. Even when public networks are clogged after a disaster, EDIS information will be available statewide. EDIS can be accessed over the internet (<http://edis.oes.caa.gov/>), by satellite data cast, packet radio broadcast and by email.

Runners

Campus runners may be assigned at any level to carry written messages to appropriate recipients.

Additional Resources

The campus print shop is capable of quickly producing emergency information flyers.

The campus television studio can produce film messages for media release and conduct video documentation of campus damage.

## **Functional Annex (4): Mass Care**

This function deals with the actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. These actions include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their housing because of a disaster or disaster threat situation. This function lies in the planning section of the EOC.

### **Organization and Assignment of Responsibilities**

This annex describes the mass care responsibilities. This responsibility will be assigned to a campus department and/or outside resources. Upon EOC activation, the Mass Care Coordinator, as designated by the planning section of the EOC, will report to the EOC when notified of an emergency condition.

He/she/they will take the following actions:

- Issue an order to open mass care facilities, as needed on and off campus when appropriate.
- Assess the situation and make recommendations to the EOC Director on the number and locations of mass care facilities to be opened.
- Review the list of available mass care facilities on and off campus.
- Notify persons and organizations identified in the mass care resource list about possible need for services and facilities.
- Selects mass care facilities for activation in accordance with:
  1. Hazard/vulnerability analysis considerations
  2. Locations in relation to evacuation routes
  3. Services available in facilities
  4. Input from the Emergency Services Manager.
- When directed, coordinate the necessary actions to ensure mass care facilities are opened and staffed, as needed
- Notify mass care facility managers to do one of the following, when appropriate:
  1. Stand by for further instruction on the specific actions to take and the estimated timing for opening mass care facilities.
  2. Take the necessary action to open the facility they are responsible for managing
- Coordinate with the Resource Manager for supplies needed (including bulk emergency relief items) and ensure each mass care facility receives its supplies.
- Coordinate with EOC staff to ensure that communications are established, routes to the mass care facilities are clearly marked, and appropriate traffic control systems are established.
- Ensure each mass care facility has a highly visible identity marker and sign that identifies its location.
- Ensure appropriate mass care information (number of occupants, meals served, etc.) is made available to the information processing section in the EOC.
- Collect information from Mass Care Facility Managers to support the campus efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.)
- Upon termination of emergency, submit a mass care expenditure statement to appropriate authorities for reimbursement

Campus officials will be ready to provide different types of support in response to the unique nature of the situation. During the emergency phase, these facilities may be used to provide evacuees physical protection

from the effects (e.g., water and wind associated with storms, earthquake aftershocks, radiological contamination, etc.) of a disaster.

## **Functional Annex (5): Health and Medical**

This function deals with the activities associated with the provision of health and medical services in emergencies and disasters. It focuses on the campus's capability to provide medical care, treatment, and support to victims during the response and post-disaster phases.

### **Organization and Assignment of Responsibilities**

This annex describes the Health and Medical responsibilities. It provides a general assessment and overview of the campus's existing health and medical capabilities. In the event of an emergency, the Director of the Student Wellness Center will provide a more detailed plan. Upon EOC activation, the Planning Section Coordinator will designate a Health and Medical Care Coordinator who will report to the EOC. The Medical Care Coordinator will take the following actions:

- Rapidly assess health and medical needs.
- Coordinate with the activated health and medical organizations to assess their needs, helps them obtain resources, and ensure that necessary services are provided.
- Ensure that emergency medical teams responding to a disaster site establish a medical command post.
- Maintain a patient/casualty tracking system.
- Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
- Provide information through the PIO to the news media on the number of injuries, deaths, etc.
- Ensure appropriate health and medical services information is made available to the information processing section in the EOC.
- Coordinate support for the campus efforts to respond to inquiries from family members concerned about loved ones.
- Coordinate the triage, stabilization, treatment, and transport of the injured.
- Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.)
- Implement the Student Wellness Center disaster plan.
- Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the Student Wellness Center for incoming patients.
- Provide and/or receive mutual aid.
- Provide information to the PIO for dissemination of public advisories as needed.
- Upon termination of the emergency, submit a care expenditure statement to the Finance Section for reimbursement.

This section focuses on the administrative management of health and medical resources. It addresses the general support requirements and identifies sources that will be relied upon to obtain personnel, equipment, and supplies, facilities, services, and other resources required to support disaster response and recovery operations.

## **Functional Annex (6): Mitigation**

Mitigation actions involve a reduction of exposure to, probability of or potential loss from identified hazards. Education is a key part of mitigation and involves informing the campus community of measures they can take to reduce injuries and property damage. Some examples would be the reporting of obstructed exits and working with FD&O to secure bookshelves and file cabinets to walls to prevent them from falling during earthquakes.

Education of the campus community is a key part of mitigation and includes information about what steps to take to mitigate risk at home, housing Residences, classrooms, and work spaces. In addition, Emergency Preparedness will coordinate with FD & O, Student Affairs, Academic Affairs and other departments to ensure that hazard conditions are considered in comprehensive plans, construction permits, and design approvals, etc.

### Preparedness

While mitigation can make the campus safer, it does not eliminate risk and vulnerability for all hazards. Therefore, the campus must be ready to face emergency threats that have not been mitigated away. Since emergencies often evolve rapidly and become too complex for effective improvisation, the university can successfully discharge its emergency management responsibilities only by taking certain actions beforehand. This is preparedness. Preparedness involves establishing authorities and responsibilities for emergency actions and garnering the resources to support them. This investment in emergency management requires upkeep.

To ensure that the campus investment in emergency management personnel and resources can be relied upon when needed, there will be a program of tests, drills, and exercises. Consideration also will be given to reducing or eliminating the vulnerability of the campus emergency response organizations and resources to the hazards that threaten the campus. Accordingly, preparedness measures will not be improvised or handled on an ad hoc basis. There shall be Action Plans created to identify the target capabilities being tested as well as an After Action Plan to include an Improvement Plan based on the results of the exercise, drill and/or training.

### Response

The onset of an emergency creates a need for time-sensitive actions to save lives and property, as well as for action to stabilize the situation so that the campus can regroup. These response actions include notifying emergency management personnel of the crisis, warning, evacuating or sheltering the campus, keeping the campus informed, rescuing individuals and possibly providing medical treatment.

### Recovery

Recovery is the effort to restore infrastructure and the social and economic life of the campus to normal, as well as making mitigation of the particular hazard a campus goal. For the short term, recovery may mean bringing necessary lifeline systems (e.g., power, communication, water and sewage, and transportation) up to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter) and ensuring that the campus needs of individuals and the community are met. Once some stability is achieved, the campus can begin recovery efforts for the long term, restoring economic activity and rebuilding campus facilities with attention to long-term mitigation of the hazard.

## **Functional Annex (7): Recovery and Restoration**

Recovery actions must be planned for and implemented early in a disaster, often while the disaster is still unfolding. 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 community services to be rapid.

### **CONCEPT OF OPERATIONS**

The Recovery Branch consists of a Branch Director and associated Unit Leaders when appropriate. Units include Housing, Refuse, Vector Control 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 PROCEDURES**

#### **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 Branch to close public shelters in a timely fashion. They will also work with California 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**

Disaster damage frequently generates 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. Some material is hazardous and requires special handling. 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.

#### **Streets and Drains**

Public infrastructure is frequently damaged during a disaster. Removal of mud and debris from streets and walkways quickly is required to restore other 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 reopening of campus facilities. The Streets and Drains Unit will facilitate this work to support campus recovery. This work will be coordinated by FD&O

**Public Information**

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

**Financial Recovery**

The Recovery 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 SJSU'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, safekeeping of drawings, and similar activities.)

**RECOVERY PLANNING 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, determine actions and activities necessary 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. In the Emergency Operations Center (EOC), the Recovery 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. Recovery Branch actions will 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 Analysis Branch members focus on the response, the Recovery Branch will look beyond the disaster event to its broader implications for the university, and take 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 services and infrastructure to a functional level, thereby reducing 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 Care and Shelter and social services agencies is critical for the physical and psychological care of campus community members, including the establishment of temporary housing and critical incident stress debriefing opportunities.

A "One-stop" Disaster Assistance 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 EOC Director and/or 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 CSU 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 Branch of the Planning/Intelligence Section. The Recovery Branch must compile their Recovery Branch status reports, in cooperation with utilities and surrounding jurisdictions in the affected areas.

Recovery Branch status reports should be forwarded to the Santa Clara County Operations Area EOC Planning/Intelligence Section if they fall into one of the following categories:

- a. Exceed the ability of the campus to accomplish:
  - 1) May result in mutual aid from neighboring jurisdictions in the region;
  - 2) May result in a request for mutual aid being relayed to the County.
- b. Impact neighboring jurisdictions:
  - 1) May result in coordination through the City of San José EOC;
  - 2) May require coordination at the CSU System level.
  - 3) Requires State or Federal intervention/assistance.

2. It is the responsibility of the Recovery Branch to provide up-dated information to the County EOC Planning/Intelligence Section in a timely manner regarding all issues that have been referred through the County EOC.
3. It is the responsibility of the Recovery Branch to notify the County EOC Planning/Intelligence Section when an incident is closed, when the disaster has been terminated, when the SJSU EOC Recovery Branch has closed, or when any other action that impacts previous service/assistance requests has occurred.
4. The County 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 debris removal:
  - a. Coordinate regulatory agency permitting
  - b. Contract with hauler for:
    - 1). Street clearance.
    - 2). Storm drain clearance.
    - 3). Public property clearance for liability purposes.
2. Re-establish utility services where possible in coordination with the providers:
  - a. Test potability of water.
  - b. Test operability of sanitary sewers.
  - c. Work with gas, electric, phone, cable and other utilities to restore full service as rapidly as possible.
  - d. Coordinate with regulatory agencies for work/activity permits including:
    - 1). Regional Water Board.
    - 2). Air Quality Management District.
    - 3). Public Utility Commission.
3. Activate the streamlined inspection processes plan:
  - a. Maintain a separate team for the disaster.
  - b. Use volunteer and contract inspectors/engineers for disaster-related work to facilitate reimbursement, and maintain a 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 contract inspectors through them.
4. Activate the streamlined procurement system for emergency response and recovery activities to provide:
  - a. Emergency contract awards.
  - b. Emergency purchasing through open P.O., standing contracts, sole source vendors.

5. Based on the guidance of the EOC Director, select a One-Stop Disaster Assistance Center site and prepare for activation by:
  - a. Ensuring that it is safe and cleared of debris.
  - b. Coordinating with utilities to ensure that support services are available at the DAC, such as:
    - 1) Sanitation.
    - 2) Phones: numbers and instruments for each position, at least.
    - 3) Electricity.
    - 4) Other utilities as needed and available.
  - c. Coordinating with Facilities for furnishings such as:
    - 1) Tables, file cabinets and chairs for the office area.
    - 2) Lounge area furniture, including a playpen, changing table, coffee maker.
    - 3) Computers, printers, modems, FAX machines.
    - 4) Office supplies, computer paper.
    - 5) Sanitation supplies.
    - 6) Coffee supplies.
  - d. Coordinating with campus groups or non-governmental organizations (NGOs) to provide:
    - 1) Hospitality in the lounge.
    - 2) Critical incident stress debriefing.
    - 3) On-site first aid capability.
  - e. Notify the following agencies and obtain location, hours of operation, and staffing:
    - 1) State OES.
    - 2) FEMA.
    - 3) Local utility services.
    - 4) Post office.
    - 5) Banks.
    - 6) City/county offices such as:
      - a) Housing Department.
      - b) Social services/welfare.
      - c) Animal control - lost/stray pets, pet boarding.
    - 7) 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 including:
  - a. State highways.
  - b. County roads.
  - c. Bridges - Cal Trans, Federal, State, County.
  - d. Regional transportation grid evaluation:
    - 1) Railroad.
    - 2) Airport.
    - 3) Pipelines.
2. Analyze ability to restore adequate numbers of permanent campus housing units including:

- a. Pre-sited locations for temporary residential trailers.
  - b. Location of potential vacant rental units near the campus (note that in a regional disaster affordable housing will be in short supply throughout the Bay Area).
  - c. Resettlement of campus residents to include:
    - 1) Special financial arrangements.
      - a) Financial assistance beyond Federal 30 day rent.
    - 2) Coordination with community social services such as:
      - a) Red Cross.
      - b) Salvation Army.
      - c) Goodwill.
      - d) St. Vincent de Paul.
      - e) CADRE.
    - 3) Evaluate transportation needs if re-housed off campus including:
      - a) Public transit.
      - b) Van pools.
3. Develop a financial recovery plan for the campus
- a. Evaluate disaster-related economic impact:
    - 1) Create a program to assure maximum possible federal assistance.
    - 2) Create a program to assure maximum possible disaster cost-recovery, campus-wide.
      - a) Coordinate with the Chancellor's Office.
      - b) Assess impact on individual departments and researchers, and determine what coverage is available for their losses: records, materials, intellectual property, animals.
      - c) Assess business interruption losses and potential coverage.
      - d) Assess economic impact of loss of paid days of school, external education programs, and other income producing activities.
      - e) Assess business losses to campus-based businesses: Spartan Catering, Campus Events Center, sporting events, AS Print Shop.
  - b. Develop a plan to assist/attract new students, restart grants and income producing research, maintain/ attract faculty and staff.

**Functional Annex (8): Deny Entry/Lock Down**

In case of an active or imminent threat of violence, such as an active shooter or civil unrest, the University Police Department can electronically secure entry doors on all campus buildings through the S2 System.

Activation Process:

- The Watch Commander or senior UPD officer on duty will notify UPD Communications to lock down specific buildings or the campus as a whole.
- The on duty dispatcher will use the S2 system to electronically lockdown the requested campus buildings.
- The dispatcher will notify the requesting officer when the lockdown process has been completed.
- The lockdown will remain in place until it is lifted by either the officer originally requesting the lockdown or by a member of UPD's command staff.

## **Functional Annex (9): Hazard Specific Analysis**

This annex provides a brief summary of significant hazards that may be a potential threat to San José State University. The information provided on each of these hazards focuses on the specific types of planning considerations that should be examined, analyzed, and applied, as appropriate, in the development of the hazard. The format for each has been structured to be consistent with the planning considerations outlined in the Emergency Operation Plan.

### **A. Earthquake**

#### Nature of the Hazard

A sudden, violent shaking or movement of part of the earth's surface caused by the abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

#### *Ground Motion*

Vibration and shaking of the ground during an earthquake are the most far reaching effects and cause the most damage to buildings, structures, lifelines, etc.

#### *Ground Surface Fault Rupture*

The ground shaking is the result of a rupture of a fault beneath the surface. When the ground shaking causes a rupture of the ground surface, an opening of up to 20 feet may occur.

#### *Liquefaction*

The ground temporarily loses its strength and behaves as a viscous fluid (similar to quicksand) rather than a solid.

#### *Tsunamis*

Tsunamis are sea waves produced by an undersea earthquake. These sea waves caused by the earthquake can reach 80 feet and can devastate coastal cities and low-lying coastal areas.

#### *Secondary Hazards*

Consequences of earthquakes may include fire, HAZMAT release, or dam failure, among others.

#### Prevention/Mitigation

Earthquakes cannot be prevented but, through training and preparedness efforts, the risk of injury and death can be reduced in addition to reducing property damage. The UPD provides training and exercises, such as participating in the California Great ShakeOut exercise to educate the campus community on how to respond to an earthquake. In addition, the UPD website contains detailed information related to earthquake safety.

#### Direction and Control

For this hazard it is essential for emergency response personnel to take immediate action to gather damage assessment information. This information is needed to determine the severity and extent of injuries and property damage. Further, this data gathering effort should provide much of the information decision makers

will need to implement and prioritize response actions, activities, access control and re-entry of the impacted area, debris clearance, restoration of utilities and lifeline repairs, and the inspection/condemnation of buildings and other structures on campus.

#### Damage Assessment

Conduct a visual inspection of the campus called a windshield survey to determine the scope of the damage, number of casualties, status of key facilities and persons trapped in collapsed/damaged buildings.

#### Search and Rescue

Major consequences associated with an earthquake are the collapse of buildings and other structures resulting in trapped/injured people. These trapped/injured people need immediate assistance. In such situations, it is likely that local and State governments would be overwhelmed by the demand for emergency services. Further, most jurisdictions do not have a sufficient quantity of specialized equipment or enough trained teams available to accomplish the large-scale search and rescue operations that would be needed to respond to a catastrophic earthquake.

In order to assist State and local governments to accomplish this critical life saving activity, the Federal Government has established Federal Urban Search & Rescue (US&R) teams. These teams are available to State and local jurisdictions upon request. These teams augment State and local emergency response efforts to locate, extract, and provide for the immediate medical treatment of victims trapped in collapsed structures.

Removal of trapped and injured persons from building collapses and other structural collapses will be a priority including administering first aid, and assisting in transporting the seriously injured to medical facilities. This activity involves the use of professional and volunteer search teams. The need for State and/or Federal assistance to perform US&R operations will be assessed within the EOC.

#### Access Control and Re-Entry

Control of access to unsafe areas on campus will be maintained. Only those people directly involved in emergency response operations should be allowed to enter. A protocol for determining the appropriate time to allow evacuees and the general public to re-enter the area that was severely impacted will be determined by the EOC.

#### Debris Clearance

The identification, removal, and disposal of rubble, wreckage, and other material which block or hamper the performance of emergency response functions will be a high priority action. Activities may include:

- Demolition and other actions to clear obstructed roads.
- Repair or temporary reinforcement of emergency access routes.
- Construction of emergency detours and access roads.

#### Inspection, Condemnation Demolition

Inspection of buildings and other structures to determine whether they are safe to inhabit or use after an earthquake will be conducted by qualified facilities and development personnel. Activities may include:

#### Priority of Inspections

- Inspection of buildings and structures which are critical to emergency services operations and mass care activities.
- Inspection of buildings and structures that may threaten public safety.
- Identify/mark those that are unsafe and may not be occupied.
- Arrangements for the demolition of condemned structures.

#### Utilities and Lifeline Repairs

Restoration and repair of electrical power, natural gas, water, sewer, telephone and other communications systems will be implemented to minimize the impact on critical services.

#### Emergency Public Information

The flow of accurate and timely emergency information is critical to the protection of lives and property in the wake of a catastrophic earthquake. The following information and planning considerations will be delivered via the crisis communication:

- Survival tips for people on what to do during and immediately after an earthquake.
- Warnings and advice on the continuing threat of fire, unsafe areas, building collapse, aftershocks, and other hazards.

#### Evacuation

Immediately following an earthquake people may need to be evacuated. People should be evacuated from structures that have been damaged and are likely to receive more damage when hit by one or more of the aftershocks.

#### Recovery

The following recovery actions should be considered:

- Utilize Alert SJSU to notify campus of uninhabitable buildings.
- Utilize the University's twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if campus will be closed and for how long.
- Identify alternate sites for classes.
- Determine alternate sites for temporary and long-term housing of displaced student residents.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to damage.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community needs and concerns.

## ***B. Hazardous Materials***

Given the technical nature of the HAZMAT threat, it is essential that the on campus Chemical Specialist and Local and State HAZMAT teams be used as the primary responders and information gatherers. If the event is catastrophic, the National Response Team's NRT-1, *Hazardous Materials Emergency Planning Guide*, and the Environmental Protection Agency's (EPA) *Technical Guidance for Hazard Analysis* be used as the principal source documents for addressing HAZMAT planning needs.

### Working Definition of Hazardous Materials

A hazardous material is an explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious, or radioactive element that when involved in an accident and released in sufficient quantities, puts some portion of the general public in immediate danger from exposure, contact, inhalation, or ingestion.

### Prevention

A major component of preventing a hazardous material incident is ongoing training of staff on the appropriate storage, control, labeling and use of these materials. Additionally, the proper supervision of students using these materials is important in preventing hazardous materials accidents.

### Mitigation

The University's mitigation efforts include the immediate availability of equipment and supplies for dealing with accidental spills and exposures. Also, the University employs an Environmental Control Specialist who is responsible for maintaining an up to date inventory of hazardous materials including handling instructions. In addition, Emergency Procedure Placards which are posted in all campus buildings contain safety information regarding a hazardous material release. Further, UPD personnel are equipped with Emergency Response Guidebooks containing detailed safety information.

### Direction and Control

OSHA's Hazardous Waste Operations and Emergency Response Standard (29 CFR 1910) requires that the Incident Command System be used for on-scene management of response activities. On-scene evaluation will guide response.

### Response Actions

Response actions are triggered when the organization that is responsible for managing HAZMAT response operations, via ICS is notified. Response is initiated when an incident or accident report is received. The on-scene hazardous materials management structure addresses the following planning considerations:

- Identify and designate special technical experts (chemists, toxicologists, occupational health physicians, etc.).
- Notify response organizations, public officials, and appropriate local and State organizations that are directly involved in the response.
- Disseminate as much information as possible to the key stakeholders on campus.
- Determining if a Campus Alert is warranted via Alert SJSU.

If possible, identify the hazardous material involved and the severity (degree of threat to people, property, environment, etc.) of the accident before exposing response personnel to possible health hazards.

For transportation accidents information sources include placards, container labels, cargo manifests, and shipping papers. These items provide initial information that can be checked against the *North American Emergency Response Guidebook*. Shipping papers should also include an emergency contact number. Also, if the above information is not visible or available, an interview with the vehicle operator could provide the information needed.

For fixed facility accidents on campus, this information should be readily available from the responsible party. Critical actions include:

- Upon arrival at the incident site, identifying the Incident Commander (IC) and notifying the EOC of the identity of the IC and the location of the Incident Command Post (ICP).
- Isolate and contain the incident by establishing a perimeter with defined hot, warm and cold zones.
- Isolate contaminated persons.
- Ensuring response personnel have and don the appropriate protective gear (clothing and breathing apparatus).
- Ensuring response personnel approach the incident site from upwind and obtain the following information, if not already known:
  1. The time of the release.
  2. The quantity released.
  3. Characteristics of the immediately endangered area (e.g., body of water or dense residential/commercial district nearby).
  4. Color and odor of vapors (if readily noticeable), and any health effects noted
  5. Direction and height of any vapor cloud or plume (observed and computer-projected).
  6. Weather and terrain conditions.
  7. Entry of material into the environment (water, drains, soil).
  8. Action already initiated by personnel at the scene.
- Ensuring unnecessary people at the site are moved away (in a crosswind direction) and denied entry. For transportation incidents, the *North American Emergency Response Guidebook* contains recommended initial isolation zone distances for substances with poisonous vapors that are not burning and additional instructions in case of fire.
- Establishing a Protective Action Zone, if necessary. This is an area in which people can be assumed to be at risk of harmful exposure, and in need of either in-place protective shelter or evacuation.
- Containing the hazardous material. For liquids, it may be necessary to use ditches or dikes to contain the spread, so that removal may take place later. It also may be necessary to cover some materials with tarps to prevent vapors from rising

#### Reentry to Areas Directly Affected by the HAZMAT Release

There will be control of access to the exposed area until it is safe. Only those people directly involved in emergency response operations equipped with the appropriate level of Personal Protective Equipment (PPE) will be allowed to enter. Arrangements for ongoing site control, monitoring of the environment, and compliance with State and Federal regulations regarding disposal of the wastes will be managed by the chemical specialist and designated department. Protocol for determining the appropriate time to allow evacuees and the general public to re-enter the area will be established.

### Decontamination and Cleanup

Relevant actions to be addressed are:

- Establish "zones" for controlling contamination; hot zone, transition zone (warm), and clean zone (cold).
- Provide for handling and disposal of contaminated soil, water, and other items that could not be adequately decontaminated.

### Request for Federal Assistance

If the situation exceeds the capability of the responsible State, local or campus authorities, assistance can be obtained via the Operational Area of Santa Clara County. The request will then go to the National Response Center. In accordance with the National Response Center, upon receiving notification it notifies the appropriate Federal On-Scene Coordinator (FOSC), who monitors private and State actions, provides support and advice, and may intervene to direct operations in rare instances when the situation exceeds the capability of the responsible party or State and local government.

Assistance may include support by the National Strike Force, including strike teams for oil spill response and a Public Information Assistance Team; Radiological Emergency Response Teams; salvage teams; scientific support coordinators; and other specialized resources.

### Emergency Public Information

The flow of accurate and timely emergency information is critical to the protection of lives and property immediately following a HAZMAT release.

The following planning considerations will be addressed, if appropriate:

- Informing the public of health hazards associated with the HAZMAT involved in the accident.
- Providing personal protective actions instructions, including survival tips for campus on what to do immediately after a HAZMAT release has occurred.
- Instructions for in-place protection (when to stay, where to stay, and what to do) when that option is chosen.
- Event-specific evacuation instructions and information (routes, road closures, available transportation) when that option is chosen.

### Evacuation

Emergency planning to address evacuation, including provisions for a precautionary evacuation and alternative traffic routes will be established. Hazardous materials evacuation planning is little different from evacuation planning in general. The most important difference is that initial movements will be crosswind. Another difference is that some transportation incidents may involve "selective evacuation" of a small area.

The following planning considerations will be addressed:

- Maps that identify primary and alternate evacuation routes for risk zones around locations that present a significant threat to the campus.
- Provisions for moving the special needs population in a HAZMAT situation.

Evacuation may not be always necessary or advisable: **In-place protection** may be the preferred option. For some chemical hazards, using wet towels and shutting off air circulation systems may suffice; sometimes the cloud may move past more quickly than the evacuation can be affected.

### Recovery

The following recovery actions should be considered:

- Utilize the University's twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if the building will be closed and for how long.
- Identify alternate sites for classes scheduled in the affected building.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to contamination.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community needs and concerns.

## **C. Fire**

### Nature of Hazard

All areas of the United States are exposed to personal injury and property damage as a result of fires caused by natural hazards. Fire may be described as a state, process, or instance of combustion in which fuel or other material is ignited and combined with oxygen, giving off light, heat, and flame. Significant seismic events such as an earthquake may also result in fires.

### Prevention

University Housing provides fire safety information to all housing residents. In addition, the UPD web site contains detailed fire safety information. Further, the University maintains a campus wide Building Coordinator and Building Emergency Team program. Its' members are trained to identify and report potentially hazardous conditions such as overloaded outlets and improper usage of extension cords.

### Mitigation

The campus conducts fire evacuation drills twice per year. Each campus building has a Building Coordinator and Emergency Team trained to facilitate the rapid evacuation of campus buildings and identify hazardous situations, such as blocked exits. Emergency Procedure Placards containing fire safety and evacuation information are posted in each building. Further, The UPD web site and the University's Annual Security and Fire safety Report contain detailed fire safety information.

### Direction and Control

The San José State University Police Department will direct and coordinate field-warning activities. Primary fire suppression is provided by the San José Fire Dept. For this specific hazard the role of the Operations Coordinator is to provide centralized control and coordination of emergency operations with the City of San José Fire Department. The San José State University Police Chief is the Operations Coordinator in the Emergency Operation Center. The Emergency Operations Center will be staffed in accordance with the campus Emergency Operations Plan.

Santa Clara County's fire agencies have signed a countywide mutual aid agreement to ensure that firefighting resources and personnel will be available to combat fires. If these resources are not enough to meet the threat, fire resources from throughout California can be summoned under the State's Master Mutual Aid Agreement administered by the Governor's Office of Emergency Services. All fire agencies in Santa Clara County have signed the California Master Mutual Aid Agreement and participate in mutual aid operations as required.

### Response Actions

The Fire Department will mobilize fire plans and equipment as appropriate. Fire Department personnel will coordinate with the campus to ensure that emergency information is up to date. The purpose of the Law Enforcement and Traffic Control function is to provide fire related traffic control, to manage evacuation operations, and to maintain law and order during evacuation operations and in evacuated areas.

### Recovery

The following recovery actions should be considered:

- Utilize the University's twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Identify alternate sites for housing resident students both temporary and long term.
- Identify alternate sites for classes scheduled in the affected building.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to fire/water damage.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community needs and concerns.

## ***D. Terrorism***

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism include threats of assassinations, kidnappings, hijackings, bomb scares and bombings, cyber-attacks (computer-based), active shooter and the use of chemical, biological, radiological, and nuclear weapons.

### Prevention

UPD has a Terrorism Liaison Officer who receives information through the Northern California Regional Intelligence Center regarding any potential threats and emerging trends. In addition, UPD maintains communication with the local FBI office and corresponds regularly with the City of San Jose Police Intelligence Office and the Santa Clara County Sheriff's Office. Further, UPD Commanders attend a monthly meeting with the FBI and local police agencies to review current intelligence and area concerns. This exchange of information allows campus law enforcement to quickly respond to any credible threats made against the campus, its' students or staff. Finally, UPD maintains an anonymous text tip system which facilitates community reporting of suspicious activity.

### Mitigation

UPD officers continually train for a response to Active Shooter/Violent intruder incidents. In addition, UPD administers an emergency alert system and has the ability to electronically lock the exterior doors of campus buildings. Further, Emergency Procedure Placards containing lockdown, evacuation and bomb threat information are posted in each building.

### Response Actions

A terrorist activity emergency has its own unique characteristics and must be dealt with in accordance to its magnitude and with an appropriate level of response. During this phase, emergency officials will need to determine that an attack has occurred and respond accordingly.

Response measures would include local protocols for risk assessment and evaluation of potential explosive devices. Included in the response should be:

- Law enforcement including local authorities and FBI agents.
- Fire/EMS/HazMat.
- Establish a perimeter to isolate and contain suspicious devices.
- Evacuate persons from potential threat areas.
- Local and state health departments.

Device with potential chemical or biological filler or supplement:

- Follow FBI protocols for documentation of the crime scene.

- Contain the package following recommendations from a hazardous materials authority.
- Assure notification of the FBI through the local FBI office.
- Options include double bagging, steel cans, poly containment vessels, or utilization of hazardous materials over-pack.
- Control the material as evidence and follow the FBI plan for laboratory analysis.

Potential release of WMD material from a device:

- Control the ventilation system.
- Follow protocols for a hazardous materials incident.
- Evaluate the extent of contamination.
- Evacuation of affected areas and decontamination procedures should be selected on the basis of an incident and risk assessment.
- Provide medical attention following the recommendations from the local/regional public health medical authority.
- Control and or isolate the hazard.
- Possibly request assistance from the FBI through the local office.

The use of Alert SJSU should be considered. These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure campus safety and recommended steps that can be taken to help prevent, mitigate or respond to the threat.

### Recovery

The following recovery actions should be considered:

- Utilize the University's Twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if campus will be closed and for how long.
- Identify alternate sites for classes scheduled in the affected building.
- Identify alternate sites for temporarily relocating housing residents if a housing facility is affected.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to a civil disorder action.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community reaction.

### ***E. Active Shooter/Violent Intruder***

An active shooter/violent intruder incident involves a subject or subjects actively engaged in killing or attempting to kill people in a confined and populated area. These individuals primarily use firearms.

#### Prevention

This threat is being addressed through a campus wide coordinated effort to report and investigate suspicious and threatening behavior. A major component of the University's prevention efforts is the Behavioral Intervention Team (BIT) which is an interdisciplinary team composed of members from Student Affairs, Faculty Affairs, Human Resources, Counseling Services and UPD. The BIT's mission is to proactively identify, assess, and offer a coordinated institutional response to SJSU community members whose behavior indicates that they may pose a risk to themselves or the campus community. In addition, UPD maintains an open line of communication and regularly exchanges information with local law enforcement and the Northern California Regional Intelligence Center regarding potential threats to campus safety.

#### Protection

UPD officers are trained in active shooter response tactics and countywide response protocols. The Officers have been provided with the equipment necessary to counter an active shooter/violent intruder. Also, UPD Officers are trained in tactical medical aid.

#### Mitigation

UPD provides Run, Hide, Fight training to students, staff and faculty. This training details strategies for surviving an active shooter/violent intruder incident. Also, the UPD web site and the University's Annual Safety and Fire Report contain detailed information regarding actions to take in the event of an active shooter/ violent intruder event. Further, UPD administers an emergency alert system consisting of text, voice and email notifications and a speaker phone emergency broadcast system. Finally, UPD has the ability to electronically lock the exterior doors of campus buildings.

#### Response

- Law enforcement response.
- Mutual assistance request.
- Emergency alert to campus.
- Campus Community response per Run, Hide, Fight protocols.
- Law enforcement establishment of incident command.
- Law enforcement action to locate and stop the threat.
- Law enforcement and fire locate and treat victims.
- Establish casualty collection/triage area.
- Notify local hospitals.
- EMS evacuation of victims to local hospitals.
- Law enforcement establishes and secures crime scenes.
- Law enforcement investigation and evidence recovery.
- Establish Joint Information Center staffed by the PIO.

#### Recovery

- Utilize the University's twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University's emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if campus will be closed and for how long.
- Identify alternate sites for classes scheduled in the affected building.
- Identify alternate sites for housing building occupants if a housing facility is affected.
- Provide regular media updates.

### ***F. Civil Disorder***

Civil Disorder is a public disturbance involving acts of violence by an assembly of three or more persons resulting in injury and/or property damage. San José State University's historic role in the civil rights movement, the University's MLK library and the Smith/Carlos statue and the University's location in the middle of downtown San José, coupled with its politically active and engaged student body, result in the campus often being the center of marches and demonstrations. While the vast majority of these events are peaceful, it is important to be prepared for the possibility of violence or wonton property destruction. UPD efforts are directed towards facilitating the safe exercising of free speech rights while protecting the safety of protestors, students, staff, faculty members and campus visitors.

#### Prevention

UPD receives information through the Northern California Regional Intelligence Center (NCRIC) and maintains communication with local police agencies regarding potential civil unrest. In addition, UPD commanders reach out to protest organizers and student leaders to facilitate communication, identify a liaison and assure protest organizers that their right to peaceful protest will be protected.

#### Mitigation

When information indicates that a protest or rally will occur on campus, notifications are made to the Santa Clara County Sheriff's Mutual Aid Coordinator, the City of San Jose Police Intelligence Unit and the City of San Jose Police Division Commander. In addition, UPD commanders work with protest organizers and liaisons to address potentially criminal behavior and unsafe conditions. Further, UPD officers are trained in crowd control measures and equipped with protective gear and less than lethal defensive devices.

#### Response

The following response actions will be employed:

- Identify Incident Commander, incident command post, and staging area.
- Identify and contact organizers and establish mutual communication.
- Assign a videographer.
- Coordinate with Santa Clara County Sheriff's Operations Desk for mutual aid.
- Assign officers to high visibility locations on campus.
- Assess the need for Dignitary protection.
- Discreetly monitor the event for criminal activity.
- Notify the City of San Jose Police District Commander.

- Designate PIO.
- PIO monitoring of news reports and social media to address rumors and inaccurate information.

Recovery

The following recovery actions will be considered:

- Utilize the University’s Twitter and Facebook accounts and website to provide information and updates.
- Provide recorded information and update as necessary on the University’s emergency telephone line.
- Establish and staff a Family Reunification Center
- Request the presence of Counseling Services personnel and ensure availability for the campus community.
- Determine if campus will be closed and for how long.
- Identify alternate sites for classes scheduled in the affected building.
- Develop a plan for relocating administrative staff and/or classroom space to an alternate site in the event that a location becomes unavailable due to a civil disorder action.
- Conduct a post incident debrief to review tactics and response efforts.
- Brief campus authorities.
- Reach out to campus students, staff and faculty leaders to gauge community needs and concerns.

**G: Public Health Emergency (Pandemic)**

**Nature of the Hazard**

A pandemic is an epidemic of infectious disease that becomes very widespread, affecting an entire region, continent, or the world. While numerous diseases have been responsible for pandemics, the most common and recent have involved various strains of influenza. These outbreaks are generally from new mutations of the virus for which the human population has no immunity. Because of the speed with which these diseases spread, and the extended time required to design medications to fight them, pandemics pose a significant threat.

To ensure consistent planning efforts, federal, state and county public health agencies use the World Health Organization (WHO) pandemic phases as described below.

Inter-pandemic Period	General Definition
Phase 1	<ul style="list-style-type: none"> <li>● No new influenza virus subtypes detected in humans.</li> <li>● May or may not be present in animals.</li> <li>● If present in animals, the risk of human infection is considered to be low.</li> </ul>
Phase 2	<ul style="list-style-type: none"> <li>● No new influenza virus subtypes detected in humans.</li> <li>● A circulating animal virus subtype may be detected in animals.</li> <li>● There may be a substantial risk of human disease.</li> </ul>
Pandemic Alert Period	General Definition

Phase 3	<ul style="list-style-type: none"> <li>● Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact.</li> </ul>
Phase 4	<ul style="list-style-type: none"> <li>● Small cluster(s) of cases with limited human-to-human transmission are documented, but spread is highly localized.</li> <li>● Viruses are not well adapted to humans.</li> </ul>
Inter-pandemic Period	General Definition
Phase 5	<ul style="list-style-type: none"> <li>● Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible.</li> <li>● The risk of pandemic is now substantial.</li> </ul>
Pandemic Period	General Definition
Phase 6	<ul style="list-style-type: none"> <li>● Increased and sustained transmission is documented in the general population.</li> </ul>
Post-Pandemic Period	General Definition
Phase 7	<ul style="list-style-type: none"> <li>● Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc.</li> </ul>

**General Organization**

The general organization of the University’s emergency response and recovery system is described in the University EOP. The provisions of the EOP are generally applicable in all-hazard situations including a pandemic event.

- Response activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).
- As described in the EOP, the University’s EOC is the focal point for the coordination for the University response and recovery from an emergency.
- SJSU EOC will direct all resource requests that can be met by County, State or Federal agencies to the Santa Clara County Operational Area EOC.
- The Santa Clara County Public Health Department is the lead agency for pandemic response. The University through the Student Health Center/Health and Wellness Services and EOC supports the public health department response efforts.

**Response Objectives**

In the event of a pandemic event, this annex provides potential specific objectives that the emergency response organization may integrate into its operation.

The general objectives for all University departments are as follows:

- Reduce immediate threats to life, public health, and safety.

- Determine the size, scope, and effect of the pandemic event on the campus community.
- Identify at-risk populations, notify them, and provide assistance.
- Rapid detection of the outbreak or introduction of the illness into the University.
- Determination of vectors and routes of transmission including assessing the efficiency of transmission.
- Provide necessary care, shelter, and medical services to the campus community.
- Control and containment of the pandemic when possible, and use of mitigation strategies when containment is not possible.
- Rapid dissemination of key safety information, appropriate personal protective equipment, and necessary medical precautions.
- Keep the public informed with up-to-date information on the response and throughout the recovery process.

### **Organization and Responsibilities**

#### **Organization**

All response and recovery activities and EOC operations will follow the principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

#### **Responsibilities**

The ability to quickly gather, verify, consolidate, and distribute confirmed situation information is vital to the response to a public health emergency. It is equally important that initial response strategies are developed with an accurate understanding of the scope of the emergency and that external resource requests are pushed up to the County and State level without delay.

#### **Emergency Operations Center Responsibilities**

EOC is responsible for establishing, coordinating, and managing all response and recovery operations in an emergency or disaster.

Initially, the EOC will take the following steps to disseminate and refine information regarding the magnitude of the emergency:

- Implementation of the Emergency Management, EOC, and Business Continuity Plans to ensure staffing and to maintain public safety.
- Determine the scope of the incident; develop an assessment map and other documents to maintain a common operating picture.
- Analyze situation information from sources such as University Personnel, FD&O, and Environmental Health & Safety to develop and maintain an up-to-date situation report and to determine the effect on the campus students, staff, and faculty.
- To minimize the impact on students and employees should any university operations be reduced or suspended, it should resume those operations as quickly as possible.

- The EOC will coordinate with the President's Office on potential campus closure due to the pandemic event.
- Review and clarify incomplete or conflicting information.
- Transmit information updates to the public through the University Public Information Officer and the Joint Information System.
- Coordinate planning for and implementation of disease containment strategies and authorities with response partners and the campus community.

### **PIO Responsibilities**

The PIO is responsible for the dissemination of all public information related to the pandemic event response and recovery to the campus community.

Pro-active communication in a public health emergency allows the public to adopt protective behaviors, facilitates heightened disease surveillance, reduces confusion and allows for better use of resources, all of which are necessary for an effective response.

- Develop a communication plan to inform students, parents, employees and other groups of our actions.
- Coordinate public information and rumor control efforts throughout the emergency with the Campus Health Center/Wellness Services and the SCCPHD
- Information should be communicated to at-risk and implicated audiences in a timely, accessible and proactive manner.
- When dealing with the media regarding a public health emergency, no one speaks to the media except the University PIO in coordination with the Student Health Center/Health and Wellness Services and the SCCPHD.
- A Joint Information System/Joint Information Center may be activated to support the regional or county public information needs.
- The University PIO will supply a representative to the Joint Information Center.

### **Student Health Center / Health and Wellness Services Responsibilities**

In coordination with the Santa Clara County Public Health Department, the Student Health Center/Health and Wellness Services is the lead University department for a pandemic event response.

In this role, they coordinate activities including public health surveillance, epidemiologic investigation, laboratory coordination, mass prophylaxis/vaccination, public, public health information, and education activities, and guidance on infection control practices, including isolation and quarantine for the University.

- Implement Campus Health Center/Health and Wellness Services Business Continuity Plans
- Analysis and surveillance of infectious disease outbreak.
- Conduct campus-wide surveillance to track the spread of the public health emergency and its impacts on the campus community. Coordinate and provide the collection of information gathered with the EOC and the SCCPHD.
- Coordinate with the SCCPHD for conducting disease surveillance activities including monitoring and testing possibly infected persons.
- Dissemination of information and education to the campus community, University responders, and the University leadership about the health emergency.
- Take all appropriate measures to reduce the spread of infection among the campus community.
- Coordination of the University's efforts for infection control practices to include specific containment prevention and treatment guidance for the infectious disease that causes the emergency, provide guidance on any type of disinfection that may be required and provide guidance on the limitation on movement (e.g., quarantine orders) to limit the spread of the infectious disease.
- Coordination of mass prophylaxis/vaccination to include determining priority guidelines for chemoprophylaxis/vaccination administration and ensuring access to vaccine or pharmaceuticals to identified populations.
- Coordinate treatment and prophylaxis delivery to essential personnel and at-risk citizens in cooperation with the SCCPHD to assure the continuation of essential University services.
- Providing ongoing communication to the University PIO for distribution to the campus community regarding the impact of and response to the infectious disease emergency on campus.
- Tracking and preventing secondary or additional disease outbreaks.
- Coordinate with the University Environmental Health & Safety Department.
- Coordinate and assess the mental health needs of the University's first responders, emergency workers, recovery workers, students, staff, faculty and the campus communities.

### **Environmental Health & Safety**

The Department of Environment Health & Safety plays an important role in an emergency, the department ensures the health and safety of the University.

- Provide a representative as Safety Officer

- Lead University department for the coordination of the removal and disposal of hazardous material (including biohazards) on the campus, in coordination with FD&O.
- Conduct health & safety assessments for the campus community during response and during cleanup operations.
- Establish guidelines for campus facility use according to county protocols.
- Coordinate response and recovery priorities and activities with the EOC.
- Recommend and coordinate PPE with FD&O for University staff as needed.
- Coordinate with all vendors contracted for on-campus cleanup operations.
- Coordinate the Recovery Unity Leader.
- Coordinate with the Finance/Administrative Section of the EOC on documentation, accounting, and payment for emergency expenditures related to the incident.

### **Other University Department Responsibilities**

All University Department may be called upon to assist with the response and recovery operations for the campus community.

- All University departments implement Business Continuity Plans.
- When requested University departments will participate in training, exercises, and drills.
- Assist with the establishment and management of plans.
- Provide a Technical Specialist to the EOC when requested.

### **Public Health/Hygiene Etiquette**

At the onset of the pandemic, access to vaccines and antiviral drugs may be extremely limited, and non-medical intervention measures may be recommended by Occupational Safety and Health Administration (OSHA) and the public health agencies to delay the spread of the disease. The nonmedical interventions may include:

Infection control measures to avoid spreading the disease may include but not limited to:

- Proper handwashing or use of hand sanitizers when hand washing is not possible,
- Using appropriate cough etiquette,
- Avoiding close contact with people who are sick,
- Staying home and away from work or the public,

- Sanitizing “touchable” surfaces,
- Implementing “no-touch” procedures, such as foot-operated trash can lids or door openers,
- Using appropriate personal protective equipment (PPE) such as masks and face shields.

**Physical distancing, such as**

- Minimizing unnecessary social interactions,
- Minimizing face-to-face meetings or conferences,
- Maintaining a 6-foot minimum distance between individuals,
- Closing schools, daycares, and universities,
- Prohibiting large public gatherings,
- Modifying employee’s schedules
- Interruption or curtailment of non-essential travel

***H: Public Safety Power Shutdown (PSPS)***

In an attempt to reduce the wildfire risk from downed power lines, PG&E has implemented the Public Safety Power Shutoff (PSPS) program. This program is the systematic shut down of electrical transmission and distribution lines during high fire danger events. These events can be caused by weather as well as by fires burning near transmission lines. The goal of the program is to prevent fires caused by transmission line failures or damage. It is important to remember, fire danger does not have to be specific to the university, or associated campuses like Moss Landing Marine Labs (MLML), but rather to the path of the transmission lines which feed power to the area.

**CONCEPT OF OPERATIONS**

San Jose State has been designated a Critical Customer (central community resources) by PG&E. This designation places us in a category of customers who will only have their power cut as a last resort. No customers are completely exempt from power loss depending on the scope of the shutdown.

PG&E will try to provide as much advanced warning as possible prior to any Public Safety Planned Shutoff (PSPS), but can turn the power off immediately if conditions are warranted. When possible, PG&E will give up to 48 hours’ notice to customers prior to shutting off power.

After the threat to the power distribution lines has abated, power cannot be restored until all power lines have been inspected and determined to be free of damage. This inspection process is a visual process and can only be done in daylight hours. Consequently, any PSPS is likely to last 24-48 hours after the weather or fire threat has passed.

**INITIAL RESPONSE TO OUTAGE**

<b>Function</b>	<b>Entity</b>	<b>Action</b>
Immediate Response	FD&O	Immediately contact PG&E to determine the potential duration of the outage.
Status Update	FD&O	Update/notify campus leadership and UPD of power outage status
Communication	Strat Com or UPD	As soon as information is known, send an Alert SJSU message to the campus community outlining the situation, what to do, and when an update should be available.
Situational Assessment	EOC	Once an update of the power outage is obtained, assemble and discuss the impact of power outage on campus operations. Brief campus leadership. Open EOC if warranted.

**ONGOING RESPONSE STRATEGIES**

San Jose State has a natural gas fired cogeneration unit located in the Central Plant building. This allows San Jose State to generate a portion of the campus’s power needs. The cogeneration unit is not specifically designated for emergency use, but rather optional standby power.

The realistic peak output of the cogeneration unit is between 5.3 - 5.5 megawatts (MW).

Current peak demand is 9MW, set in September of 2017, while typical daytime demand can fluctuate between 6 - 8MW. In short, the cogeneration unit cannot carry the campus alone on a typical day, even with planned solar installations.

The following general priority list for load shedding:

- 1) Fire life safety
- 2) Housing and Dining Commons
- 3) Academic instruction
- 4) Student life

Due to limitations of the available onsite generation, it is not possible to power all of the campus during a typical day. In other words, classes, housing, and student life cannot all persist on internal power alone.

**Advance Warning Scenario (24 hrs.)**

- Advance warning, approximately 24 hours in advance
- Typical daytime demand expected, between 6 - 8MW
- Notification: Issue alert requesting voluntary, occupant-driven load reductions. Advice for anticipated outages.
- Action: The following loads (roughly 2-4 MW) will be sequentially powered down in a controlled manner, in advance:
  - Campus cooling will be shut down (very large load)
  - MLK library power will be shut down (large load)
  - Student Union power will be shut down (medium load)
  - SRAC and Event Center power will be shut down (small-medium loads)
  - Duncan Hall power will be shut down (large load)
  - Engineering power will be shut down (large load)
- Adjustments to load shed will be made in accordance with the ranked priority list, as needed, in advance of the outage, and during the outage.

**Limited Warning Scenario (1 hr.)**

- Little warning, approximately 1 hour in advance
- Typical daytime demand expected, between 6 - 8MW
- Notification: Issue alert requesting voluntary, occupant-driven load reductions. Advice for anticipated outages.
- Action: The following loads (roughly 2-4 MW) will be sequentially isolated in a grouped manner, in advance:
  - Campus cooling will be shut down
  - Electrical feeder circuit normally powering King Library
  - Electrical feeder circuit normally powering Student Union, Event Center
  - Electrical feeder circuit normally powering Duncan Hall
  - Electrical feeder circuit normally powering Engineering, Industrial Studies

- Adjustments to load shed will be made in accordance with the ranked priority list, as needed, during the time while only the cogeneration unit is available.
- Buildings with generator quick connect features, such as SWC (planned Fall 2019), should be reviewed for temporary diesel generator resources and re-fueling availability to either restore power to the building, or to further un-burden the campus load if needed.
- As diesel resources and re-fueling availability is established, permanent backup generators can be manually started and loads transferred sequentially to reduce the number of buildings affected.
- Computer Center - The entire building can run on a generator, to reduce load on campus, including powering the backup chiller if shutting down campus cooling.

**No Warning Scenario**

- No warning, loss of utility power due to grid impacts from public safety shut offs or otherwise
- Typical daytime demand is expected, between 6 - 8MW, and the cogeneration unit is not able to carry the load.
- Action: Determine the cause of the outage or separation from grid power, to confirm there is not a fault on the university system.
- Isolate all feeders, Start the black start generator, start the cogeneration unit.
- The following loads will be sequentially added onto the cogeneration unit power:
  - Electrical feeder circuit normally powering UPD, SH
  - Electrical feeder circuit normally powering CC, CH, TH
  - Electrical feeder circuit normally powering CV1, CV2, and SRAC
  - And so forth, working from the ranked priority list
- Adjustments to load shed will be made in accordance with the ranked priority list, as needed, during the time while only the cogeneration unit is available.
- As diesel resources and re-fueling availability is established, permanent backup generators can be manually started and loads transferred sequentially to reduce the number of buildings affected.
  - Computer Center - The entire building can run on a generator, to reduce load on campus, including powering the backup chiller if shutting down campus cooling.

Designated areas of emphasis on campus have backup generators, and may be given priority loading for power from:

- Public Safety Answering Point (PSAP) at UPD
- Federal Nuclear/Radioactive Safety requirements in Duncan (cameras, security, etc.)

- Library security office: backup for dispatch

**I: Air Quality Event**

This is an interim annex. In response to the events of the summer of 2019, San Jose State University began the process of developing policies and procedures in the event of further incidences of significant air quality events. At the time of the writing of this annex these campus wide policies are still under development. Thus, this annex does not provide specific guidance on the specific air quality standards, accepted sources of data, or the specific air quality thresholds to be used to trigger specific responses, policies or producers during or in anticipation of a significant air quality event. Once the university leadership has developed these policies this annex should be updated accordingly.

**Background**

Some of the largest wildfires in California history impacted CSU campuses in recent years. These events have required campuses to limit outdoor activities, take protective action measures, suspend classes, and close campuses. In addition, campuses have incurred significant costs in remediation and cleanup costs. These are very dynamic events with conditions on campus changing from hour to hour forcing campus leadership to have to make decisions based on projections that can have significant margins of error.

The smallest particles in wildfire smoke particulate matter are the principal pollutants of concern during wildfire smoke events. They can be inhaled deep into the lungs and affect the lungs and heart. Wildfires also produce carbon monoxide which could cause serious health effects and death at high concentrations in confined areas. Weather conditions, terrain and other factors can alter concentrations of these pollutants throughout wildfire events.

<b>Function</b>	<b>Entity</b>	<b>Action</b>
Situation Awareness	UPD/Emergency Management	During times of high fire danger in the region, monitor local and regional incidents to identify events that could impact campus.
Air Quality Monitoring	EH& S	Monitor the AQI on campus and be prepared to monitor air quality in buildings if necessary.
Campus Impact Monitoring	Student Wellness Center	Report to campus leadership and/or the EOC any trends in students reporting symptoms consistent with exposure to smoke
Campus Infrastructure Preparations	FD&O	Begin preparations to secure campus buildings to limit the entry of smoke and particulates, such as adjusting HVAC

		systems, ensuring windows are closed, and other appropriate measures.
Communication	Strat Com	Provide regular updates to the campus community and the media.
Situational Assessment	EOC	Consider a low-level activation in order to provide ongoing situational awareness and develop the common operating picture. Support campus leadership by consolidating information needed for decision making. Increase the EOC activation level if needed.

**Regulatory Requirements**

After the 2018 catastrophic wildfires in California, the California Occupational Safety & Health (Cal/OSHA) Standards Board adopted a new emergency rule to address the potential harm posed to outdoor workers exposed to wildfire smoke (Section 5141.1).

While there are many chemical compounds present in wildfire smoke, the principal harmful pollutant of concern for persons not in close proximity to the wildfire is fine particulate matter with a diameter of 2.5 micrometers or smaller, known as “PM2.5”. Airborne particle size is directly linked to the potential for causing health risks and microscopic PM2.5 pose the greatest risk because they penetrate deep into the lungs and can enter the bloodstream. Health effects include increased lung and systemic inflammation as well as acute and chronic cardiovascular and respiratory effects. Epidemiological studies have shown wildfire smoke exacerbates asthma and chronic obstructive pulmonary disease in persons with pre-existing medical conditions.

In July 2019, Cal/OSHA issued new regulatory Section 5141.1 – Protection from Wildfire Smoke (Attachment 1). This section applies when the Air Quality Index (AQI) for PM2.5 is ‘151’ (“Unhealthy” level) or greater and there is a “reasonable anticipation” that employees may be exposed to wildfire smoke.

- Workplace and operations exemptions to the new Cal/OSHA rule include:
- Enclosed buildings with indoor air filtered by a mechanical ventilation system
- Enclosed vehicles with interior air filters and windows/doors that are kept closed (note that shuttle buses do not meet this standard due to constantly opening doors)
- Demonstrates that AQI is <151 by measuring PM2.5 levels on site
- Staff is exposed to AQI >151 or greater for a total of one hour or less during a shift
- Staff conducting emergency operations including rescue and evacuation or other operations directly aiding firefighting or emergency response

The new Section requires the following measures be taken to reduce employee exposure to AQI for PM2.5 to an acceptable level (<151) including:

- Engineering Controls – provide enclosed buildings, structures, or vehicles with filtered air whenever feasible; if insufficient, reduce employee exposures as much as feasible.
- Administrative Controls – whenever engineering controls are insufficient, employer shall implement administrative measures, if practicable, such as relocating work to location with acceptable AQI level; changing work schedules; reducing work intensity; or providing additional rest periods.
- Personal Protective Equipment (PPE) – for AQI levels (151-500), employer shall provide (N95 filtering respirators) to employees designated as outdoor workers for voluntary use. Employer shall use ‘Appendix B’ to this section for training regarding voluntary use of respirators. If AQI>500, respirator use is required in accordance with Section 5144 (that requires fit testing and medical evaluations of each employee).

Section 5141.1 Appendix B outlines information that must be provided by the employer to employees designated as outdoor workers when respirators are provided for voluntary use (AQI 151-500).

#### Official AQI Data Source

There are a number of sources that report AQI, including US EPA, local Air Quality Management Districts, and the unofficial but widely used PurpleAir public sensor network. US EPA AQI monitoring sites were primarily established to measure and predict ozone or “smog,” not the rapidly changing impacts of smoke from wildfires. These different sources also use varying time periods over which the AQI measurement is calculated, resulting in conflicting reported AQI levels for the same geographic region. For instance, Air Quality Management District’s report the AQI averaged over a 24-hour period while PurpleAir shows readings at a single point in time. Neither approach is appropriate when trying to measure dynamically changing local smoke conditions during a wildfire event. Cal/OSHA and US EPA both recommend using the current Air Quality Index (or ‘Current Conditions AQI’) posted on the US EPA AirNow website (<https://www.airnow.gov/>) as the official source of AQI information.

## Air Quality Guide for Particle Pollution

Harmful particle pollution is one of our nation’s most common air pollutants. Use the chart below to help reduce your exposure and protect your health. For your local air quality forecast, visit [www.airnow.gov](http://www.airnow.gov)

Air Quality Index	Who Needs to be Concerned?	What Should I Do?
Good (0-50)		It’s a great day to be active outside.
Moderate (51-100)	Some people who may be unusually sensitive to particle pollution.	<b>Unusually sensitive people:</b> <i>Consider reducing prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.</i> <b>Everyone else:</b> It’s a good day to be active outside.
Unhealthy for Sensitive Groups (101-150)	Sensitive groups include <b>people with heart or lung disease, older adults, children and teenagers.</b>	<b>Sensitive groups:</b> <i>Reduce</i> prolonged or heavy exertion. It’s OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath. <b>People with asthma</b> should follow their asthma action plans and keep quick relief medicine handy. <b>If you have heart disease:</b> Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.
Unhealthy (151-200)	<b>Everyone</b>	<b>Sensitive groups:</b> <i>Avoid</i> prolonged or heavy exertion. Consider moving activities indoors or rescheduling. <b>Everyone else:</b> <i>Reduce</i> prolonged or heavy exertion. Take more breaks during outdoor activities.
Very Unhealthy (201-300)	<b>Everyone</b>	<b>Sensitive groups:</b> <i>Avoid all</i> physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better. <b>Everyone else:</b> <i>Avoid</i> prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.
Hazardous (301-500)	<b>Everyone</b>	<b>Everyone:</b> <i>Avoid all</i> physical activity outdoors. <b>Sensitive groups:</b> Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.

**Key Facts to Know About Particle Pollution:**

- Particle pollution can cause serious health problems – including asthma attacks, heart attacks, strokes and early death.
- Particle pollution can be a problem at any time of the year, depending on where you live.
- You can reduce your exposure to pollution and still get exercise! Use daily Air Quality Index (AQI) forecasts at [www.airnow.gov](http://www.airnow.gov) to plan your activity.

**What is particle pollution?**

Particle pollution comes from many different sources. Fine particles (2.5 micrometers in diameter and smaller) come from power plants, industrial processes, vehicle tailpipes, woodstoves, and wildfires. Coarse particles (between 2.5 and 10 micrometers) come from crushing and grinding operations, road dust, and some agricultural operations.

**Why is particle pollution a problem?**

Particle pollution is linked to a number of health problems, including coughing, wheezing, reduced lung function, asthma attacks, heart attacks and strokes. It also is linked to early death.

**Do I need to be concerned?**

While it’s always smart to pay attention to air quality where you live, **some people may be at greater risk from particle pollution.** They include:

- People with cardiovascular disease (diseases of the heart and blood vessels)
- People with lung disease, including asthma and COPD
- Children and teenagers
- Older adults
- Research indicates that obesity or diabetes may increase risk.
- New or expectant mothers may also want to take precautions to protect the health of their babies.

**How can I protect myself?**

**Use AQI forecasts to plan outdoor activities.** On days when the AQI forecast is unhealthy, take simple steps to reduce your exposure:

- Choose a less-strenuous activity
- Shorten your outdoor activities
- Reschedule activities
- Spend less time near busy roads

**When particle levels are high outdoors, they can be high indoors – unless the building has a good filtration system.**

Keep particles lower indoors:

- Eliminate tobacco smoke
- Reduce your use of wood stoves and fireplaces
- Use HEPA air filters and air cleaners designed to reduce particles
- Don’t burn candles

**Can I help reduce particle pollution?**

Yes! Here are a few tips.

- Drive less: carpool, use public transportation, bike or walk
- Choose ENERGY STAR appliances
- Set thermostats higher in summer and lower in winter
- Don’t burn leaves, garbage, plastic or rubber
- Keep car, boat and other engines tuned

**Appendix 1**

**Emergency Operations Center Roster**