

**SIERRA JOINT COMMUNITY  
COLLEGE DISTRICT**

**Crisis Response Plan**

2008

## **CONFIDENTIALITY AND PRIVACY STATEMENT**

Some of the information in this document may be confidential. In addition, the disclosure of information in this plan could compromise the security of personnel, essential equipment, services, and systems of the Sierra College or otherwise impair the college's ability to carry out necessary functions. Distribution of this document is limited to those who need to know the information in order to successfully activate and implement the plan.

Any decision to disclose information in this plan to entities outside Sierra College or to withhold information in this plan from an official requester must be coordinated with the Public Relations office.

## **SIERRA COLLEGE CRISIS RESPONSE/INCIDENT COMMAND TEAM**

The Sierra College Crisis Response/Incident Command Team is responsible to maintain the readiness of Sierra College to implement its Crisis Response Plan in the event of any unplanned incident. Team members meet on a regular basis to prepare for emergencies. The Crisis Response Plan is reviewed annually. Periodic review of the plan also is provided by regional public agency first responders and Sierra Self Insurance and ASCIP.

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## **SECTION ONE**

### **ADMINISTRATIVE**

## **FOREWORD**

The Sierra Community College District has adopted California's Standardized Emergency Management System (SEMS) integrated with the National Incident Management System (NIMS). This legally recognized emergency management system forms the framework for the District's emergency procedures. This program is designed to provide for rapid emergency response at District facilities by using the same standardized emergency management system used by local, state and federal governments.

The District has established a Crisis Response Plan to help facilitate effective coordination of aid requests, resources and the flow of information among all agencies and jurisdictions within the region. The Crisis Response Plan is designed for use during the planning, response and recovery phases of an emergency or disaster that affects the District's operations, facilities, personnel, students, contractors, vendors or visitors. It has been prepared in compliance with State Disaster Planning requirements, City and County Emergency Management Plans, and SEMS/NIMS, which incorporates the use of Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the Placer County operational area concept, and multi-agency coordination.

The objectives of the Crisis Response Plan are:

- A. To provide for effective action in the case of disaster so as to minimize injuries and loss of life among students, staff and the public.
- B. To provide for the maximum utilization of staff and facilities in emergency situations.
- C. To provide for the well being of students, staff, visitors and children in child care programs.
- D. To protect school property.

This plan is a preparedness document. It is intended to be read and understood before an emergency.

The concepts contained in this plan not only apply to day-to-day situations and conditions requiring field level response, but also to "routine emergencies". The plan can also be applied to large-scale emergencies or disasters that can, and probably would place inordinate demands on District personnel and services. Such situations could pose major threats to life and property. The procedures in this plan are designed to manage the effects of such situations.

This plan shall be activated under any of the following conditions:

- A. By direction of the District Superintendent/President or his/her designated representative under the declaration of a disaster.
- B. In any emergency or disaster which directly affects the District and requires an emergency response by District employees.
- C. Upon notification by local, state or federal government officials of actual/declared or impending emergency or disaster that will directly or indirectly affect the District.

## **PURPOSE / PROCESS**

The purpose of the Crisis Response Plan is to consolidate all District disaster procedures into a single publication providing District personnel with a convenient set of useable instructions for dealing with disasters and emergencies.

The plan includes sections to address those required areas of the regulation necessary for the District to operate. These include: 1) Official Recognition of SEMS/NIMS; 2) Interface and Participation in the Local Operational Area; 3) Description of tasks associated with each SEMS/NIMS Function; 4) District Incident Command Team Organization; 5) Coordination Between the District's Incident Command and that of the City's; 6) Explanation of Inter-Agency Coordination of Resources and Decision Making; 7) Checklists to be used for Each of the Five ICS Functions; 8) Authorities and documents providing legal basis for organizational emergency response system.

The plan and procedures have been developed based on the following concepts:

1. All evacuation of facilities will be done (as necessary) in conjunction with other agencies through the SEMS/NIMS system.
2. If evacuation of facilities is required, all students and District personnel at each site will assemble designated areas.
3. All District employees are expected to remain and fulfill their disaster responsibilities until the emergency is over or they can be relieved of their responsibilities.

## **AUTHORITIES AND REFERENCES**

The California Emergency Services Act is legislation which provides extraordinary emergency powers and authority for state and local governments. Operations outlined in this plan will be conducted in accordance with legislation and the ordinances, plans and agreements listed below. The authorities and references listed herein establish the legal basis for emergency preparedness and response; however, the listings below are not all inclusive.

- A. **JURISDICTIONAL:** Placer County Board of Supervisor's ordinance creates under the Operational Area Agreement the City, County Emergency Management Planning Board and defines membership, powers, duties, divisions, services and staff.
- B. **INTER-JURISDICTIONAL:** Federal: Robert I. Stafford, disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), Federal Civil Defense Act of 1950 (Public Law 81-290 as amended), and Public Law 84-99 (U.S. Army Corps of Engineers – Flood Fighting). State: California Emergency Services Act, California State Emergency Plan, Disaster Assistance Procedural Manual (published by California Office of Emergency Services), California Emergency Resources Management Plan, California Mutual Aid Agreement with supporting Mutual Aid Agreements, California Law Enforcement Mutual Aid Plan and Fire Mutual Aid Plan, Government Code 3100, under California Law all public employees, including special district employees are “disaster service workers” and as such have special responsibilities in disasters.
- C. **Proclamation of a State of Emergency by the Governor:** The Governor is empowered to proclaim a State of Emergency when the existence of conditions of disaster or of extreme

peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, terrorism or earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a State of War Emergency, or he is requested to do so by local authorities, or he finds that local authority is inadequate to cope with the emergency. See Article 2, Section 8558 (b), California Emergency Services Act, for additional information.

- D. Government Code 8607 (a): The Standardized Emergency Management System (SEMS) is the system for managing response to multi-Authority and multi-jurisdiction emergencies in California. SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-Authority or inter-Authority coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under the state disaster assistance programs.
- E. Homeland Security Presidential Directive-5, directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
- F. Executive Order S-2-05, signed February 8, 2005 directed the integration of SEMS and NIMS in the State of California.

## **POLICIES AND GUIDELINE STATEMENTS**

It is the policy of Sierra Joint Community College District to safeguard life and property by making maximum use of all available resources, to mitigate the effects of environmental, technological, civil and political emergencies.

### **General Policies and Guidelines**

1. Essential Sierra College services will be maintained as long as conditions permit.
2. In an emergency, Sierra College will require prompt and effective response and recovery operations.
3. Environmental, technological and civil emergencies may be of such magnitude that City, County, State or Federal assistance is required.
4. When an emergency situation exists, all Sierra College departments will activate emergency operating guidelines into limited or full operation, as necessary.
5. In the event of an emergency, the Incident Commander has the authority to re-assign District personnel to assist in the response.
6. Operational situation and status reports will be made by the Incident Command Team based upon severity of the emergency or anticipated emergency to include:
  - a. Estimated time and location of impact
  - b. Date, time and location of the actual emergency

- c. For emergencies with minimal or no warning – date, time, location, known or estimated number of emergencies, types and casualties, and estimated damage at the time of report.

Such reports will be forwarded to the Superintendent/President of Sierra College, Managers, Incident Command Team members, EOC, and affected jurisdictions, as appropriate.

7. Access to emergency services shall not be denied on the grounds of race, color, national origin, religion, sexual orientation, sex, age or handicap. The needs of special populations shall be identified and planned for as directed by policy makers and according to federal regulations and guidance. Special populations may include, but not be limited to: the aged or infirm, physically or mentally handicapped or non-English speaking persons.
8. Emergency response often requires decisions to be made quickly under adverse conditions. Emergency conditions may require actions which are not listed in this plan, or which run counter to guidelines suggested. The District, its management, employees, students and volunteers duly pressed into service during a local emergency should act prudently while being protected by the privileges and immunities from liability as provided by law.

## SECTION TWO

### OVERVIEW OF EMERGENCY PREPAREDNESS

#### PHASES OF EMERGENCY MANAGEMENT

Emergency management planning can be divided into four phases: mitigation & prevention, preparedness, response and recovery. Although each phase has assigned tasks, the process is dynamic and interconnected. For example, tasks completed to recover from a disaster may have effects on mitigation, preparedness and response to future occurrences. All departments at Sierra College have responsibilities in all emergency phases.

**Mitigation & Prevention:** *Mitigation* includes the actions taken to reduce or minimize the impact of hazards, violence, or incidents which may impact the college facilities, students, faculty, or staff. Identification of local threats and hazards, establishment of clear lines of communication with local agencies and organizations, review of safety audits and prior incident data, assessing the safety, security, integrity of facilities, and improving the culture climate of the campus are all important factors in reducing the need for crisis response. Although schools have no control over some of the hazards that may affect them, such as fires, storms, plane crashes, or earthquakes, they can take actions to minimize or mitigate the impact of such incidents. *Prevention* includes actions taken to reduce the impact of incidents over which the college can exert influence or control. Although schools cannot always control fights, bomb threats and school shootings, they can take actions to reduce the likelihood of such events occurring by instituting appropriate policies, violence prevention programs, and other steps to improve the culture and climate of their campuses.

**Preparedness:** Includes actions taken to plan, equip and train Sierra College employees and students to rapidly respond in a coordinated effective manner to emergencies arising from hazards that cannot be eliminated through mitigation & prevention. Planning necessitates identification of all stakeholders, communication and coordination with local agencies and emergency responders, the creation, testing, exercise and maintenance of the crisis plan. Preparedness necessitates the purchase of equipment and supplies needed to respond to an emergency.

**Response:** Includes actions taken to save lives and protect property during an emergency.

Step 1: Determine that a crisis exists, what type and magnitude of crisis it is, and the appropriate type and level of response.

Step 2: Activate the incident management system.

Step 3: Implement the appropriate actions, such as evacuation, lock-down, or shelter-in-place.

Step 4: Follow the plan, and keep records.

**Recovery:** Includes those processes required to return the jurisdiction to normal. Recovery activities often begin during the response phase of an emergency. Restore the physical facilities as well as the school community as quickly as possible. Monitor staff and students for the emotional impact of the crisis. Identify and provide interventions as needed, debrief staff, first responders, involved persons. Allocate appropriate time for the recovery, capture and incorporate “lessons learned” into Best Practices and trainings. One of the major goals is to provide a caring and supportive school environment. Remember the anniversaries of crises to aid in the recovery.

Crisis planning is a cyclic process. Recovery may seem like the end, but it is only the beginning of a new cycle.

## **HAZARD ANALYSIS**

### **A. Geographic Description**

*Sierra College - Rocklin Campus* is located in Rocklin, California. Interstate 80, Rocklin Road and Sierra College Boulevard surround the campus. Major rail lines run within one mile of the campus. Attendant with these routes is the risk of transportation accidents and transportation-related hazardous materials releases. The student body at the Rocklin campus is approximately 16,000 per semester with approximately 600 staff members located on 240 acres.

*Sierra College – Nevada County Campus (NCC)* is located in Grass Valley, California. The campus is located on the edge of a forest and adjacent to a high school. The student population at NCC is approximately 2,300 per semester with approximately 50 staff members located on 175 acres.

*Sierra College – Roseville-Gateway Center* is located in Roseville, California in the old Sutter Roseville Hospital. It is adjacent to Interstate 80 and Sunrise Boulevard and in a heavily populated and traveled area. The student body at Roseville-Gateway is approximately 3,600 per semester with approximately 40 staff.

*Sierra College – Truckee Center* is located in Truckee, California in a small business park adjacent to Interstate 80 and highway 89 in a moderately populated and highly traveled area. The student body at Truckee is approximately 170 students per semester with approximately 20 staff.

### **B. Sierra College Hazard Analysis Survey**

A Hazard identification and analysis survey indicates that Sierra College may be subject to the effects of natural and technological disasters. A summary analysis of these events is provided as follows:

1. **FIRE:** Urban and grassland fire occurrences have significant potential to impact Sierra College. Most are handled through normal response without activation of this plan.

2. **HAZARDOUS MATERIALS:** Hazardous materials incidents include fixed site (classroom and building) and transportation-related incidents involving hazardous and radiological materials.
3. **EARTHQUAKE:** This hazard includes earthquakes themselves, as well as associated hazards such as landslides and rock falls. Although Rocklin and Roseville have histories of small earthquakes, actual damages have been slight.
4. **WEATHER:** Weather extremes have a history of occurrences in Rocklin and Roseville and include heavy rains causing localized flooding, windstorms, high heat, drought and periods carrying the potential for extreme dust storms. SC-NCC weather extremes include heavy snowfall and flooding.
5. **TRANSPORTATION:** Transportation accidents may include major automobile accidents, airplane crashes or train derailments and transportation-related hazardous materials releases. Three of the four Sierra College sites (Rocklin, Roseville-Gateway, and Truckee) are at high risk to transportation accidents due to their close proximity to Interstate 80.
6. **UTILITY FAILURE:** All sites may be subject to the shortage or loss of power for periods in excess of 24 hours, and shortages of fuels and pipeline interruptions.
7. **FLOOD:** All three Sierra College sites have minor flood potential. Rocklin carries the greatest risk due to a creek running through the campus property.
8. **DROUGHT:** Extreme and prolonged drought may threaten drinking water and fire suppression supplies.
9. **CIVIL DISTURBANCE/TERRORISM:** This hazard includes riots, protests, demonstrations, strikes as well as acts of terrorism or rampancy.

# HAZARD VULNERABILITY ANALYSIS

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## **TRAINING AND EXERCISE**

Training and exercise are vital to determine the effectiveness of this Crisis Response Plan. Preparedness activities ensure that the operational concepts outlined are sound and that personnel are adequately trained to carry out necessary functions during a disaster. In addition, such testing will provide a basis for the updating and revision of this plan and for the identification of inadequate resources.

Participants and observers will evaluate training and exercises and specific elements of the plan, as indicated.

## **PLAN REVIEW CYCLE**

The following review cycle will ensure that the entire Crisis Response Plan is kept current. The Incident Response Coordinator, alternately the Chief of Police Services, or their designate is responsible for the timely completion of the review cycle.

- A. By March 1<sup>st</sup> of each year:  
Review and update the Crisis Response Plan. This review should include legislative updates, updates of relevant operational procedures, a review of practical applications, and updates of informational materials to all staff at all sites.
- B. Prior to the start of each semester:  
Update telephone lists, faxes, emails, any personnel rosters, resource lists and physical plant changes affecting the implementation of the plan.
- C. At least once per year:  
Schedule one or more training exercises of variant scope and size. Training is critical to ensuring the continued viability of the plan.

Changes to this plan will be made and distributed immediately. This includes additions or deletions to the distribution list.

## **SECTION THREE**

### **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

#### **OVERVIEW**

The Standardized Emergency Management System (SEMS) is a statewide California system used by police officers, firefighters and other disaster responders in disaster events. The main purpose of SEMS is to aid in communication and response by providing a common communication and management system.

As a result of the 1991 East Hills Fire in Oakland, Senate Bill 1841 was introduced to establish the Standardized Emergency Management System and passed through the California Legislature January 1, 1993. The regulations governing SEMS became effective September 2, 1994. The intent of this law is to improve the coordination of state and local emergency response in California. The law is found in Section 8607 of the government Code.

The law stipulates that all State agencies must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies. Local governments must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies to be eligible for state funding for response-related personnel costs.

The basic framework of SEMS incorporates the use of the Incident Command System (ICS). SEMS is designed to be flexible and adaptable to varied emergencies and to meet the emergency management needs of all responders. SEMS is a management system and provides the organizational framework and acts as an umbrella under which all response agencies may function in an integrated fashion.

## THE FIVE LEVELS OF SEMS

SEMS organizes a five-level emergency response, activated as needed, to provide an effective response to multi-agency or multi-jurisdiction emergencies. SEMS allows the response to expand or contract as the incident requires. Each level uses the same Incident Command System.

1. **Field Level:** Commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
2. **Local Level:** Manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
3. **Operational Area Level:** Manages and coordinates information, resources and priorities among local governments and special districts within the operational area and serves as the coordination and communication link between the local governmental level and the regional level. An operational area is the geographical boundaries of a county.
4. **Regional Level:** Manages and coordinates information and resources among operational areas within the mutual aid region and between operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.
5. **State Level:** Manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level and serves as the coordination and communication link with the federal disaster response system.

## NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

### OVERVIEW

NIMS was established by Homeland Security Presidential Directive-5, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. Further, Executive Order S-2-05, signed February 8, 2005 directed the integration of SEMS and NIMS in the State of California.

NIMS incorporates standard emergency management practices and processes such as:

- Command & Management
- Preparedness
- Resource Management
- Communication & Information Management
- Supporting Technologies
- Ongoing Management & Maintenance

## **SECTION FOUR**

### **THE INCIDENT COMMAND SYSTEM AT SIERRA COLLEGE**

#### **PRIMARY FUNCTIONS OF THE INCIDENT COMMAND SYSTEM**

In the SEMS/NIMS format, the Incident Command System (ICS) organization develops around five major functions that may be required to manage any incident whether it is large or small (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration).

For some incidents and in some applications, only a few of the organization's functional elements may require the filling of a specific position. In these cases, where a specific position is not filled, duties remain the responsibility of the next higher position in the chain of command or SEMS system.

#### **INCIDENT COMMAND CENTER**

Day-to-day operations are conducted by individual departments. When a major emergency or disaster strikes, centralized emergency management is needed. This facilitates a coordinated response by the Incident Commander, the Incident Command Team and representatives from organizations assigned emergency management responsibilities.

An Incident Command Center provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed at the Sierra College Incident Command Center:

1. Manage the emergency or disaster under the ICS guidelines.
2. Coordinate all District emergency activities, resources and requests to or from other agencies.
3. Develop specific information for the District.
4. Implement the Incident action plan and coordinate resources and actions with local Incident Command Centers located at the City.
5. Evaluate the Incident Action Plan frequently and modify as needed to protect District personnel, facilities and students.
6. Maintain emergency communication with the local I.C.C. and District sites throughout the emergency or disaster.

## **ACTIVATION OF THE INCIDENT COMMAND CENTER**

### **WHEN**

The Incident Command Center will be activated when any emergency situation occurs or might occur of such magnitude that it will require a large commitment of resources from two or more Sierra College departments over an extended period of time. Examples include: a hazardous materials incident, civil disturbances, flooding, earthquake, mass-casualty or a large, disastrous fire.

### **WHO**

The following individuals or their appointed representatives are authorized to activate the Incident Command Center:

- Superintendent/President of Sierra College
- Administrator in Charge
- Appointed Incident Commander
- Chief of Police Services
- Safety Officer/Risk Manager

## **COMMAND SECTION**

### **Incident Commander**

The Incident Commander (IC) is responsible for the overall management of the emergency/disaster incident for its duration and reports to the Incident Command Center as soon as possible.

#### **RESPONSIBILITIES**

- Determine District incident objectives and strategy and establish the immediate priorities to achieve objectives. Develop and authorize the incident action plan to carry out objectives.
- Ensure that adequate safety measures are in place to protect District employees and students.
- Approve requests for additional resources or the release of resources.
- Authorize release of information to the news media in coordination with the Public Information Officer.

### **Public Information Officer**

The Public Information Officer is responsible for developing all incident media and press releases under the direction of the Incident Manager.

#### **RESPONSIBILITIES:**

- Determine from the Incident Commander if there are any limits on information release and obtain approval of all media releases
- Develop incident relevant information for use in media briefings.
- Notify media of District activities and conduct media briefings.
- Arrange for tours, interviews or briefings that may be required.
- Maintain current information summaries and/or displays on the incident and provide information on incident status or changes.

**Liaison**

Acts as a liaison between Sierra College and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster

**RESPONSIBILITIES**

- If a unified command is established, then act as the Liaison between Sierra College and community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives
- Provide periodic update briefings to Agency Representatives, as necessary.

**Safety Officer**

The Safety Officer's function is to develop and recommend measures for assuring the safety of personnel and correcting unsafe situations.

**RESPONSIBILITIES:**

- Identify hazardous situations associated with the incident.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.

**Scribe**

The Scribe's function is to keep all paper work related to the Incident Command Center.

**RESPONSIBILITIES**

- Keep all logs and other paperwork relating to activities conducted at the ICC including staffing, meeting notes, action plans designed, etc.

**FUNCTIONS OF THE INCIDENT COMMAND TEAM**

The Incident Commander (IC) is responsible for the overall policy and coordination of the emergency response and is assisted by an Incident Command Team to carry out the disaster assessment and recovery effort. The Incident Command Team is comprised of four areas of responsibility:

**Operations Section**

The Operations Section manages or performs the service functions required to control and or respond to the incident by implementing the Incident action plan.

**RESPONSIBILITIES:**

- Assists in development and supervises the Plan's implementation.
- Manages District emergency operations and services.
- Requests resources needed to implement the Operation's Section goals as a part of the Incident Action Plan development.
- Evaluates risks related to emergency operations and employee safety.

## Planning/Intelligence Section

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident and assists the Incident Commander in developing an Incident Action Plan.

### RESPONSIBILITIES:

- Collect and process situational information about the incident.
- Assists in the preparation of the Action Plan.
- Establishes information requirements & reporting schedules for planning.
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.
- Coordinates the IC communications and information technology needs.

The communications plan for Incident Command will provide the framework for various processes and procedures to address this need during an incident. All procedures and processes will be reviewed and verified for functionality and currency annually with results reported to the IC team commander.

**Web Site:** The Sierra College web site will be updated by the PIO and set up to allow timely dissemination of information. In the event they are not available, the IC Team Commander or designee will provide information for the website.

**E-Mail:** E-Mail will be sent by the PIO to designated staff. In the event they are not available, the IC Team Commander or designee will provide E-Mails.

**Text Messaging:** Sierra College will provide text messages as an option at an individual's request in an "opt in" format. Messages will be sent by the PIO to designated staff.

**Cell Phones:** An updated cell phone listing will be provided to each member of the IC Team. This is an alternate mode of communications during an incident.

**Radios:** The Sierra College Chief of Police will establish and maintain procedures, provide training, and manage the radio resources. Radios are the primary communications mode for all IC Team sections during an incident. Radios will be staged in the IC Team Command Center.

**Wide Area Broadcast System:** This system, located on the top of the LRC building will be used for notification as needed by the PIO/Police Services during and after an incident as deemed necessary.

**Telephones:** The Primary and Secondary IC Centers will have telephones and computers staged for use. Telephones for direct off-campus access will be provided in addition to the Sierra College telephone system.

**Public Folders:** Two public folders contain information regarding the Incident Command System and incidents. One is available for general campus access and the other is restricted to IC Team members and designees only.

**Phone Tree:** The phone tree system for notifications will be used until an alternate solution can be provided.

**Building Captains:** This is a process where an individual is assigned a building for the purposes of emergency communications. In the event of a larger or multi-floor building, multiple individuals may be assigned.

**Messengers/Runners:** In the event of insufficient communication via more rapid means, individuals may be assigned to hand-carry messages, equipment or supplies to buildings/groups of people, as needed.

## **EMERGENCY DATA BACK-UP PLAN**

Data that is critical to Sierra College and its departments may be lost in the event of a disaster. Back-up disks are stored in the safe nightly. A complete back-up is conducted weekly and sent to Arcus Data Security for off-site storage.

The Chief Technology Officer is responsible for ensuring student, employee, financial, and other relevant Sierra College data will be backed-up for retrieval purposes in the event of an emergency

## **Logistics Section**

The Logistics Section provides physical and human resources to the Operations Section.

### **RESPONSIBILITIES:**

- Anticipates, identifies and locates incident service and support requirements.
- Supervises and requests additional resources (internal and external) as needed.
- Coordinates all requests for District employees and equipment from other sections.

## **Finance/Administration/Legal Section**

The Finance/Administration/Legal Section is responsible for managing all financial and legal aspects of an incident, prepares proclamations, emergency ordinances, etc.

### **RESPONSIBILITIES:**

- Manages all financial needs, costs and other aspects of an incident.
- Gathers pertinent financial information from briefings with government agencies such as local Incident Command Centers, State Offices of Emergency Services and FEMA representatives.
- Advises on legal proceedings as needed.

- Ensures that all personnel time records are accurately completed and transmitted to appropriate location.
- Collects all logs, equipment use information, purchase orders, receipts or other finance related information for documentation of District costs related to the emergency or disaster.

## **EVACUATION POLICY**

An evacuation locates people to a safe area, from an area believed to be at risk, when emergency situations necessitate such action.

### **OBJECTIVES**

- Expedite movement of persons from hazardous areas
- Control evacuation traffic
- Provide transportation for those without vehicles and for those with special needs
- Provide perimeter control for evacuated areas
- Provide for the procurement, allocation and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.
- Acquisition of rental vehicles if needed

### **GENERAL CONCEPT OF OPERATIONS**

#### **Pre-Emergency Period**

The pre-emergency period is divided onto two phases as follows:

##### **Normal Preparedness Phase**

Site-specific evacuation plans are prepared and maintained for identified potentially hazardous areas. Data will be collected for use in the direction of evacuation operations: population, special facilities, transportation resources and populations requiring transportation assistance.

##### **Increased Readiness Phase**

Orientation sessions will be held to brief appropriate officials regarding evacuations plans. To the extent possible, Traffic Control Points, assembly points and movement routes will be reconfirmed. Agreements with providers of transportation resources will be reviewed and reconfirmed.

#### **Emergency Period**

The emergency period is divided into three phases as follows:

##### **Pre-Impact Phase**

At this time, evacuation operations will become the highest priority if a decision is made to evacuate a threatened area. The area to be evacuated will be determined based on pre-identified hazard areas or by estimates of the threatened area. Projections of the threatened area may change as conditions change, thus changing the evacuation strategy. For some hazards, uncertainty regarding the

potential impact may require evacuation of a larger area than is eventually affected by the hazard.

### **Immediate Impact Phase**

Wider spread evacuation may be required due to conditions created by the impact of the disaster agent or event. The affected area will be determined from reports by field teams on actual hazard conditions. The selection of evacuation routes will require information on the condition of the road network. Movement operations may be hindered by effects of the event and by other high priority demands for personnel and resources. Special procedures may be required to limit exposure if the area has been contaminated.

### **Sustained Emergency Phase**

Emphasis is placed on providing security and access control of evacuated areas and accomplishing additional evacuations, as required.

### **Evacuation Orders**

Once the decision is made to evacuate, affected areas will be notified and given evacuation instructions via radio, megaphone, messengers or other means. Evacuation Orders will contain: reason for evacuation, evacuation routes, road conditions assembly points for those without transportation and location of mass care facilities.

Provisions will be made to evacuate persons with mobility impairments. Methods for evacuating the handicapped, elderly and those with language barriers will be contained in departmental standardized operating procedures.

### **Traffic Control**

Traffic controls will be established at key intersections and access points to major evacuation routes as needed to expedite the flow of traffic. Communication will be maintained with traffic control personnel to monitor the progress of the evacuation, to coordinate traffic controls and to implement any changes in evacuation strategy that may be required.

### **Access Control**

As the area is being evacuated, access controls must be established. Security of the vacated areas will be obtained by establishing manned Access Control Posts and barricades at key locations around the perimeter. Any unmanned barricades will be patrolled periodically.

### **Re-entry**

Re-entry into evacuated and/or hazardous areas will be allowed at the discretion of the Incident Commander after consultation with ICC liaison, management team and technical experts. Controlling re-entry protects the public from exposure and injuries and protects unattended property within the evacuated area.

## **EMERGENCY OPERATIONS CENTER**

The NIMS states in the Command and Management chapter (chapter 2, section B) that "EOCs are organized by major functional discipline (fire, law enforcement, medical services, and so on); by jurisdiction (city, county, region, and so on); or, more likely, by some combination thereof." To be compliant with NIMS, states and locals must focus on the core functions to be performed in the EOC (coordination; communications; resource dispatch and tracking; and information collection, analysis and dissemination). "The physical size, staffing and equipping of an EOC will depend on the size of the jurisdiction, resources available and anticipated incident management workload. (EOC's support multiple ICT's).

## **ACTIVATION OF THE EMERGENCY OPERATIONS CENTER**

Depending on the scope of the emergency, the EOC may be activated to coordinate and support the activities of the Incident Command Teams involved.

## **SECTION FIVE**

### **STAFF RESPONSIBILITIES**

**Disaster Event Occurs**



**First on scene makes appropriate notification**

- **contact Police Services (ext. 1111)**
- **contact President's Office (2540)**



**Incident Command Team/s Activated  
Emergency Operations Center Activated, as required.**



**Verify the status and safety of employees, students and the public in all areas  
of responsibility**



**Remain calm. Wait for further instructions**



**Mitigation of Emergency**



**Recovery**



**Post-Incident Analysis**

## **BASIC EMERGENCY RESPONSE GUIDELINES**

Sierra College has established guidelines to help ensure the safety of staff and students during an emergency. Faculty and supervisors will be assigned to ensure that students and staff follow these guidelines.

In an emergency, lines of authority may change. Employees are expected to follow the direction of those who have been placed in charge of specific functions relating to the emergency. Do not attempt to call or contact the Incident Command Center. You will be contacted regarding the situation and any further actions needed.

### **IN THE EVENT OF AN EVACUATION EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:**

1. The Fire Alarm may also be used as the Evacuation Alarm. Calmly walk directly out of the building whenever the Fire Alarm is sounding. **Do not use elevators.**
2. If notified by other means, calmly gather all of your possessions and exit the building directly. The last person to leave should turn out the lights and close the doors.
3. Gather with other evacuees in an open area away from the building and keep clear of responding emergency vehicles.

### **IN THE EVENT OF A LOCK DOWN COMMAND EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:**

1. Close and lock windows and close window coverings, close and lock all doors, if possible. **Do not leave the building.**
2. Barricade the doors with heavy objects, if possible.
3. Turn off all lights and non-essential equipment, get out of sight, and be very quiet.

### **IN THE EVENT OF A SHELTER IN PLACE COMMAND EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:**

1. Close windows and window coverings, close all doors. **Do not leave the building.**
2. Seal vents and cracks around doors/windows as best you can with available materials.
3. Turn off all non-essential electrical equipment (including ventilation systems), if possible.
4. Move to the safest area of the room or building that can provide shelter and protection from external danger.
5. Assist disabled persons to the safe area, if you can safely do so.
6. Take cover from falling/flying debris under a strong object such as a desk or table, if appropriate. Gather near interior walls/doorways, or hallways, as appropriate. Stay away from windows, outside openings, loose/moveable objects, and electrical devices.

## SECTION SIX

### INCIDENT COMMAND POSITION CHECKLISTS

#### INCIDENT COMMANDER

**Responsibilities:** The Incident Commander (IC) is responsible for the overall emergency/disaster operations. The IC shall remain at the command post to observe and direct all operations to ensure the safety of students, staff and others on campus.

**Start-Up Actions:**

- Obtain the IC equipment cache.
- Obtain copy of District telephone list.
- Activate functions (positions) as needed.
- Notify PIO of event.
- Appoint liaison.
- Assess type and scope of emergency.
- Determine threat to human life and structures.
- Notification to outside agencies as appropriate.
- Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- Fill in "Incident Assignments" form.
- Appoint a backup or alternate IC.

**Operational Duties:**

- Continue to monitor and assess total situation.
- Check with section chiefs for periodic updates.
- Reassign personnel as needed.
- Provide status reports to College President on status of students, staff, and campus as needed.
- Consider areas with additional security/safety needs (Child Care Centers, Supportive Education, Residence Halls, etc)
- Develop and communicate revised incident action plans as needed.
- Authorize release of information.
- Utilize IC back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the Command Post.
- Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- Release staff/volunteers as appropriate.
- Remain on site and in charge until relieved or incident concludes.

**Closing Down:**

- Authorize deactivation of emergency response activities/personnel as appropriate.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed.
- Proclaim termination of the emergency with appropriate notifications.

**Equipment and Supplies:**

Campus map(s), disaster response forms, emergency/disaster plan, job description clipboards, appropriate identification, command post organizer, AM/FM radio (battery), bullhorn, two-way radio.

## **PUBLIC INFORMATION OFFICER**

**Personnel:** Available staff with assistance from available volunteers (see the emergency PIO box for the current list of trained PIO staff with assigned duties)

**Policy:** The public has the right and need to know important information related to emergencies/disasters at any Sierra College site as soon as it is available for release.

The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. If the situation includes outside responders with their own PIOs, they will work as joint commanders with one PIO designated as the official spokesperson for the incident.

News media can play a key role in assisting the ICS by releasing emergency/disaster related information to the staff, general public and parents. Information released must be consistent, accurate, and timely.

### **Start-up Actions:**

- Open PIO emergency box and put on identifying “PIO” vest. Activate key team members.
- Determine a possible “news center” site as a media reception area (located away from the CP). Identify the site by using the portable “media center” sign. Get approval from IC. Send team of media escorts to the center.
- Consult with IC and/or responder PIOs to coordinate information release.
- Assess the situation and obtain statement from IC. Tape-record if possible.
- Access current media list, cover letters, email addresses, and fact sheets (in PIO emergency box).
- Send out ‘ALL STAFF’ email and voicemail messages describing desired action.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings.

## Operational Duties:

- Keep up to date on the situation.
- Provide media with escorts.
- Statements must be approved by the IC, given out at regular intervals, and should reflect:
  - Accurate information relayed in a reassuring manner, avoid speculative comments.
  - Incident or disaster cause and time of origin.
  - Size and scope of the incident.
  - Current situation and requested actions – condition of the school site, evacuation progress, care being given, injuries, student release location, lock down procedures, etc. Do not release names.
- Resources in use.
- Best routes to and from the school site.
- Background information if appropriate.
- Time of next update release.
- When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase ‘no comment.’ Remember that after the incident is over, Sierra College will still rely heavily on the goodwill of the media to relay its messages.
- Remind school site/staff volunteers to refer all questions from media, students, parents or general public to the PIO.**
- Get updates from the IC frequently.
- Utilize PIO back up; plan and take regular breaks, 5-10 minutes/hour.
- Ensure announcements and other information are translated into other languages as needed.
- Monitor news broadcasts about the incident. Correct any misinformation heard.
- Create a website link from the Sierra College Home page to Incident Press Releases.

## Closing Down:

- At the Incident Commander’s direction, release PIO staff no longer needed.
- Return equipment and reusable supplies to Logistics
- Close out all logs.
- Conduct an internal and external debriefing.

**Aftermath:**

- Remain updated on any subsequent college actions taken.
- Consult with the College IC (and College Legal Counsel if appropriate) before releasing any information
- If allowed, arrange for media interviews with College personnel
- Send follow-up releases highlighting stories such as ‘acts of heroism’ to media outlets.
- Send follow-up ‘All Staff’ email and voice mail if appropriate. Update the website with same information.

## **LIAISON OFFICER**

**Immediate Supervisor:** Incident Commander

**Responsibilities:** Acts as a liaison between Sierra College and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster. These agencies may include federal, state, county, hospitals, schools, utilities, Red Cross, etc.

**Start-Up Actions:**

- Identify yourself as the Liaison Officer on the Organizational Chart in the Incident Command Center
- Read the entire Action Checklist
- Obtain a briefing from the Incident Commander
- Assign staff to the Assistant Liaison, as necessary
- Put on vest
- Obtain equipment and supplies

**Operational Duties:**

- If no unified command has been established, and as directed by the Incident Commander, report to the Fire/Police command center and establish communication between Sierra College Incident Commander and the community responders Incident Commander.
- Maintain communications until the incident is closed or until a unified command is established.
- If a unified command is established, then act as the Liaison between Sierra College and community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives
- Provide periodic update briefings to Agency Representatives, as necessary.
- Utilize Liaison back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log, as needed.

**Closing Down:**

- At the Incident Commander's direction, direct staff members to sign out, release staff and deactivate the Liaison Officer position.
- Return equipment and reusable supplies.
- Close out Activity Log and return to Administration and Finance Officer.

**Equipment and Supplies:** Vest, clipboard, paper, pens, two-way radio communication.

## **SAFETY OFFICER**

**Immediate Supervisor:** Incident Commander

**Responsibilities:** Develop measures to assure safety. Monitor and assess hazardous and unsafe situations. Has the authority to STOP unsafe acts. Investigate accidents and file proper claims. Responsible for the emotional and psychological safety of Sierra College personnel. Confirm or determine that appropriate level of inventory or supplies are at hand for crisis response team.

### **Start Up Actions:**

- Identify yourself as the Safety Officer on the Organizational Chart.
- Read the entire Action Checklist
- Obtain a briefing from the Incident Commander
- Put on vest
- Obtain equipment and supplies

### **Operational Duties:**

- Monitor emergency response activities for safety and appropriate use of equipment
- Identify and mitigate hazardous or potentially hazardous situations
- Stop or modify all unsafe operations
- Participate in planning meetings, anticipate potential safety issues
- Utilize Safety back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain Activity Log
- Notify insurance company/insurance joint powers authority of loss/damage to property or persons.

### **Closing Down:**

- At the Incident Commander's direction deactivate the Safety Officer position and release staff. Direct staff members to sign out
- Close out Activity Log and relay pertinent information to the Finance /Administration Section
- Return equipment and reusable supplies

**Equipment and Supplies:** Vest, clipboard, paper, pens, radio communication.

## INCIDENT LOG SCRIBE

**Immediate Supervisor:** Incident Commander

**Responsibilities:** To document all actions and communications of the Sierra College Incident Command Team.

**Start Up Actions:**

- Obtain equipment and supplies
- Identify self to the Incident Commander
- Put on vest

**Operational Duties:**

- To team with the Incident Commander or other assigned personnel
- Document in writing all actions and communications (including the time) ordered and received by the Incident Commander or other assigned personnel.

**Closing Down:**

- Transcribe notes; make copies of transcription and original notes and keep as backup; turn in transcribed notes to the Incident Commander or Administration/ Finance Chief, as directed.
- Return equipment and reusable supplies; replace supplies as needed

**Equipment and Supplies:** Vest, clipboard, pens, pencils, paper, flashlight/reading light, watch or stopwatch

## OPERATIONS CHIEF

**Immediate Supervisor:** Incident Commander

**Responsibilities:** Management of all operations directly applicable to the primary mission. Direct the preparation of unit operational plans, request or release resources, make expedient changes to the Incident Action Plan as necessary, and report such to the Incident Commander. Evaluate and act on operations information. Decide on a priority basis what must be done and keep Incident Command informed of pertinent conditions and/or situations. Coordinate activities with Planning/Intelligence, Logistics, and Finance/Administration as necessary.

### Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier (vest, ID badge, hard hat).

### Operational Duties:

- Establish the Operations Section and develop appropriate action plans.
- Assume the duties of all Operations positions until staff is available and assigned.
- Determine needs and request resources.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Activate and deactivate operational strike teams as needed.
- Report information about activities, events, and occurrences to the Incident Commander and/or appropriate Section Chiefs.
- Consider areas with additional security/safety needs (Child Care Centers, Supportive Education, Residence Halls, etc)
- Make sure that Operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Operations staff within the section as needed.
- Utilize Operations back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log.

**Closing Down:**

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

**Equipment/Supplies:** Vest, ID badge, Nextel phone, 800 MHz radio, VHF radio, bullhorn, aluminum clipboard w/forms, paper, pen, floor plan book, 11x17 campus aerial photo, emergency vehicle.

## PLANNING/INTELLIGENCE SECTION CHIEF

**Immediate Supervisor:** Incident Commander

**Responsibilities:** Collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status. Keep Incident Command informed of pertinent conditions and/or situations. Coordinate activities with Logistics, Operations, and Finance/Administration/Legal as necessary.

### Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier (vest, ID badge).

### Operational Duties:

- Collects and processes situational information about the incident.
- Assists IC in writing the Action Plan.
- Establishes information requirements & reporting schedules for Planning
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.
- Reports any significant changes in incident status.
- Reassign out-of-service personnel already on-site to the IC organizational positions as necessary.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Assemble information on alternative strategies.
- Consider areas with additional security/safety needs (Child Care Centers, Supportive Education, Residence Halls, etc)
- Evaluate need to communicate with Roseville-Gateway and NCC sites.
- List key issues in section and how to resolve them.
- Determine the need for any specialized resources in support of the incident, e.g.: Patient Transport Assistants.
- Provide access to special information resources on student, instructor, course, building information as needed.
- Utilize Planning back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log.

**Aftermath:**

- Assist IC develop plan for internal and external aftermath.
- Access resources needed e.g.: Counseling support, County Chaplaincy, EAP program.

**Closing Down:**

- At the Incident Commander's direction, release staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

**Equipment/Supplies:** Vest, ID badge, Nextel phone, aluminum clipboard w/forms, paper, pen, list of all available student system programs and appropriate access codes, emergency contact information list of all employees, campus phone directory.

## LOGISTICS CHIEF

**Immediate Supervisor:** Incident Commander

**Responsibilities:** The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident. Additionally, the Logistics Chief is responsible to check and maintain supplies in the 9 building emergency kits (Theater, Gym, Plant Operations, Maintenance, ME2, Police Services, Roseville-Gateway, Nevada County Campus, and Truckee)

### Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Open supplies container or other storage facility as directed by the IC.
- Put on position identifier, such as vest, if available
- Begin distribution of supplies and equipment as needed
- Ensure that the Command Post and other facilities are set up as needed.

### Operational Duties:

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate supplies, equipment, and personnel needs with the IC.
- Ensure sufficient fuel supply such as gasoline, diesel, propane, kerosene and other fuel types.
- During an emergency of extended duration, ensure adequate supply of food and potable water to emergency workers and people who have been relocated to shelters.
- Maintain security of cargo container, supplies and equipment as directed by the IC.
- Utilize Logistics back up; plan and take regular breaks, 5-10 minutes/hour.

### Closing Down:

- At the IC's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

**Equipment and Supplies:**

2 way radio, job description clipboard, paper, pens, cargo container or other storage facility and all emergency supplies stored on campus, clipboards with volunteer sign-in sheets, forms (inventory of emergency supplies on campus, site status report, communications log, message forms

## **FINANCE/ADMINISTRATION/LEGAL SECTION CHIEF ACTION CHECKLIST**

**Responsibilities:** Supervises all financial aspects of the disaster. Coordinates with Operations, Planning and Logistics Sections as appropriate. Prepare proclamations, emergency ordinance, etc. Advise Board of Trustees of legal matters, as needed. Commence legal proceedings and enforces emergency actions.

### **Start-Up Actions:**

- Check in with Incident Commander for situation briefing.
- Put on position identifier (vest, ID badge)
- Obtain briefing from the Incident Commander
- Set up work station

### **Operational Duties:**

- Open and maintain section logs
- Confer with Incident Commander on delegation of purchasing authority
- Determine appropriate purchasing limits.
- Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
- Determine future Finance/Administration Section personnel and support needs
- Prepare proclamations, emergency ordinances and other legal documents required by the Board of Trustees and Director of Emergency Services
- Advise the Board of Trustees and the Incident Command Team on the legality, legal implications and politics of contemplated emergency actions
- Develop the rules, regulations and laws required for acquisition and control of critical resources
- Develop the necessary ordinances and regulations to provide legal basis for evacuation and/or population control
- Ensure investigation of all accidents and prepare necessary claims
- Document for cost reimbursement
- Ensure section logs are completed
- Participate in Action Planning meetings
- Utilize back up; plan and take regular breaks, 5-10 minutes/hour.

**Closing Down:**

- Deactivate the Section and close out logs when authorized by the Incident Commander.
- Assign any open actions to appropriate personnel.

**Equipment and Supplies:** Vest, clipboard, paper, pens, radio communication

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**APPENDIX B**

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## APPENDIX C

### SIERRA COMMUNITY COLLEGE DISTRICT OFFICE OF HOUSING AND RESIDENCE LIFE EMERGENCY PROCEDURES

#### **Evacuation of the Residence Halls**

In the event that the Residence Hall students are ordered to evacuate, all students will exit the building by the nearest available exit (preferably the emergency exits at each end of North Hall and either exit for the U-Building). The students will need to evacuate the halls as quickly as possible. The students are then requested to congregate in one of two areas:

West of Sewell Hall between the entrance to the building and the parking lot

OR

The Resident Parking Lot (the northwest corner furthest away from either building)

The students will be asked to remain in either location until an accurate headcount can be made. Then, the students will be given further instructions from College Staff and/or Emergency Personnel.

(Examples of reasons to evacuate include, but are not limited to: fire, noxious fumes inside the hall, flooding, unsafe conditions within the hall, etc.)

#### **Lockdown of the Residence Halls**

In the event that the Residence Hall students are ordered to go into lockdown, all students will be asked to return to their rooms and do the following:

- 1) Put an article of clothing on the outside of the doorknob so staff knows the following has been completed.
- 2) Lock their room door.
- 3) Close their room windows.
- 4) Close their window blinds.
- 5) Turn off all lights, computers, televisions, stereos, etc.
- 6) Remain in their room until given further instructions from College Staff and/or Emergency Personnel.

It is important that the students remain calm and that they do not answer their room door for anyone other than College Staff and/or Emergency Personnel.

Students should note that, in the event of a lockdown, no one will be allowed to enter or leave the Residence Halls. Students that do leave the Residence Halls do so at their own risk and will not be allowed to return into the halls.

(Examples of reasons to lockdown the Residence Halls include, but are not limited to: sniper/shooting on campus, other violent crime committed on campus, riot/disturbance on campus, etc.)

### **Shelter-in-Place**

In the event that the Residence Hall students are ordered to shelter-in-place, all students will be asked to return to their rooms and do the following:

- 1) Put an article of clothing on the outside of the doorknob so staff knows the following has been completed.
- 2) Lock their room door.
- 3) ***Turn off their air conditioning/heating units.***
- 4) Close their room windows.
- 5) Close their window blinds.
- 6) Turn off all lights, computers, televisions, stereos, etc.
- 7) Remain in their room until given further instructions from College Staff and/or Emergency Personnel.

Again, students should not answer their room doors for anyone other than College Staff and/or Emergency Personnel. In the event of a shelter-in-place incident, College Staff may cut off power to the building. If power is cut to the building, the residents will still need to remain inside their rooms until they receive further instructions.

Students should note that, in the event of a shelter-in-place incident, no one will be allowed to enter or leave the Residence Halls. Students that do leave the Residence Halls do so at their own risk and will not be allowed to return into the halls.

(Examples of reasons to shelter-in-place in the Residence Halls include, but are not limited to: toxic cloud(s), chemical spills, dense smoke near campus, etc.)

### **During All Emergencies**

Students are expected to follow the directions of College Staff and Emergency Personnel at all times, especially during emergency situations. During any emergency situation, students are advised to put on layers of clothing and shoes and to have their room keys and picture identification with them at all times.

Students are also asked to refrain from making phone calls during any emergency, since the phone lines will need to remain open for Emergency Personnel at that time.

## **STAFF PROCEDURES**

### **Evacuation of the Residence Halls**

- The Incident Commander (IC) or designee will contact Housing and instruct staff to evacuate the Residence Halls.
  - IC will call the following (in order) and inform the first person who answers of the order to evacuate:
- The first staff member who answers the call will become the Housing Emergency Coordinator (HEC). S/he will then call down the list and inform the next staff member who answers that the order to evacuate has been given. The HEC will continue with his/her responsibilities while the second staff member calls the rest of the staff to inform them that the order to evacuate has been given. The second staff member will then call the HEC and inform him/her of what staff members are present after calling down the list.
- The HEC will be responsible for:
  - Determining the evacuation point for the residents.
  - Taking the Emergency Supply Container from the Housing Office to the evacuation point.
  - Clearing all public areas (lobby, recreation room, computer lab).
  - Informing Housing Office staff to close the Housing Office and to evacuate, or closing the Housing Office in the event that staff is not present and the office is open.
  - Assisting with clearing the buildings.
  - Informing the IC that the buildings have been evacuated.
  - Determining what residents and staff members are unaccounted for.
  - Issuing additional orders to staff.
- Other staff members will be responsible for:
  - Clearing his/her wing. (This includes entering rooms where there is no answer and verifying all residents have evacuated.)
  - Clearing the wings of staff members who are absent from any other wing.
  - Contacting the HEC and informing them when their wings are evacuated.
  - Following any other directions of the HEC.
- Note: there may be situation where some staff members are not present in the buildings. In those cases, the HEC will instruct other staff members to clear those wings.

### **Lockdown and Shelter-in-Place of the Residence Halls**

- The Incident Commander (IC) or designee will contact Housing and instruct staff to go into lockdown.
  - IC will call the following (in order) and inform the first person who answers of the order to lockdown:

- The first staff member who answers the call will become the Housing Emergency Coordinator (HEC). S/he will then call down the list and inform the next staff member who answers that the order to lockdown or shelter-in-place has been given. The HEC will continue with his/her responsibilities while the second staff member calls the rest of the staff to inform them that the order to lockdown or shelter-in-place has been given. The second staff member will then call the HEC and inform him/her of what staff members are present after calling down the list.
- The HEC will be responsible for:
  - Clearing all public areas (lobby, recreation room, computer lab).
  - Informing Housing Office staff to close the Housing Office and to go into lockdown, or closing the Housing Office in the event that staff is not present and the office is open.
  - Assisting with clearing the building s/he is currently in.
  - Informing the IC that the buildings have been locked down.
  - Issuing additional orders to staff.
- Other staff members will be responsible for:
  - Clearing his/her wing. (This includes entering rooms where there is no answer and shutting windows and turning off air conditioning units.)
  - Clearing the wings of staff members who are absent from the same building (if applicable.)
  - Contacting the HEC when their wings have been cleared and informing them of any staff members who are not present.
  - Following any other directions of the HEC.
- Note: there may be situations where there are no RAs in a building (most likely the U-Hall RA not being in the U-Hall when the command for lockdown is given). In that case, the HEC will inform one of the RAs that they will need to use the Resident Call list to give the residents the command to lockdown or shelter-in-place.
  - For example, if the U-Hall RA is not in his/her room, then the HEC would order another staff member to call down the U-Hall Resident Call List.
  - ⊖ If the U-Hall RA was the only RA present, then s/he would clear his/her hall and then call down the North Hall Resident Call Lists.

**Sierra College Child Care Emergency Procedures**

**Stand-by Lockdown:**

The situation isn't critical enough to warrant the disruption of teaching but is serious enough not to want students outside or unsupervised. All students and staff are instructed to remain in their designated room with the door locked.

**Lockdown**

1. All outside doors lock and secured.
2. All outside windows covered if possible.
3. All students and staff move to the most isolated section of the room/building.
4. All equipment and lights turned off.
5. Account for all students and staff under your control.
6. No noise or talking.
7. Wait for administration to contact you.
8. *Only open door or release from lockdown when notified by a person you know.*

**SHELTER IN PLACE**

1. Same as lockdown procedures.
2. Turn off all heating and air conditioning if possible.
3. If necessary, cover heating and air conditioning vents.
4. If possible, tape all cracks around doors and windows.

**EVACUATION**

1. Move to the primary or secondary or alternate location as directed by the Incident Commander.
2. Take the crisis response box or bag with you.
3. Close all doors as you leave.
4. Account for all students and staff under your control.
5. Remain in your evacuation area until directed to move by authorized personnel.
6. Return to the facility only upon being released by authorized personnel.

**GLOSSARY OF TERMS**

ARC	American Red Cross
CCR	California Code of Regulations – California laws
CMAA	California Mutual Aid Agreement – Legislation stating that different services: police, fire, etc. will work together in major disasters
EOP	Emergency Operations Plan – the plan which if developed and followed during an emergency
ICC	Incident Command Center - the site from which jurisdiction officials direct response during an emergency
FEMA	Federal Emergency Management Agency – Agency established to oversee federal assistance to individuals and local government in the even of major disasters.
Field Response Level	Where emergency response personnel carry out activities in direct response to an incident. The use of the Incident Command System is mandated at this level
Hazard	Any situation or condition that has potential of causing injury to people or damage to property.
Haz Mat	Hazardous materials Incident – a situation involving a spill or uncontrolled escape of a hazardous material.
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System –provides effective incident management through the identification of specific roles and responsibilities and chain of command. Utilizes functional groupings of tasks, management by objectives and unified command.
Local Emergency	The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons or property within local jurisdictional boundaries.
Local Government	District, City, County or other political subdivision of the State and any other public entity for which an application for assistance is made by the State or political subdivision thereof.
MMAA	Master Mutual Aid Agreement – The provision of resources between jurisdictions based on need. Standardized mutual aid systems exist for law enforcement, fire services and other disciplines.
NIMS	National Incident Management System
OA	Operational Area
OASIS	Operational Area Satellite Information System

OES	Office of Emergency Services
Operational Area Level	A level of the state emergency services organization, consisting of a county and all political subdivisions within the county's boundaries.
Perimeter	Restricted access areas for an incident established for safety
PIA	Post Incident analysis
PIO	Public Information Officer
Regional Level	Three OES administrative regions: Coastal, Inland and Southern.
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
State level	Manages state resources responding to the needs of the state. Final coordination point for mutual aid.
TCP	Traffic Control Point
Utility	Structures of systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation or other similar public services.
Warning	Notifies people of the imminent impact of a specific hazard and protective actions which should be taken.

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