

Emergency Operations Plan

Chapter 1: Campus Emergency Plan

University of California, Riverside

December 20, 2011

Prepared and managed by

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Table of Contents

EOP Acronyms and Abbreviations	3
I. Executive Summary	4
II. Introduction	5
A. Emergency Management Program at UCR	5
B. National Incident Management System (NIMS)	6
C. Standardized Emergency Management System (SEMS)	6
D. Incident Command System (ICS)	6
E. NIMS, SEMS, and ICS at UCR	7
F. Integrated Safety and Environmental Management (ISEM)	7
Overview of UCR Emergency Plans	7
A. Emergency Operations Plan (EOP)	7
B. Department Emergency Operations Plan (DEOP)	8
C. Building Emergency Plan (BEP)	8
D. Hazardous Materials Emergency Response Plans (ERP)	9
E. Emergency Plan Relationships	9
III. Emergency Management at UCR	10
A. Emergency Management Model	10
B. Emergency Management Organization	11
C. Emergency Management Responsibilities	16
IV. Emergency Response	17
A. Levels of Emergency	17
B. Emergency Response and the Incident Command System (ICS)	17
C. UCR Emergency Responders	19
D. Emergency Operations Center (EOC)	20
E. Satellite Emergency Operations Centers (SEOC)	27
F. Emergency Communication	28
Recovery	32
A. Recovery Actions	32
Plan Approval and Maintenance	34
A. Approval and Distribution	34
B. Maintenance and Revision	34
C. Review/Approval Signatures	36
V. Annexes	37
ANNEX A	38
ANNEX B	50

EOP Acronyms and Abbreviations

BES	Building Emergency Staff
BEP	Building Emergency Plan
BSEC	Building Supervisor for Emergency Conditions
CISM	Critical Incident Stress Management
DEOP	Departmental Emergency Operations Plan
DSC	Department Safety Coordinator
EAA	Emergency Assembly Area
EAS	Emergency Alert System
EH&S	Environmental Health & Safety
EMTF	Emergency Management Task Force
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERP	Hazardous Materials Emergency Response Plan
ERT	Emergency Response Team
IC	Incident Commander
ICS	Incident Command System
ISEM	Integrated Safety and Environmental Management
LSO	Laboratory Safety Officer
OD&C	Office of Design & Construction
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SEOC	Satellite Emergency Operations Center
TAPS	Transportation and Parking Services
UCPD	University of California Police Department

I. Executive Summary

A. Mission

The mission of the University of California Riverside (UCR) Emergency Management Program is to:

- Protect life safety
- Secure critical infrastructure and facilities
- Protect the environment
- Resume teaching and research programs

B. Emergency Management Organization

The **UCR Emergency Management Organization** is responsible for preparing and maintaining emergency operation plans and procedures that will ensure that the campus has the ability to respond to and recover from any emergency. Departments and individuals with specific responsibilities in the Emergency Operations Plan (EOP) are a part of the UCR Emergency Management Organization. Departments and employees with emergency management responsibilities are expected to develop policies and procedures to accomplish their duties using guidelines within the EOP and their Department Emergency Operations Plans (DEOP).

Consistent with the **Integrated Safety and Environmental Management (ISEM)** system, all UCR employees have responsibilities regarding emergency management. The UCR Emergency Management Organization functions under the supervision of the Vice Chancellor Finance and Business Operations. The Environmental Health & Safety (EH&S) department manages the campus emergency management program on a day-to-day basis. All departments are required to develop and complete Department Emergency Operations Plans (DEOPs) and Business Continuity plans, participate in emergency preparedness activities, and to complete the prescribed training commensurate with each individual's Emergency Management Organization responsibilities.

C. Emergency Operations Plan (EOP)

The EOP contains policies, guidelines, and procedures to follow before, during, and after an emergency. The purpose of the EOP is to:

- Identify personnel, equipment, facilities, supplies, and other resources available on campus that may be needed in an emergency or disaster
- Develop coordinated actions for natural or man-made disasters

D. Emergency Operations Center (EOC)

The EOC serves as focal point and command center for information management, decision-making, and emergency support and resource distribution throughout an emergency.

II. Introduction

A. Emergency Management Program at UCR

Scope

The UCR Emergency Operations Plan identifies the campus emergency planning, organization, and response policies and procedures. In any emergency, UCR's mission is:

- Protect life safety
- Secure critical infrastructure and facilities
- Protect the environment
- Resume teaching and research programs

The mission of the emergency management program leads to general response priorities. The specific emergency may require adjustments within the following areas of prioritization:

1. Buildings used by dependent populations
Residences, occupied classrooms and offices, childcare centers, occupied auditoriums, arenas, and special event venues
2. Buildings critical to health and safety
Medical facilities, emergency shelters, food supplies, sites containing potential hazards
3. Facilities that sustain the emergency response
Energy systems and utilities, communications services, computer installations, transportation systems
4. Classroom and research buildings
5. Administrative buildings

The UCR Emergency Management Organization is responsible for preparing and maintaining emergency operating procedures, resource lists and checklists for emergencies and disasters. The Environmental Health and Safety (EH&S) Emergency Management Program goals are:

- Provide effective measures to protect life, property, resources, research and the environment
- Facilitate emergency preparedness
- Expedite the resumption of operations and activities following an emergency
- Provide accurate documentation and records needed for cost recovery following an emergency or disaster

The **UCR Emergency Operations Plan (EOP)** will assist the campus in being prepared to respond to and recover from any level of emergency it may face.

Key Definitions

- **Incident:** An event or occurrence that is limited in scope and potential effects

- **Emergency:** Any unusual event causing significant disruption of normal business at UCR
- **Disaster:** Any catastrophic area-wide event that severely impacts UCR and possibly the surrounding communities

B. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. NIMS enables UCR to work together with other UC Campuses, universities, local government agencies, and assistance groups to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NIMS provides a standardized approach to incident management that is scalable and flexible, enhanced cooperation and interoperability among responders, comprehensive all-hazards preparedness, efficient resource coordination among jurisdictions or organizations, and integration of best practices and lessons learned for continuous improvement. It is UCR's intent to adhere to NIMS as required, following all federal and state guidelines and practices.

C. Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the State of California's implementation of NIMS at the state level, and is executed by the State of California's Office of Emergency Services. SEMS is a process designed for standardized strategic management and support throughout an emergency. The California Emergency Services Act requires implementation of SEMS by all state and local government agencies to be eligible to receive state funding for response-related personnel and equipment costs. SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System (ICS).

D. Incident Command System (ICS)

The Incident Command System (ICS) is a field emergency management system designed for all hazards and levels of emergency response. It allows UCR to communicate and coordinate response actions with other jurisdictions or external emergency response agencies through a standardized organizational structure of facilities, equipment, personnel, procedures and communication

ICS is characterized by:

- Common terminology for organizational elements, position titles, facility designations and resources
- Generic positions allowing people to be trained for multiple emergency response roles
- Organizational models that allow activation of needed elements
- Integrated communication for information systems to operate smoothly among all response agencies involved
- Uniform command structure so organizational elements are linked to form single structure with appropriate control limits
- Manageable span of control for those supervising or managing others
- Comprehensive resource management for coordinating and recording resources for field responses

- Uniform action plans that contain strategies to meet objectives at both the field response and Emergency Operations Center (EOC) levels

E. NIMS, SEMS, and ICS at UCR

NIMS establishes the national standard for emergency response, while SEMS establishes the overall framework for emergency management in California. ICS, a component of SEMS, provides a standard model for command and management of an emergency response, both in the field and in elsewhere.

Use of NIMS/SEMS/ICS facilitates:

- Rapid mobilization, deployment, tracking and demobilization of resources
- Setting of priorities and the flow of information
- Interagency and inter-personnel coordination

UCR's emergency management program and all emergency operations planning efforts reflect the use of SEMS and ICS.

F. Integrated Safety and Environmental Management (ISEM)

It is UCR's intent to integrate considerations for health, safety, and the environment into all activities. This is accomplished through the implementation of an Integrated Safety and Environmental Management (ISEM) system that consists of nine guiding principles and five core functions outlined by the University of California Office of the President (UCOP). Managers must be committed to the implementation and sustained execution of the ISEM system, however all faculty, staff, students, and visitors must be involved in the system by understanding and using ISEM elements in their activities.

Overview of UCR Emergency Plans

Being prepared to respond to any emergency requires comprehensive planning involving all levels of campus personnel. Listed below is an overview of the information contained in the various campus emergency plans.

A. Emergency Operations Plan (EOP)

The **UCR Emergency Operations Plan (EOP)** contains policies, guidelines, and procedures to follow before, during and after an emergency. It consists of three chapters.

Chapter 1 of the EOP has the following purposes:

- Identify personnel, equipment, facilities, supplies, and other resources available on campus that may be needed in an emergency or disaster
- Develop coordinated actions for a natural or man-made disaster

This Plan explains the roles of key campus positions that have major responsibilities during an emergency, and provides a management structure for coordinating and setting up essential resources. It explains the function and activation process of the Emergency Operations Center, as well as the use of NIMS, SEMS, and ICS

within the EOC and in the field. Since the other two chapters of the EOP have distinct names, Chapter 1 (this plan) will be referred to as the EOP.

B. Department Emergency Operations Plan (DEOP)

Chapter 2 of the EOP is the **Department Emergency Operations Plan (DEOP)**. There are three different types of DEOPs required depending on the nature of the department's role during an emergency. The different types of plans are:

1. **General.** Departments without a campus emergency/disaster response role,
2. **Response.** Departments with a campus emergency/disaster response role, and
3. **SEOC.** Departments with a campus emergency/disaster response role AND, based upon department size or complexity, will staff and operate a Satellite Emergency Operations Center (SEOC) (an overlapping set).

The DEOP outlines and plans each department's function and organization during an emergency. It is a detailed plan used by the department's management and operations staffs to organize, prioritize, and support a response activity falling outside the department's normal day-to-day function. The DEOP will contain the following:

- Department-specific emergency response procedures
- Organization, notification procedures, and a departmental line of succession
- Special administrative and financial procedures
- Emergency communications and supplies
- When required, a Satellite Emergency Operations Center (SEOC) guide outlining where the department's SEOC is expected to be located (including identified alternate locations), who will staff the SEOC, and how the SEOC will function and be supported (SEOCs are discussed at greater length in **Section IV**)

C. Building Emergency Plan (BEP)

Chapter 3 of the EOP is the **Building Emergency Plan (BEP)**. To prepare for emergencies and disasters, every occupied UCR building is expected to have a BEP tailored to the specific needs and circumstances of the occupants of that building. A comprehensive BEP outlines how to protect the safety of the students, faculty, staff and visitors in that building, and will contain the following:

- Emergency evacuation procedures
- A map that shows the location of the building's Emergency Assembly Areas (EAA)
- A building floor plan that shows emergency evacuation routes and the location of emergency equipment (fire extinguishers, fire alarm stations, emergency response kits)
- A list of pertinent safety personnel, including contact information
- Department- or building-specific emergency response procedures

D. Hazardous Materials Emergency Response Plans (ERP)

As a part of the overall Emergency Operations Plan and additional regulatory requirements, UCR is required to have a Hazardous Materials Emergency Response Plan that provides specific procedures for responding to hazardous materials incidents.

E. Emergency Plan Relationships

All emergency plans at UCR are interrelated and mutually-supporting. They also reflect the integration of NIMS, SEMS and ICS. The relationships between plans are shown in Figure 1:

Figure 1. Business Continuity Plans are discussed in more detail in the **Recovery Section** (page 40)0.

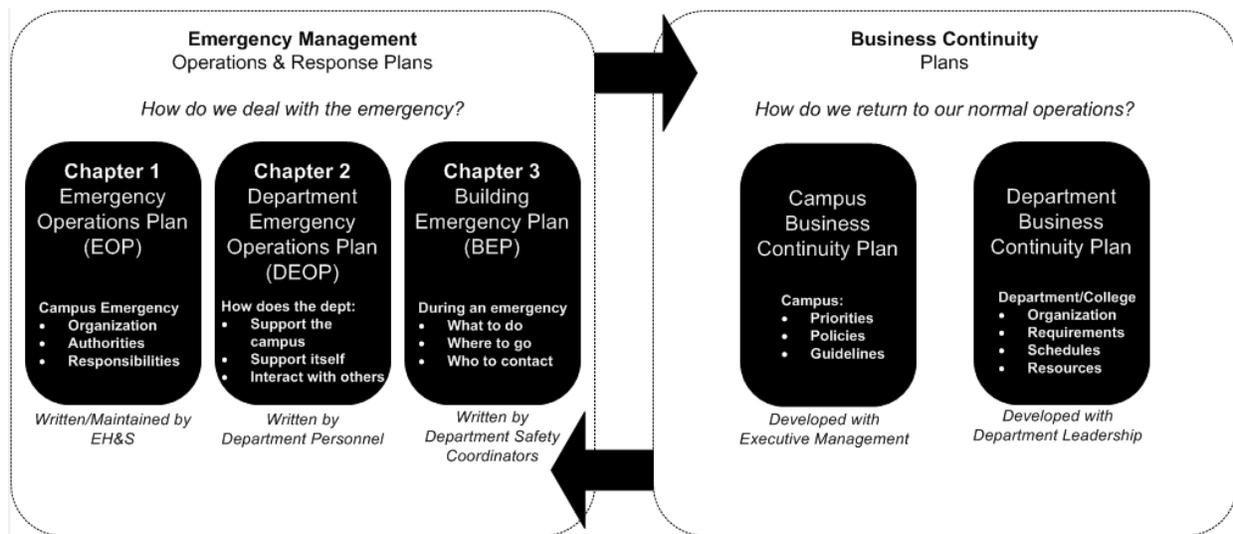


Figure 1. Emergency Plan Relationships.

III. Emergency Management at UCR

A. Emergency Management Model

UCR follows the Federal Emergency Management Agency's (FEMA) "Comprehensive Emergency Management Program Model", which addresses four phases of emergency management:

- Mitigation
- Preparedness
- Response
- Recovery

Mitigation

Strengthening facilities and the campus against potential hazards through ongoing activities and actions to eliminate or reduce the chance of occurrence or the effects of a disaster.

- Examples of mitigation activities include planning fire department access to buildings, seismic upgrades of campus buildings, hazard identification and elimination, and an annual campus hazard analysis.

Preparedness

Anticipating what can go wrong, determining effective responses and developing preparation of resources.

- Examples of preparedness activities include developing and implementing the campus Emergency Operations Plan (EOP) and Department Emergency Operations Plans (DEOP), participating in training programs and emergency drills, and obtaining equipment or supplies that may be needed in an emergency.

Response

Determining the strategy to manage an emergency or disaster.

- Examples of response strategies include evacuating people to safe areas if necessary, warning the campus of a pending or potential emergency, or the use of the Incident Command System (ICS), the Emergency Operations Center (EOC) and Satellite Emergency Operations Centers (SEOC) during an emergency.

Recovery

Restoring the area or campus to pre-event conditions may involve short-term actions needed to operate with limited capacity and long-term actions that may take years to complete.

- Examples of recovery actions include the resumption of normal operations and schedules, rebuilding damaged facilities, documenting damage and response costs, and submitting requests for reimbursement through state or federal programs.

B. Emergency Management Organization

The Emergency Management Organization includes all departments, organizations and people who have direct responsibilities for public safety, security, or protecting UCR assets and resources. Listed below are some of the specific groups or departments who have significant responsibilities under the EOP.

Management

a. Emergency Management Policy Group (EMPG)

The EMPG is the senior management and strategic planning element of the Emergency Management Organization, providing policy guidance and support to the Emergency Operations Center (EOC) concerning overall campus response and recovery operations. The Emergency Management Policy Group is comprised of the Chancellor, Executive Vice Chancellor and Provost, Vice Chancellors, Deans, Campus Counsel, and the Chair of the Academic Senate. Responsibilities of the EMPG include:

- Serving as UCR's strategic planning committee focusing on policy issues separate and distinct from direct operational response to an emergency or disaster
- Providing guidance and support to the EOC
- Approving actions of the EOC as needed
- Designating official representatives of UCR who will communicate information through various media outlets and other means to the campus community and public

b. The EMPG Executive Committee

The Executive Committee is comprised of the following EMPG positions

- Chancellor
- Executive Vice Chancellor and Provost (EVC/Provost)
- Vice Chancellor of Finance & Business Operations (VC FBO)
- Vice Chancellor of Student Affairs (VCSA)
- Campus Counsel
- Scribe
- Discussion Moderator

Initially, Executive Committee members will be called upon to gather during an emergency incident. The primary gathering location for the Executive Committee is in Hinderaker Hall, Room 4127, Chancellor's 4th Floor Conference Room.

The remaining members of the EMPG (VCs, Deans, and the Chair of the Academic Senate) will be called to respond individually or gather as a group upon a determination of need by the Executive Committee. The primary gathering location for the remaining EMPG members is in Hinderaker Hall,

Room 3127, 3rd Floor Conference Room. The remaining EMPG members will continue to perform the same duties as outlined in the EMPG guide, in support of the Executive Committee.

The Chancellor is the senior executive official for the campus. In the absence of the Chancellor, consistent with Campus Policy 150-15, the following succession list shall be used:

- Executive Vice Chancellor and Provost
- Vice Chancellor of Finance and Business Operations
- Vice Chancellor of Student Affairs
- Vice Chancellor of Research
- Vice Chancellor of University Advancement
- Dean of the Graduate Division

c. Environmental Health and Safety (EH&S)

The EH&S department is responsible for administering the campus emergency management program, including the EOP. Additional responsibilities include:

- Emergency planning, procedures and training
- Emergency exercises, evaluations and restorative actions
- Administration and finance of emergency management program
- Hazard identification and risk assessment
- Hazard and resource management
- Leading and facilitating the Emergency Management Task Force (EMTF)

d. Emergency Management Task Force (EMTF)

The EMTF has representatives from multiple departments on campus who function as decision makers for their respective departments. Some of the EMTF responsibilities include:

- Developing and reviewing plans for meeting any local or state emergency
- Developing and providing the campus with plans that facilitate effective mobilization of resources
- Ensuring plans are approved by the Chancellor and appropriately implemented through the UCR community
- Initiating activities that will ensure the campus supports the Emergency Management Organization and the EOP

Departments with primary response roles and responsibilities are represented on this committee.

Departments with Primary Responsibilities

a. Physical Plant

Physical Plant provides overall maintenance of campus buildings and infrastructure. In emergencies, Physical Plant will continue to maintain their support to the campus for the following:

- Power
- Water
- Sanitation
- Heating and air conditioning
- Alarm systems (security and fire)
- Building services

b. University of California Police Department (UCPD)

UCPD manages all public safety and property security.

c. Computing and Communications (C&C)

Computing and Communications operates and maintains the campus-wide communication system necessary to support any incident, emergency or disaster. It will assist in establishing voice and data communications between critical functions including the Emergency Operations Center (EOC), Satellite Emergency Operations Centers (SEOC), and unaffected areas of the campus.

d. Transportation and Parking Services (TAPS)

TAPS provides site security, crowd control, emergency vehicle access, perimeter control of the campus, and will assist in managing of staging areas. This will include mobilization of resources to assist in personnel evacuation, casualty transportation, and as available, assist local agencies in serving the transportation needs of the surrounding community.

e. Office of Design & Construction (OD&C)

OD&C provides engineering evaluations to help determine if buildings are safe to occupy. They will also coordinate expense activities including providing archived building plans for response and recovery.

f. Housing & Dining Services

Housing Services and Dining Services maintain and operate campus housing and food preparation facilities in order to shelter and/or feed the campus population, non-university personnel, and emergency response personnel. In addition, these departments establish auxiliary kitchens and prepare designated campus facilities for sheltering evacuees and/or response personnel that don't have their own facilities.

g. Fleet Services

Fleet Services provides transportation and related support services including mobilization, and maintenance of university fleet vehicles for the purposes of personnel evacuation, equipment and emergency unit transportation.

h. Materiel Management

Materiel Management organizes and facilitates the agreements, contracts, purchasing of supplies and equipment needed to support the Planning and Logistics functions in the response and recovery efforts.

Support Facilities

a. Emergency Operations Center (EOC)

A designated central location on campus used to manage, direct and coordinate activities in an emergency. The EOC contains equipment and supplies that may be needed in an emergency or disaster. The level of staffing in the EOC is determined by the nature and extent of the emergency. EOC responsibilities include:

- Directing and coordinating all campus response efforts – operations, logistics, planning, finance and administration - associated with the emergency
- Ensure the accurate exchange of information between the EOC and the Emergency Management Policy Group (EMPG), SEOCs, responders, and the campus community.
- Coordinating and facilitating interaction with local, state, and federal agencies as needed to respond appropriately.
- Ensuring the safety of all campus emergency responders

b. Satellite Emergency Operations Centers (SEOC)

Designated locations where colleges, divisions, schools or departments can direct and coordinate their activities in support of the EOC and the overall campus response and recovery effort during emergencies and disasters. SEOC responsibilities include:

- Participating in emergency planning within the respective departments
- Encouraging departments to participate in emergency preparedness training and exercises
- Gathering emergency impact data from their areas and providing updates to the EOC
- Coordinating the planning and implementation of business recovery and resumption activities for their area

Support Teams

a. Hazardous Materials Emergency Response Team (ERT)

The campus Emergency Response Team (ERT) primarily consists of EH&S specialists and technicians trained in basic hazardous materials response procedures. UCR's ERT is equipped to clean up small chemical spills and/or perform initial assessments of potential health and safety hazards in a spill. ERT responsibilities include:

- Responding to chemical spills
- Responding to various types of chemical, radioactive, or biohazardous waste spills that could potentially harm personnel or the environment

b. UCR Safety Partners

1. Building Supervisor for Emergency Conditions (BSEC)

The BSECs are specific staff members from major campus buildings who serve as the lead contact for all emergency program activities within their buildings. The intent is for all major normally occupied campus buildings to have one primary BSEC and at least one alternate. BSEC responsibilities include:

- Coordinating and managing their building's emergency preparedness activities

- Participating in emergency preparedness training
- Encouraging departments to complete Department Emergency Operations Plans that will aid in emergency response
- Initiating a roll call and accounting of building occupants in the Emergency Assembly Area (EAA) during emergency evacuations
- Providing information to their respective SEOC and/or the EOC in an emergency

2. Building Emergency Staff (BES)

The role of the BES is to support the BSEC in his/her emergency preparedness activities before, during and after an incident. Each building on campus should have an adequate number of trained BES personnel to assist in these activities. Wherever possible, a minimum of four (4) Building Emergency Staff members per department, per floor is desired. Some of the responsibilities of the BES include:

- Participating in emergency preparedness training
- Assisting in emergency preparedness exercises
- Assisting in providing emergency preparedness information to faculty and staff within their building
- Communicating damage and victim information to the BSEC in an emergency
- Assisting BSEC at the Emergency Assembly Area (EAA)

3. Department Safety Coordinator (DSC)

The intent is for one DSC per campus department. DSCs have a variety of safety and emergency management responsibilities within their department:

- Coordinating the development of a Department Emergency Operations Plan (DEOP)
- Participating in and coordinating emergency preparedness exercises and drills for the department

4. Laboratory Safety Officer (LSO)

One LSO per department that has labs is required. LSOs have a variety of health and safety responsibilities within their departments, including emergency management duties:

- Assisting in coordinating the development of a Department Emergency Operations Plan (DEOP)
- Participating in and coordinating emergency preparedness exercises and drills for the department

The overall relationship between the components of the Emergency Management Organization is shown in **Figure 2**.

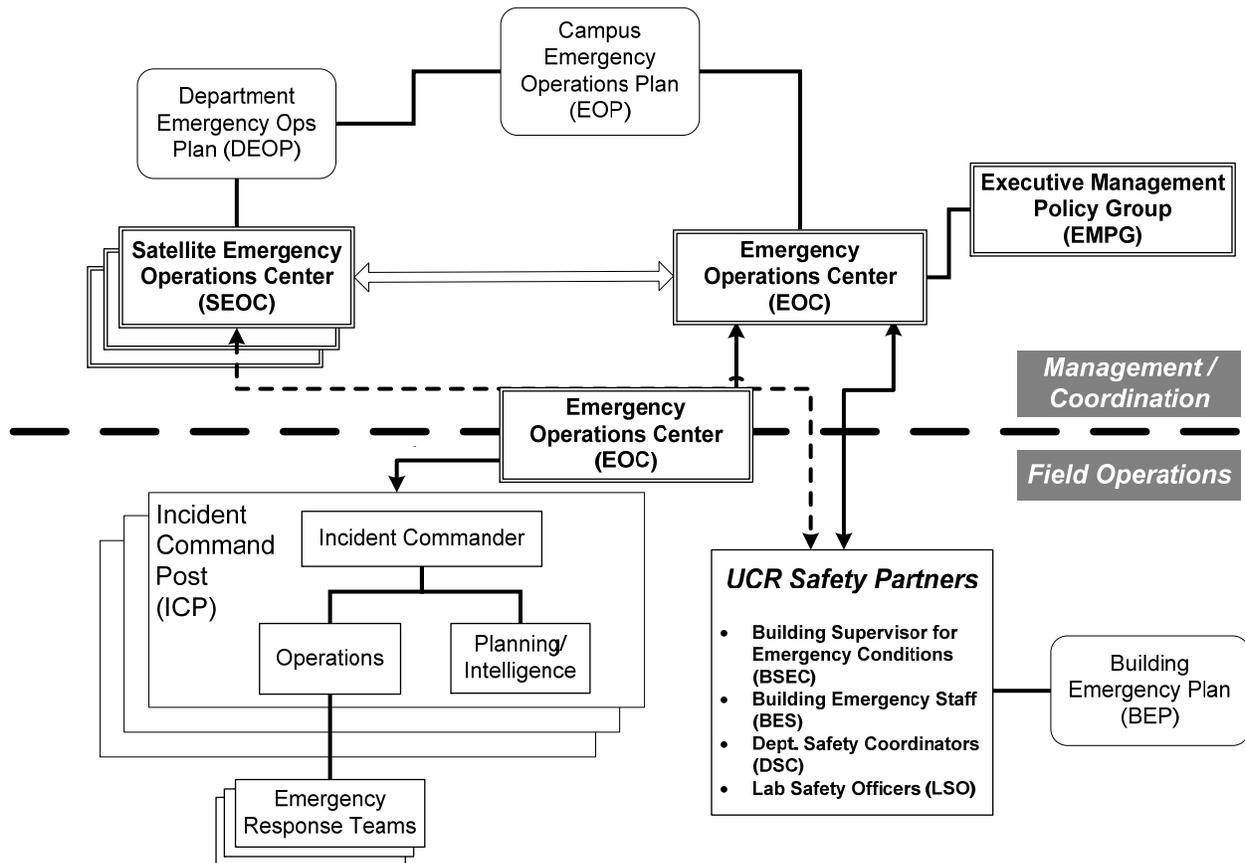


Figure 2. Emergency Management Organization relationships.

C. Emergency Management Responsibilities

Consistent with the **Integrated Safety and Environmental Management (ISEM)** system, all UCR employees have responsibilities regarding emergency management.

The UCR Emergency Management Organization functions under the supervision of the Vice Chancellor of Finance & Business Operations (FBO). The Environmental Health & Safety Department manages the campus emergency management program on a day-to-day basis.

Departments and people with specific responsibilities in the EOP are part of the UCR Emergency Management Organization and are expected to develop policies and procedures to accomplish their duties.

All UCR personnel must review and become familiar with the elements of the Emergency Operations Plan that they are involved with or responsible for.

IV. Emergency Response

A. Levels of Emergency

To assist in planning and determining appropriate response strategies, UCR has identified the following levels of emergencies. Examples of the different types of emergencies within each level are listed below.

Management Watch – Precautionary

Campus officials or members of the Emergency Management Organization monitor a developing situation.

- Examples: Severe weather forecasts, wild land fires on property near the campus, advance warning of power outages, or large demonstrations held on or near the campus

Level 1 – Minor

An incident involving a limited area that causes minimal impact or interruption to the campus. A limited number of UCR emergency response personnel are needed to control the situation.

- Examples: Chemical spills or fires within a specific room or localized area

Level 2 – Moderate

A significant emergency that disrupts an entire floor or building and that may require assistance from external organizations. These events may escalate quickly, and have serious consequences for mission-critical functions and/or life safety resulting in automatic activation of the Emergency Operations Center (EOC).

- Examples: Building fires or explosions, bioterrorism threat incidents, major chemical spills, extensive power or utility outages, severe building flooding

Level 3 – Major

A major emergency that involves multiple buildings or that impacts the entire campus and the surrounding community. A timely resolution of disaster conditions requires University-wide cooperation, extensive coordination with external jurisdictions and automatic activation of the EOC.

- Examples: Large regional earthquake, major Hazardous Materials release, or major acts of terrorism

B. Emergency Response and the Incident Command System (ICS)

When responding to an incident or emergency, UCR uses the Incident Command System (ICS), a part of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). ICS uses common terminology and a standard organizational structure that allows quick mobilization and deployment of resources that can be adapted to any emergency. It also allows for efficient communication between incident locations, emergency responders, and the Emergency Operations Center (EOC) if the EOC needs to be activated.

ICS Model

Figure 3 shows the basic structure used by the Incident Command System. Following are descriptions of the organizational roles.

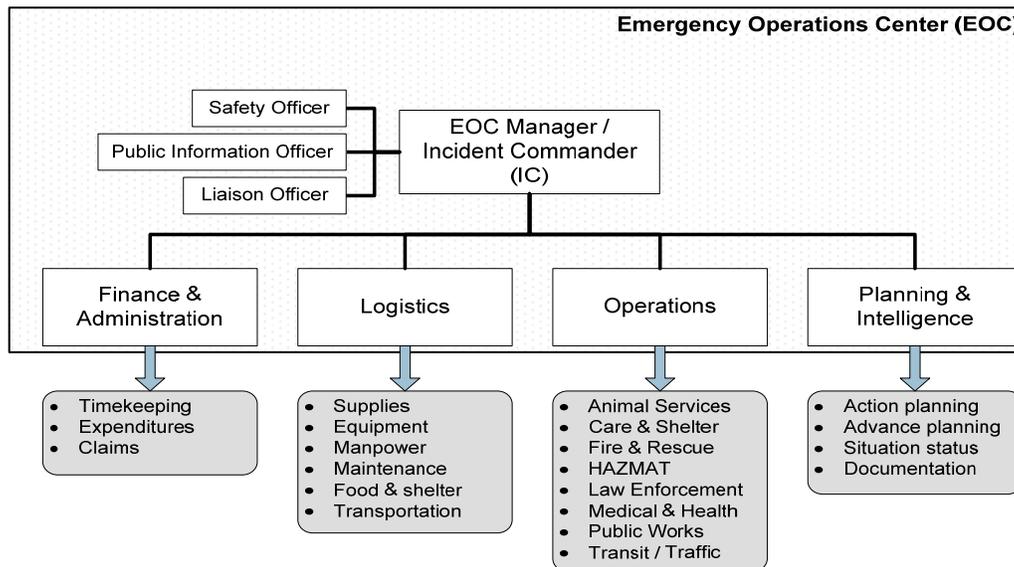


Figure 3. Basic ICS organizational model.

Responsibilities of roles within the ICS

a. Incident Commander

- Responsible for the incident
- Has authority and responsibility over operation and incident
- Establishes a command post
- Determines level of response needed and develops initial organization
- Develops and implements strategic decisions

b. ICS Command Staff

1. Safety Officer

- Assesses hazardous and unsafe conditions
- Develops measures for assuring the personal safety of responders
- Has authority to stop unsafe acts if people are in life-threatening danger

2. Information Officer

- Central point for dissemination of information to the media, campus population and general public
- Organizes and distributes information required to be provided to local, county, state, or federal governmental representatives, assists Policy Group in coordination of any political representative site visits

3. Liaison Officer

- Central point of contact at incident for personnel from assisting or cooperating agencies, such as the local Fire Department, Police or Sheriff, California Highway Patrol, American Red Cross, or public utility agencies.

c. ICS General Staff

1. Operations Section

- Responsible for directing tactical actions to meet incident objectives
- Brings in additional units as needed

2. Planning/Intelligence Section

- Collects, evaluates and distributes incident information
- Maintains status of resources
- Prepares incident action plans
- Brings in additional units as needed

3. Logistics Section

- Provides service and support to meet incident needs
- Brings in additional units as needed

4. Finance/Administration Section

- Tracks all incident-related costs including personnel hours and equipment used
- Provides payment to vendors for supplies/equipment
- Brings in additional units as needed
- Provides documentation for required post-event reporting

C. UCR Emergency Responders

Primary Emergency Responders

Through a variety of on-campus resources, UCR has emergency response capabilities that include scene management, law enforcement, building and utility repair, and hazardous materials response. These departments are most likely to be one of the initial contacts in an emergency or incident requiring emergency response. Our primary emergency responders are:

- University of California Police Department (UCPD)
- Environmental Health and Safety (EH&S)
- EH&S Emergency Response Team (ERT)
- Physical Plant
- Housing and Dining Services

Additional Emergency Resources

There are also a number of campus departments that play an active role in emergency response because of the operations, equipment and capabilities they can provide. A partial list includes:

- Accounting
- Campus Health Center
- Computing and Communications
- Counseling Center
- Fleet Services
- Governmental and Community Relations
- Human Resources
- Marketing & Media Relations
- Materiel Management
- Risk Management
- Student Recreation Center
- Student Services
- Transportation and Parking Services (TAPS)
- University Extension

D. Emergency Operations Center (EOC)

If an incident or emergency requires more than just an incident response, the UCR Emergency Operations Center (EOC) may need to be activated to help manage the response.

Function

The purpose of the EOC is to serve as the campus' single coordination point and command center for the management of response personnel, information, tactical decision-making, and resource management in an emergency and recovery process. The primary functions of the EOC are to:

- Determine policy directions as needed
- Provide resources needed by the campus
- Provide direction and support to field activities

- Deal with issues that are beyond resolution in the field

Location

UCR’s primary EOC is the University Police Station located at the intersection of Canyon Crest and Linden Streets, with available parking in Lot 24.

The secondary EOC location is the Environmental Health & Safety facility on South Campus Drive. Additional locations depending on the nature of the incident may include Science Library or Computing and Communications.

EOC phone number when activated: (951) 827-7222

EOC Organization and Staffing

The organizational structure of the EOC is very similar to the one used for incident response (management, operations, planning, logistics, finance), but the emphasis within the EOC is the overall strategic management of the incident or emergency. **Figure 4** shows this structure.

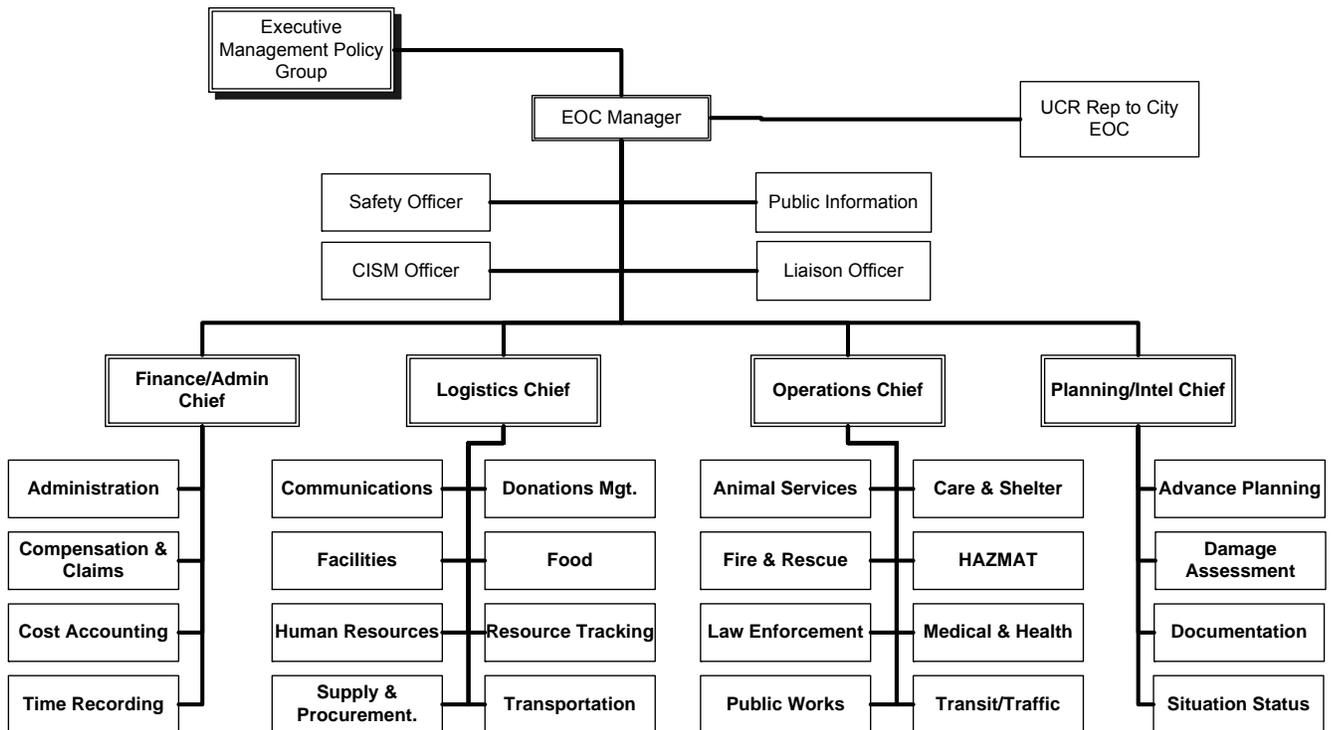


Figure 4. EOC organization.

The following is a brief description of the roles and responsibilities of the EOC staff, the UCR departments and personnel

a. Emergency Operations Center (EOC) Manager

Also known as the Incident Commander, the EOC Manager provides leadership to the overall response effort, and serves as the point of contact for the Chancellor and the Policy Group. Identification of the EOC

Manager occurs when the EOC is activated and is determined by the nature of the emergency and the expertise needed to respond. Additional responsibilities of the EOC Manager include:

- Serve as point of contact for the Chancellor and the Policy Group
- Direct activities and organization of the EOC
- Determine level of staffing needed in EOC
- Provide regular updates to the Public Information Officer
- Provide information and updates from Policy Group to EOC staff

This role is filled by either the Campus Emergency Manager, Campus Fire Marshal, UCPD Watch Commander, or Physical Plant Director.

b. The Emergency Management Policy Group (EMPG)

The EMPG provides guidance and support to the EOC, including setting priorities and direction for campus response and recovery activities.

The EMPG is comprised of the Chancellor, Executive Vice Chancellor and Provost, Vice Chancellors, Deans, Campus Counsel, and the Chair of the Academic Senate.

c. Command Staff

If necessary, the Emergency Operations Center Manager may assign a command staff consisting of the following positions and responsibilities:

1. Safety Officer

- Provides overall operational safety authority

2. Public Information Officer

- Acts as sole media contact and distributes information as available

3. Liaison Officer

- Interfaces with cooperating agencies as needed

These roles are likely to be filled by EH&S, Strategic Communications, and Government Relations.

d. General Staff

The following sections make up the general staff that may be needed to respond to an emergency or to provide support in the Emergency Operations Center. Each section of the General Staff has a section chief who will lead the group, serve as the point of contact for the section, and help determine the level of staffing and expertise needed within the section to respond to the emergency.

1. Operations Section

- Responsible for the overall coordination of resources needed for the emergency
- Sets priorities and monitors the field response needed
- Implements strategies determined by the EOC Manager and the Policy Group

The Operations Section may include EH&S, UCPD, Physical Plant, Campus Health Center, Housing Services, and Transportation and Parking Services.

2. Planning and Intelligence Section

- Responsible for determining what needs to be done to fix the problem
- Gathers and analyzes data, develops action plans, monitors resources and facilities
- Receives updates from the BSEC that will influence action plans needed

The Planning and Intelligence Section may include representatives from the Academic Community, Student Affairs, BSECs, the Libraries, Academic Planning and Budget, Office of Design and Construction, and the Administrative Budget Office.

3. Logistics Section

- Responsible for determining available resources to respond to the incident or emergency
- Identifies and tracks all existing resources
- Finds and distributes needed resources

The Logistics Section may include representatives from Purchasing, Materiel Management, Computing and Communications, Human Resources, Fleet Services, Alumni and Constituent Relations, and Dining Services.

4. Finance and Administration Section

- Responsible for helping determine the short and long-term fiscal impact of the emergency
- Responsible for cost accounting and compensation claims, timekeeping and EOC administration, and tracking expenditures throughout an incident or emergency

The Finance Section may include representatives from Accounting, Purchasing, Payroll, Risk Management, Academic Planning and Budget, Audit and Advisory Services, and the Administrative Budget Office.

e. EOC Activation Authority, Notification and Staffing

It is important to identify who has the authority to determine if activation is needed.

1. Criteria for Activating EOC

The EOC is normally activated only for substantial events when the establishment of resource management priorities is required. The EOC will be activated at the discretion of the on-scene Incident Commander, Senior Officers, or department heads.

2. Notification and Communication

Emergency response varies according to the type of emergency and the time of day the emergency first occurs. Most emergencies will be reported directly to the UCPD Dispatch Center through the 9-11 phone reporting system. Communication in a major phone outage will be maintained through the UCPD, Physical Plant, Environmental Health & Safety, other radio networks and handwritten communications via runners.

UCPD Dispatch will initiate appropriate notification and emergency communications procedures.

The EOC will communicate with non-campus emergency response personnel via the Liaison Officer or directly with the Incident Commander if required.

3. Activation Procedure

EOC activation may be initiated through a series of events displayed on the EOC Activation Flowchart (shown in **Figure 5**). A single incident may escalate into an activation depending upon its impact on the campus.

- Police Dispatch is notified of an emergency.
- Police Dispatch notifies EH&S Emergency Manager. The Emergency Manager will monitor the situation, provide appropriate level notifications, and upon their discretion proceed to the incident location.
- The first emergency responder on-scene becomes the Incident Commander or Agency Representative for the University. The University of California Police Department and the City of Riverside Fire Department are often the first public safety authorities to arrive on the scene of an emergency.
- Police representatives should establish a field-level interface with fire personnel as soon as possible during an emergency response effort, and establish a command structure based on the Incident Command System. The campus Incident Commander determines whether activation of the EOC is appropriate upon assessing emergency conditions.
- Upon determination of need, the Incident Commander instructs Dispatch to contact the campus Emergency Manager and to initiate activation of the EOC. Staffing of the EOC begins with the EH&S department providing general start-up assistance according to checklists.
- Once the EOC is activated, the EOC Manager is to notify Police Dispatch and ongoing communication is established and maintained. Emergency resources are prioritized and directed to the field effort.
- The EOC Manager is to establish and maintain communication with the Incident Commander. As each emergency is unique, EOC Section Chiefs are contacted, notified, and requested to respond by the EOC Manager/EOC staff as required, and additional staffing needs will be determined with the input of the section chiefs. The EOC Manager is to ensure all communication and information systems within the EOC are operational.
- Initial Notifications:

- Chancellor
- Executive Vice Chancellor and Provost (EVC)
- EMPG Executive Committee Members

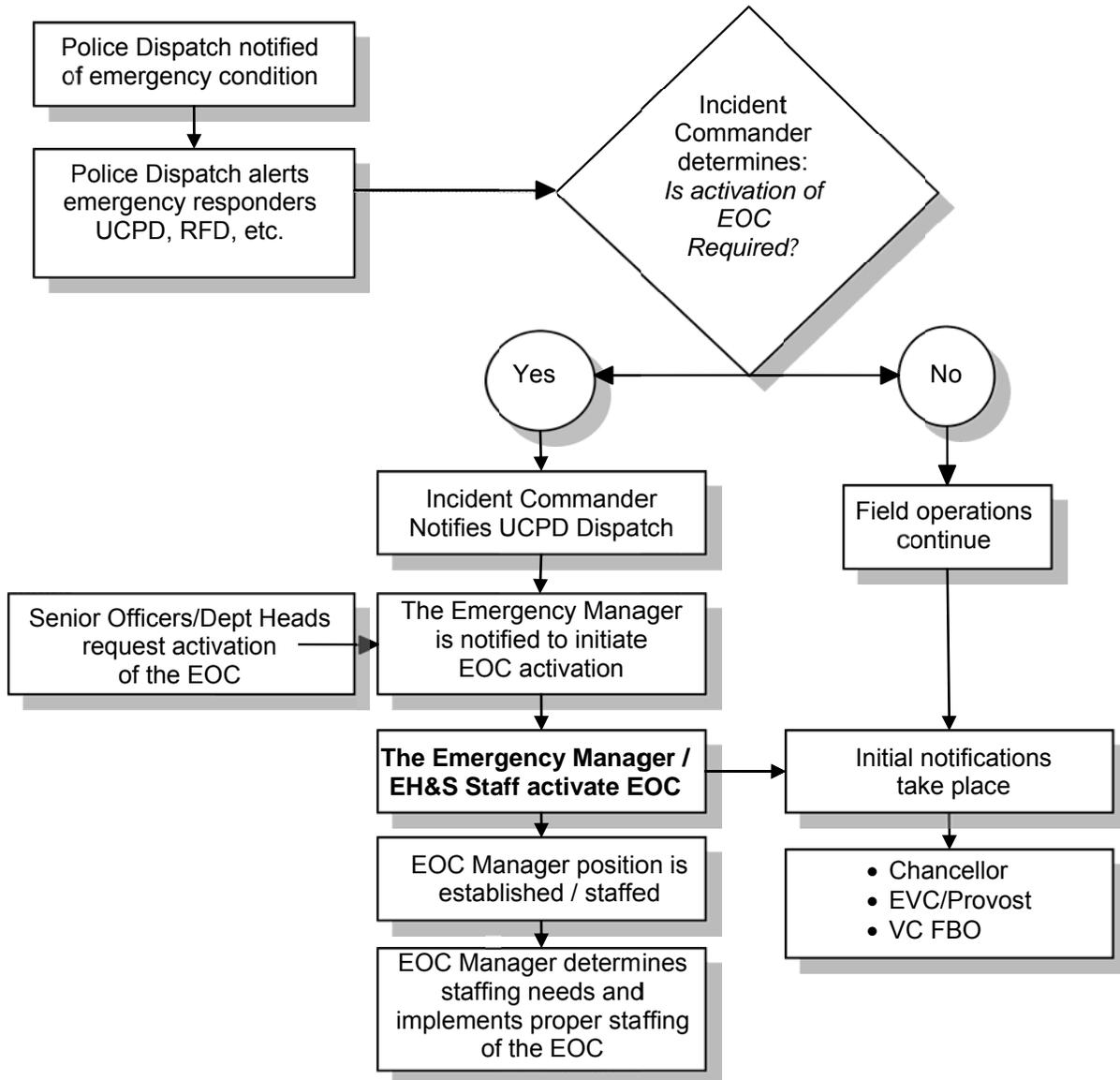


Figure 5. EOC activation process.

4. EOC Staffing

Once the EOC has been activated, the EOC Manager will determine the level of staffing needed in the EOC based on the level of emergency and the expertise needed to respond. Personnel will be assigned roles within the EOC organizational structure and provided with the appropriate checklists for the position they are filling. Staffing in the EOC may include:

- EH&S Emergency Manager
- UCPD Chief of Police or designee
- EH&S Director or designee
- EH&S Campus Fire Marshal
- EMTF members
- Expanded EOC staff as needed

5. Declaration of Emergency

A Declaration of Emergency is used for the most serious emergencies. ***Only the Chancellor or their designee can issue a Declaration of Emergency for the campus.*** The declaration segregates major emergencies from more common disruptions that require an emergency response.

A Declaration of Emergency can trigger certain pre-designed actions as determined by the EMPG Executive Committee. Examples of such actions may include:

- Mandatory reporting of all Emergency Management Policy Group members (not just Exec. Committee)
- Suspension of classes
- Closure of/restricted access to the University
- Mutual aid agreements

It is a function of the Emergency Management Policy Group (EMPG) to establish criteria for declaring a state of emergency on campus.

The Declaration is consistent with UC Office of the President "Policies Applying to Campus Activities, Organizations and Students," Policy 50.00, "Policy on Campus Emergencies."

6. Succession

The Chancellor is the senior executive official for the Campus. In the absence of the Chancellor, the following succession list shall be used.

- Executive Vice Chancellor and Provost
- Vice Chancellor of Finance and Business Operations
- Vice Chancellor of Student Affairs
- Vice Chancellor of Research

- Vice Chancellor of University Advancement
- Dean of the Graduate Division

7. Management Responsibilities

Figure 6 illustrates the relationship between the different levels of management during an emergency and the responsibilities of each level.

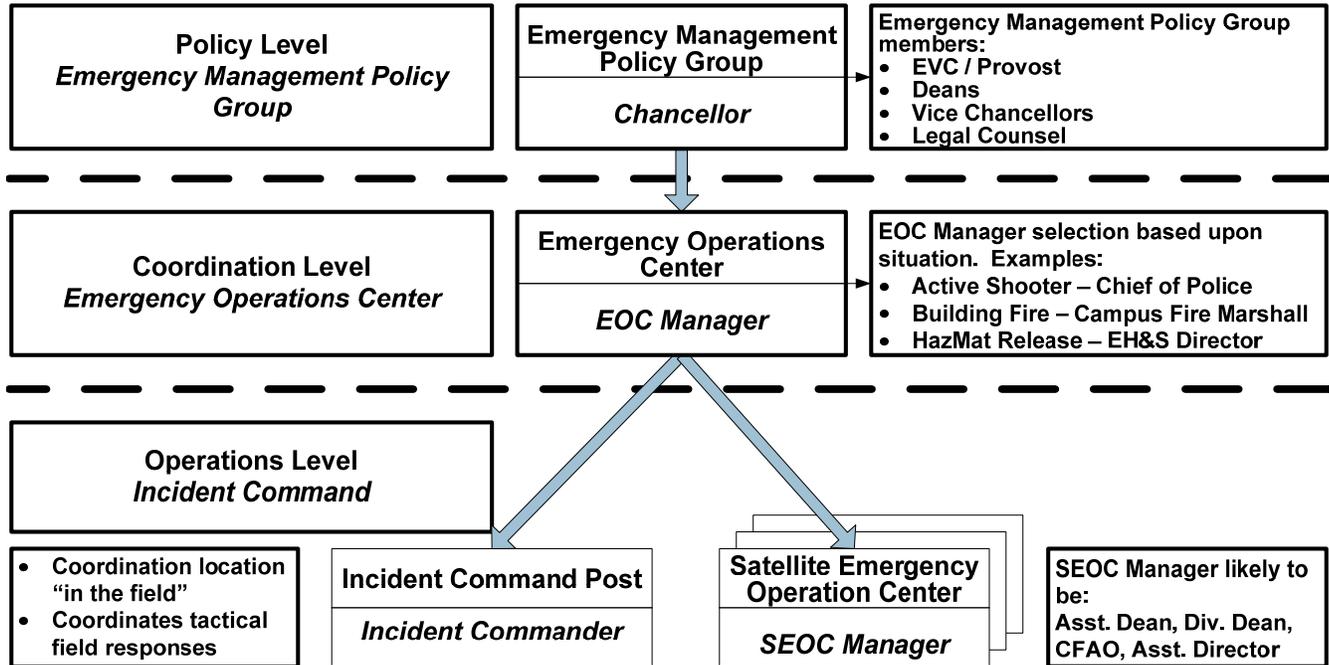


Figure 6. Management levels and responsibilities.

E. Satellite Emergency Operations Centers (SEOC)

Satellite Emergency Operations Centers (SEOC) are facilities staffed and operated by colleges, divisions or departments that serve as a critical interface between the EOC and the campus community.

SEOC Function

In a major emergency or disaster, the SEOC will support the EOC by gathering and providing updated emergency impact data for their specific area, accounting for area personnel, and emergency instructions to their areas. If assistance and/or resources are needed, the SEOC will need to make requests through the EOC. Another critical function of the SEOC is to coordinate the planning of business recovery and resumption activities *before* an emergency occurs.

SEOC Locations

The following list identifies those units within UCR required to staff a Satellite Emergency Operations Center. The SEOC location, and the name and phone number of the SEOC’s primary contact, is listed in the respective Department Emergency Operations Plans (DEOP).

1. Anderson Graduate School of Management

2. Biomedical Sciences
3. Campus Health Center
4. Computing and Communications
5. Education
6. Engineering
7. Environmental Health & Safety
8. Housing
9. Humanities, Arts, and Social Sciences
10. Material Management
11. Media Relations
12. Natural and Agricultural Sciences
13. Physical Plant
14. Police (UCPD)
15. Student Affairs
16. Transportation and Parking Services (TAPS)
17. University Extension

SEOC Planning

Each College, Division, School, or Department identified as a SEOC shall complete a Department Emergency Operations Plan (DEOP) to provide for the organization and functions of their SEOC as it relates to their respective area of responsibility.

SEOC Staffing

Each SEOC will be staffed with personnel from the area that the SEOC supports, and may include representation from the Building Supervisors for Emergency Conditions (BSEC), Building Emergency Staff (BES), Department Safety Coordinators (DSC), and Laboratory Safety Officers (LSO).

SEOC Notification

Each SEOC is required to complete the notification list and calling tree in the DEOP. In an emergency where the EOC has been activated, the SEOC primary contact will be notified by the EOC of the activation and may also recommend activation and staffing for the SEOC.

F. Emergency Communication

An important part of UCR's ability to respond to an incident or emergency is effective communication. UCR has a number of resources available to assist with emergency communications.

UCR Emergency Notification System

Providing accurate information and notification to the expansive, mobile UCR campus community in a timely fashion is a necessary tool for effective emergency management. To facilitate this goal, UCR has developed UCR's Emergency Notification System (ENS) to provide students, faculty, and staff with rapid, automated notification in the event of a campus or community emergency.

UCR Website (www.ucr.edu)

While the UCR website is used primarily for non-emergency information, in an emergency the page can be converted to communicate only information relevant to the incident or situation, including emergency phone numbers, contacts, or resources that may be needed. This website is maintained primarily by Strategic Communications.

EH&S Website (www.ehs.ucr.edu)

The EH&S website carries emergency preparedness and management information, including a copy of the Emergency Operations Plan, the Department Emergency Operations plan, and the Satellite Emergency Operations Center Planning Guide. In an emergency, the home page would either point to the emergency information posted on the UCR home page, or direct the user to the website that would provide critical information needed based on the incident.

Campus Status Website (www.CampusStatus.ucr.edu)

The Campus Status website is a communications outlet that provides information regarding the operating status of the campus: limitations or restrictions on classes, events, research, and/or staff work. The site also provides daily traffic, weather, air quality, or maintenance impairments that could possibly have an impact on the campus community. During an emergency incident, the campus Emergency Management Organization will utilize the Campus Status site to distribute messages of warning and alert, instruction/actions to take, and other incident related correspondence. In an emergency, the website is frequently updated to supply accurate, time critical information.

Two-way Radios

Key personnel will be pre-assigned a two-way radio that is compatible with the UCR 800 MHz frequency system. Typically, radios are pre-assigned to:

- Personnel with emergency response roles and responsibilities
- Building Supervisors for Emergency Conditions
- EH&S ERT personnel
- Designated EMPG members
- Personnel assigned to management or supervisory functions within UCR's EOC Incident Command System structure.

The UCPD Communications Supervisor and the EH&S Emergency Management Specialist are responsible for supplying individuals with Emergency Management Organization radios, system maintenance, and user training on proper radio use. Once trained, those assigned radios are responsible for maintaining their radio in good working condition: operationally functional, batteries charged, and readily available.

Emergency Response Information Tracking System (ERITS)

ERITS is a software program that can assist in managing several aspects of campus emergency activities. It can document daily requests for activities during the emergency and post-disaster response and recovery activities. ERITS can be accessed through the EH&S or UCPD server.

EH&S is responsible for maintaining ERITS and training emergency management personnel on its use.

Local Radio Stations and Emergency Alert System (EAS)

The Emergency Alert System is a U.S. Government program that allows local area television, AM/FM radio stations and cable television systems to broadcast emergency information to the areas they serve. Working through the Riverside County Emergency Response Operational Area, the organization responsible for providing information to all EAS stations within the operational area, UCR can request the use of the Emergency Alert System to distribute UCR specific information within our geographical region

a. Riverside Area Radio Stations

The primary EAS station that serves the Riverside area:

- KFRG – 95.1 FM

The following area radio stations will be available to provide local news and information:

- KGGI – 99.1 FM
- KCXX – 103.9 FM
- KHPY – 1530 AM
- KOLA – 99.9 FM
- KWRM – 1370 AM (Spanish)
- KDIF – 1440 AM (Spanish)

Los Angeles basin radio stations for Southern California and national news and information:

- KFI – 640 AM
- KFVB – 980 AM
- KNX – 1070 AM

b. Campus Radio Station

KUCR – 88.3 FM is UCR's campus radio station. KUCR is capable of providing EAS service to the UCR campus as well as the City of Riverside and outlying areas. KUCR broadcasts are available through the internet at www.KUCR.org. The EOC Manager, Chancellor or Chancellor's designee is authorized to issue emergency information through KUCR on a 24-hour basis for the duration of the emergency.

Cable Television

The City of Riverside and the UCR Campus receive cable service through Charter Communications. The local government access channel is 32 and the local public access channel is 33. In an emergency, cable systems must transmit a visual EAS message on at least one channel and provide video interruption and audio EAS messages on all channels that states which channel will be providing the visual message. If required, use of

the local Government Cable Channel by UCR shall be coordinated through the Public Information Officer function of the EOC.

Emergency Telephone Information and Call Centers

Using available phone banks, UCR has the ability to establish an emergency information center that would allow families of UCR students, faculty and staff to check on their status in an emergency. Establishment of the center will be coordinated through departments including Media Relations, Computing & Communications, and Student Housing.

Computing and Communications

The Computing and Communications Department will assist in providing the EOC and Emergency Management Organization critical services throughout an emergency, including telephone access, computer and Internet support.

Recovery

A. Recovery Actions

Short- and Long-Term Recovery Actions

Recovery includes both short-term and long-term actions to help the campus return to normal operations.

Short-term activities include:

- Restoring power
- Providing food or shelter to those affected by the emergency

Long-term recovery activities may include:

- Resuming class schedules
- Resuming research
- Rebuilding campus facilities

Recovery Processes

Once certain conditions are met, the EOC Manager will coordinate the demobilization of emergency response activities and resources deployed for the incident through the EOC. This shift in activity and focus will be communicated through the Emergency Management Organization and the campus community. Once a building has been evacuated, re-entry is only allowed upon clearance/notification to the BSEC from the EOC, Incident Commander, or designated campus representative.

The EOC Manager is responsible for ensuring that all of the activities from the incident or emergency are documented. The EOC Manager will identify and work with specific EOC staff members and functions needed for long-term recovery efforts.

Once the EOC is de-activated, the EH&S Emergency Manager will assist in following up on all documentation and reporting from the incident or emergency, and ensure that all regulatory reporting is completed and submitted to the appropriate reporting agencies.

All participating Departments and Satellite Emergency Operations Centers (SEOCs) need to gather and complete all documentation and forms, required and requested, as outlined in Department Emergency Operations Plans. Required forms to be completed after an emergency will help the EOC determine the extent of damage and resources needed for recovery. It is essential that all planning activities, completion of the DEOP and department/unit Business Continuity Plans, take place before an emergency occurs in order to have strategies in identified aid and assist in the recovery process once the emergency response activities have ceased.. Required forms to be completed after an emergency will help the EOC determine the extent of damage and resources needed for recovery.

Business Continuity Planning

The recovery counterpart to the Emergency Operations Plan is the UCR Business Continuity Plan (BCP). Like the EOP, the Continuity Plan is organized into two chapters. Chapter 1 is the Campus Recovery Plan; it outlines overall goals, policies, priorities and planning factors to be used during the recovery phase. Chapter 2 contains the Department Business Continuity Plans. Using the UC Ready BCP tool, these plans lay out the resources, priorities, and functions each college and department will undertake to return to their pre-disaster condition.

The business continuity planning process is based on the following core activities:

- Identification of local mission-critical processes, based on the primary missions and business functions of each unit
- Development of procedures for recovering all or part of the highest priority functions, given specific failure scenarios and time horizons
- Determination of whether each process could be suspended or degraded, fully functional
- Identification of alternate work sites or other temporary facilities for the most critical functions
- Ongoing back-up of critical data and protection of critical equipment
- Assignment of local business recovery roles, responsibilities, and authority
- Procedures for recovering impacted operations quickly, providing programs and services under various emergency conditions
- Criteria for returning to normal business

Plan Approval and Maintenance

A. Approval and Distribution

This Emergency Operations Plan establishes policies and procedures for the entire UCR main campus.

Following is the sequence of events this Plan will undergo before it is officially adopted by UCR:

- Environmental Health & Safety (EH&S) (drafting)
- Emergency Management Task Force (EMTF) (review)
- Vice Chancellor for Finance and Business Operations (review and approval)
- Executive Vice Chancellor (review and approval)
- Chancellor (review and approval)

EH&S is responsible for distributing the adopted version of the EOP and will send electronic and paper copies to at least the following recipients:

- Chancellor, Vice-Chancellors, Deans, and Vice Provosts
- Department Chairs
- FBO Department Directors
- ASUCR Senate
- Building Supervisors for Emergency Conditions (BSECs)
- Laboratory Safety Officers (LSOs)
- Emergency Management Task Force members not included in the above list

This Plan will be distributed electronically to the greatest possible extent. It will also be available on the EH&S website (www.ehs.ucr.edu) for the general campus community to access.

B. Maintenance and Revision

The EOP is a living document and will be reviewed and modified on a regular basis.

At a minimum, the UC Riverside Emergency Operations Plan will be reviewed in the following circumstances:

- After any departmental or campus-wide emergency exercise
- After any actual emergency that prompts the activation of the EOC
- After any major change in state or federal law affecting emergency management or hazard mitigation

- After one year has passed since the last review

While the Chancellor will review all changes, minor changes to the plan may be made by EH&S or the EMTF and distributed without requiring subsequent review and approval by the UCR Administration. Changes of this sort might include:

- New titles for positions
- Name changes for departments referenced in the Plan
- Changes to contact information (i.e., phone numbers, addresses, websites)
- Revisions to the content of the appendices

“Major” and “minor” changes are clearly subjective measures, and the ultimate decision to seek Administration re-approval rests with the EH&S Director. Examples of major changes include:

- Substantive revisions to reporting or organizational structures
- Changes to the duties of the Policy Group
- Adoption of new command-and-control models
- Changes to more than 15% of the Plan at one time

In addition, EH&S will seek Administration re-approval of the EOP if more than two years have passed since the last Administration review of the Plan.

EH&S will be responsible for distributing updated versions of the EOP as outlined previously.

C. Review/Approval Signatures

Mike Miller
Director, Environmental Health & Safety (EH&S) (Draft)
(Interim) Date

Paul Walker
Chair, Emergency Management Task Force (EMTF) (Review) Date

Gretchen Bolar
Vice Chancellor, Finance and Business Operations (Review and Approval) Date

Dallas Rabenstein
Executive Vice Chancellor / Provost (Review and Approval) Date

Timothy P. White
Chancellor (Review and Approval) Date

V. Annexes

A. Emergency Action Checklists

1. Emergency Management Policy Group (EMPG) Members

- i. Chancellor
- ii. Executive Committee
- iii. EMPG Liaison
- iv. EMPG Member

B. Emergency Operations Center (EOC) Staff

2. EOC Staff Emergency Action Checklists

- i. EOC Manager
- ii. Operations Section Chief
- iii. Public Information Officer
- iv. Planning Section Chief
- v. Logistics Section Chief
- vi. Finance & Administration Section Chief

ANNEX A

EMERGENCY ACTION CHECKLISTS

EMERGENCY MANAGEMENT POLICY GROUP MEMBERS

Emergency Management Policy Group (EMPG) Chancellor – Emergency Action Checklist

Core Activities During EMPG Activations:	Event / Incident Name :
<ul style="list-style-type: none"> ■ Support EOC Manager ■ Set strategic direction and priorities, and support campus emergency response and recovery efforts. ■ Determine campus closures, program cancellations, and resumptions ■ Declare Campus State of Emergency (if required.) ■ REMINDER: Do not talk with Press/Media. Direct all Press/Media inquiries to the UCR EOP Liaison. 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="background-color: black; color: white; padding: 2px 5px;">Name :</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="background-color: black; color: white; padding: 2px 5px;">Date / Time:</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Initial Actions	
<ul style="list-style-type: none"> <input type="checkbox"/> Report with fellow EMPG Executive Committee members to the primary meeting location, Chancellor's Conference Room, 4217 Hinderaker Hall (if available) or an alternate identified location as directed by the Emergency Operations Center (EOC). <input type="checkbox"/> Receive initial status report provided by the Emergency Operations Center (EOC) Manager from the EMPG Liaison officer (VC FBO or other) or EOC Liaison. <input type="checkbox"/> Select an EMPG Liaison officer if the VC FBO is unavailable. <input type="checkbox"/> Based upon the current situation status report, determine the need for remaining the EMPG members, or selected EMPG members, to respond to campus <input type="checkbox"/> Lead the EMPG Executive Committee in support of EOC response, recovery, and continuity of operations. <input type="checkbox"/> Provide strategic direction and policy guidance to EOC. <input type="checkbox"/> Assign action items to EMPG members to facilitate restoration and recovery, if necessary. <input type="checkbox"/> Establish a schedule for EOC Briefings, and EMPG Executive Committee / EMPG group gatherings, <input type="checkbox"/> Determine topics and desired outcomes needed for medium and long term restoration and recovery planning. <input type="checkbox"/> Declare a Campus State of Emergency (if required. See Appendix A for additional details on Campus State of Emergency). <p><i>Do not report to the EOC unless requested. (Avoid concentration of, and potential conflict of, authority.)</i></p>	
Making a Declaration of Emergency:	
<ul style="list-style-type: none"> <input type="checkbox"/> Consult with UC President (if possible, not required). <input type="checkbox"/> Fill out and sign the Proclamation of a Campus State of Emergency form (Appendix B). <input type="checkbox"/> Forward completed and signed form to EOC Liaison for distribution. 	

FILENAME: EMPG Guide – Chancellor Checklist	

Emergency Management Policy Group (EMPG) Executive Committee Member – Emergency Action Checklist

Core Activities During Emergencies:	EMPG Member Name:
<ul style="list-style-type: none"> ■ Participate in Executive level policy-making during emergency/disaster ■ Assist in and determine priorities for campus' disaster response and recovery ■ Assist in determining College, Division, School, and Department program closures and resumptions ■ REMINDER: Do not talk with Press/Media. Direct all Press and Media inquiries to the UCR Public Information Officer (PIO) 	
	Event / Incident Name:
	Date / Time:
Initial Actions	
<input type="checkbox"/> If available when called upon to do so, report to the primary Executive Committee meeting location, Hinderaker Hall, Conference Room 4127, or an alternate identified location as directed by the Emergency Operations Center (EOC)	
<input type="checkbox"/> Receive initial status report from the EMPG Liaison Officer (VC FBO or other), the Chancellor, or an EOC representative.	
<input type="checkbox"/> Maintain a log of all individual activities throughout the duration of the EMPG / EOC activation.	
Action Guidelines:	
<input type="checkbox"/> After receiving your initial briefing from the EMPG Liaison, and dependent upon the nature of the incident, assist in determining if additional or particular EMPG members will be required to respond.	
<input type="checkbox"/> Continue regularly scheduled status reports from the EMPG Liaison Officer and/or other representatives.	
<input type="checkbox"/> Meet with the general EMPG members to review available information about the situation	
<input type="checkbox"/> Review multiple sources for information - EOC reports, Public Information Officer, WebEOC, and the media.	
<input type="checkbox"/> Coordinate requirements for Subject Matter Expert (SME) requests through EMPG Liaison.	
<input type="checkbox"/> Notify EOC Manager via the EMPG Liaison of availability and qualifications of identified SMEs.	
<input type="checkbox"/> Provide EMPG Liaison with responses, policy guidance, questions, or concerns to direct to the EOC.	
<input type="checkbox"/> Evaluate the institutional effects of the emergency.	
<input type="checkbox"/> Amend emergency goals and response priorities as is appropriate.	
<input type="checkbox"/> Provide continuing policy oversight for the EOC Incident Action Plan.	
<input type="checkbox"/> If necessary, authorize temporary suspension of classes, campus evacuation, or closure.	
<input type="checkbox"/> Provide oversight for family notifications of casualties (NOTE: DO NOT make notification of fatalities.)	

FILENAME: EMPG Guide – Executive Committee Checklist	

Emergency Management Policy Group (EMPG) EMPG Liaison – Emergency Action Checklist

Core Activities During EMPG Activations:	EMPG Liaison's Name:
<ul style="list-style-type: none"> ■ Facilitate EMPG meetings, recording attendance of EMPG members, SMEs, requested participants. ■ Establish and maintain communications between EMPG and EOC ■ Distribute Campus State of Emergency Declaration from Chancellor ■ REMINDER: Do not talk with Press/Media. Direct all Press and Media inquiries to the UCR Public Information Officer (PIO) 	Event / Incident Name:
	Date / Time:
Notify EMPG Executive Committee	
<ul style="list-style-type: none"> <input type="checkbox"/> Receive initial briefing from the EOC Manager as to nature and extent of the emergency. <input type="checkbox"/> Relay current situation status report to the Chancellor and the EMPG Executive Committee members <input type="checkbox"/> Based upon the current situation status report assist in determining the need for remaining EMPG members, or selected EMPG members, to respond to campus <input type="checkbox"/> Record name and time that each EMPG member requested to respond to campus. <input type="checkbox"/> Track the names of un-contacted EMPG members (unable to establish communication) 	
Meet with EMPG	
<ul style="list-style-type: none"> <input type="checkbox"/> Appoint or provide a recorder. <input type="checkbox"/> Record meeting times. <input type="checkbox"/> Record attendance. <input type="checkbox"/> Facilitate the meeting (consider using meeting agenda in Appendix D). 	
Serve as the Communication link between EMPG and EOC	
<ul style="list-style-type: none"> <input type="checkbox"/> Collect, consolidate, filter, and prioritize EMPG queries directed to the EOC Manager. <input type="checkbox"/> Provide the EOC Manager with written copies of EMPG questions, along with required response times. <input type="checkbox"/> Distribute EOC responses to EMPG member questions as appropriate. <input type="checkbox"/> Distribute EOC situation reports and associated materials as required. <input type="checkbox"/> Determine whether EMPG / EOC requirements for subject matter experts (SME) can be satisfied with UCR staff, liaisons, or campus technical experts. <input type="checkbox"/> Inform EOC Manager of SMEs located by EMPG members. 	
Distribute the Emergency Declaration by Chancellor (and the proclamation ending a Campus State of Emergency) to the following:	
<ul style="list-style-type: none"> <input type="checkbox"/> EMPG members. <input type="checkbox"/> EOC Manager. <input type="checkbox"/> City of Riverside Emergency Management Office. 	

FILENAME: EMPG Guide – EMPG Liaison Checklist

Emergency Management Policy Group (EMPG)

EMPG Member – Emergency Action Checklist

Core Activities During Emergencies:	EMPG Member Name:
<ul style="list-style-type: none"> ■ Participate in Executive level policy-making during emergency/disaster ■ Assist in and determine priorities for campus' disaster response and recovery ■ Assist in determining College, Division, School, and Department program closures and resumptions ■ REMINDER: Do not talk with Press/Media. Direct all Press and Media inquiries to the UCR Public Information Officer (PIO) 	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Event / Incident Name:
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Date / Time:
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Initial Actions	
<ul style="list-style-type: none"> <input type="checkbox"/> Report to primary EMPG meeting location, Hinderaker Hall, Conference Room 3127 (if available) or an alternate identified location as directed by the Emergency Operations Center (EOC). <input type="checkbox"/> Receive initial status report from the EMPG Liaison Officer (VC FBO or other), the Chancellor, or an EOC Liaison. <input type="checkbox"/> Maintain a log of all activities throughout the duration of the EMPG / EOC activation. 	
Action Guidelines:	
<ul style="list-style-type: none"> <input type="checkbox"/> Participate in periodic briefings from the EMPG Liaison to gather information and assess the situation. <input type="checkbox"/> Meet with other EMPG members to review available information about the situation (use the meeting agenda and situation report worksheets found in Appendix D). <input type="checkbox"/> Review multiple sources for information, including the Public Information Officer, EOC reports, Web EOC (Emergency Management Information System) and the media. <input type="checkbox"/> Coordinate requirements for Subject Matter Expert (SME) requests through EMPG Liaison. <input type="checkbox"/> Notify EOC Manager via the EMPG Liaison of availability and qualifications of identified SMEs. <input type="checkbox"/> Provide EMPG Liaison with questions or concerns to direct to the EOC. <input type="checkbox"/> Evaluate the institutional effects of the emergency. <input type="checkbox"/> Amend emergency goals and response priorities as is appropriate. <input type="checkbox"/> Provide continuing oversight for the EOC Incident Action Plan. <input type="checkbox"/> If necessary, authorize temporary suspension of classes, campus evacuation, or closure. <input type="checkbox"/> Provide oversight for family notifications of casualties (NOTE: DO NOT make notification of fatalities.) <input type="checkbox"/> Frame emergency-specific policies as needed (emergency personnel policies, special financial assistance for employees or students, etc.). <input type="checkbox"/> Vote to approve emergency declaration no later than 7 days after Chancellor issues the declaration. <input type="checkbox"/> Review the Campus State of Emergency no less than every fourteen days after approval and vote to reauthorize the declaration. <input type="checkbox"/> Determine University priorities for the recovery of mission critical teaching and research programs. 	

FILENAME: EMPG Guide – EMPG Member Checklist

ANNEX B

EMERGENCY ACTION CHECKLISTS

EMERGENCY OPERATIONS CENTER (EOC) STAFF

Emergency Action Checklists

Emergency Operations Center (EOC) Staff

EOC Manager

Role

- Provide management, direction, and oversight of all Emergency Operations Center activities during EOC activations

Reports To

- Emergency Management Policy Group (EMPG) EOC Liaison
- Chancellor

Tasks

- Until the EOC Manager arrives, designated Incident Commander (IC) alternates (from the Operations Group) or the most senior University official serves as temporary EOC Manager.
- After signing in, the EOC Manager identifies themselves to the EOC personnel who have arrived at the EOC.
- Authorize the activation of the EOC (if not already accomplished), and the mobilization of all or part of the Emergency Management Team.
- Get situation update; assess University status.
- Ensure that each EOC Section function is covered and has appropriate leadership.
- Delegate a liaison to the Riverside City EOC, if necessary.
- Provide oversight for strategic and operational response.
- Coordinate with Public Information Officer about internal and external emergency bulletins.
- Advise the Policy Group and senior management of changing conditions.
- Authorize de-activation or reduced operations for the EOC.
- Maintain a log of all activities.
- Assemble Emergency Management Task Force and key operational managers to produce an After-Action Report evaluating the emergency response.

Emergency Action Checklists

Emergency Operations Center (EOC) Staff

OPERATIONS SECTION CHIEF

(2 pages)

Role

- Prioritize situation reports, plan response strategies
- Coordinate tactical field operations

Reports To

- EOC Manager

Tasks

- Sign in upon arrival at the EOC.
- The first Operations Section member arriving at the EOC is Section Chief until the Incident Commander appoints a replacement.
- The Operations Section Chief provides ongoing updates to the Incident Commander.
- Appoint liaisons to interface with the Planning & Intelligence, Logistics and Finance/Administration Sections.
- Get situation update; review responsibilities and EOC Directory for inventory of available information and resources.
- Assess and prioritize emergency reports, and establish an "Action Plan" for operations.

Overall priorities:

1. Protect life safety
2. Secure critical infrastructure and facilities
3. Resume the University program

Response priorities: Buildings used by dependent populations

1. Buildings critical to health and safety
 2. Facilities that sustain the emergency response
 3. Classroom and research buildings
 4. Administrative buildings
- Assess the need for evacuations (buildings, campus sectors, or entire campus).
 - Dispatch safety inspection teams or response personnel teams to critical facilities and priority incidents (medical assistance, Hazardous Materials Teams).
 - Authorize building re-entry when safety status of structural and operational systems is assured.
 - Establish Field Command Posts as necessary.

- Authorize SEOC emergency response, repair and remediation activities.

- Determine whether to activate additional personnel (ask Logistics Section to assist with the activation of additional expertise, external contractors, mutual aid, etc.)
- Establish special services, as necessary: sheltering, communications, transportation...
- Provide appropriate security at critical sites: post signs and/or barricades where necessary.
- Communicate requests for supplies, equipment, and services to Logistics Section.
- Reassess conditions regularly and modify the Action Plan.
- Update EOC Sections on current Action Plan execution.
- Maintain a log of all Section activities.
- After the disaster, assist in producing an After-Action Report for the emergency response.

Watch for signs of fatigue. Divide section into shifts and provide rest periods during extended emergencies. Notify Section Chief when you leave the EOC.

Emergency Action Checklists

Emergency Operations Center (EOC) Staff

PUBLIC INFORMATION OFFICER (PIO) *(EOC Command Staff Position)*

Role

- Prepare and distribute internal status reports
- Coordinate external bulletins and media relations

Reports To

- EOC Manager

Tasks

- Sign in upon arrival and report to the EOC Manager.
- Establish a Public Information Officer.
- Appoint a liaison to interface with the Operations and Planning & Intelligence Sections.
- Get situation update; review ERITS for inventory of available information and resources.
- Set-up appropriate location and test the Public Information Section's equipment.
- Draft initial internal and external bulletins and announcements with the EOC Manager, Operations Section and Planning & Intelligence Section (Policy Group makes final authorization for bulletins).
- Write and record bulletins and updates on the University's Emergency Information Hotlines.
- Communicate confidential status bulletins from the EOC to the Satellite Emergency Operations Centers (SEOCs).
- Prepare public information reports for the UCR and UCOP web sites.
- Draft, issue, and update campus emergency status reports (coordinate with KUCR, Highlander campus newspaper).
- Establish a Media Relations Center to coordinate press releases, manage new conferences, site tours, and interviews.
- Coordinate logistics for the media center with the EOC Logistics Section.
- Coordinate with any operating Joint Information Centers.
- Monitor media reports about the University.
- Maintain a log of all Section activities.

Watch for signs of fatigue. Divide section into shifts and provide rest periods during extended emergencies. Notify Section Chief when you leave the EOC.

Emergency Action Checklists

Emergency Operations Center (EOC) Staff

PLANNING & INTELLIGENCE SECTION CHIEF (2 pages)

Role

- Collect and verify field reports of emergency conditions and damage assessments
- Provide facilities background data and maps
- Provide situation information to EOC and other emergency staff
- Prepare and distribute the EOC Action Plan

Reports To

- EOC Manager

Tasks

- Sign in upon arrival at the EOC and report to the Planning & Intelligence (P&I) Section Chief (first P&I Section member arriving at the EOC is Section Chief until the EOC Manager appoints a replacement).
- Get situation update; review EOC Directory for inventory of available information and resources.
- Liaisons must be appointed to interface with the Operations and Logistics sections.
- Conduct Action Planning meetings; compile, publish and distribute the EOC Action Plan and revisions as required.
- Interface with active SEOCs and departments to communicate EOC messages
- Work with OD&C and consulting engineers to coordinate building inspection personnel and reporting.
- Identify critical incidents to other EOC Sections as appropriate, with technical analysis of potential impacts.
- Track which SEOCs have/have not reported. Verify the safety of non-reporting areas (“roll call” of SEOCs and field command posts, if they have been set up).
- Track which BSECs have/have not reported. Verify the safety of non-reporting areas (“roll call” of BSECs and Emergency Assembly Areas, if they have been set up).
- Obtain formal damage reports for the Riverside City/County EOCs and State Office of Emergency Services Southern Region EOC.
- Obtain supplemental data/maps for Operations to help evaluate and prioritize actions.
- Monitor community emergency impact reports (via Riverside City/County EOCs, RIMS, media reports).
- Maintain the master Incident Log.
- Log reports by incident number, date, time, location, type (casualty incident, damage incident), action taken, and resolution date/time.

- Confirm reports and/or obtain new incident information.
- Assist Operations with additional notifications, if needed.
- Collect copies of notes, tapes, photographs, videos and other records of damage from departments and field responders.
- Collect, organize and store all incident-related documents entering or generated within the EOC.
- All P&I Section members help EOC Manager set up the EOC supplies, equipment and dismantling the EOC at the close of the activation.

Watch for signs of fatigue. Divide section into shifts and provide rest periods during extended emergencies. Notify Section Chief when you leave the EOC.

Emergency Action Checklists

Emergency Operations Center (EOC) Staff

LOGISTICS SECTION CHIEF

Role

- Obtain resources to implement the operational response

Reports To

- EOC Manager

Tasks

- Sign in upon arrival at the EOC and report to the Section Chief (first Logistics Section member arriving at the EOC is Section Chief until the EOC Manager appoints a replacement).
- Get situation update; review your responsibilities and ERITS for inventory of available information and resources.
- Liaisons must be appointed to interface with the Operations Section and with the Planning & Intelligence Section.
- Working with Operations Section and the SEOCs, arrange and stage the delivery of incoming resources.
- Assist Operations Section with the activation of additional campus emergency response expertise or resources.
- Obtain specialized supplies, equipment, or services to support the emergency response.
- Provide and maintain communications links between the EOC, SEOCs, BSECs/BSEs/LSOs, field responders, non-campus responders and jurisdictions.
- Order additional EOC or Field Command Post comfort/support supplies, as needed.
- Refer to compiled summary of major emergency resources in ERITS, but be aware that these inventories may be incomplete.
- Identify and contract with external experts, contractors/vendors, or mutual aid (engineers, recovery specialists, equipment rental companies) as requested by the Operations Section.
- Provide temporary ID and credentials for emergency workers.
- Help establish appropriate shelters for resident population. Ensure student whereabouts are tracked.
- Identify necessary and appropriate volunteer tasks to the Volunteer Coordinator in Housing Services SEOC.
- Summarize space, facility, and personnel needs to achieve program resumption and report recovery resource needs to the Operations Section.
- Maintain a log of all section activities.

Watch for signs of fatigue. Divide section into shifts and provide rest periods during extended emergencies. Notify Section Chief when you leave the EOC.

Emergency Action Checklists

Emergency Operations Center (EOC) Staff

FINANCE & ADMINISTRATION SECTION CHIEF

Role

- Document emergency expenditures, claims, and losses; handle EOC administration

Reports To

- EOC Manager

Tasks

- Sign in upon arrival at the EOC and report to the Section Chief (first Finance/Admin Section member arriving at the EOC is Section Chief until the EOC Manager appoints a replacement).
- Get situation update; review your responsibilities and ERITS for inventory of available information and resources.
- Liaisons must be appointed to interface with the Operations Section and with the Logistics Section.
- Track disaster costs/expenditures.
- Gather data on labor, equipment/supply, and overtime costs.
- Produce periodic estimates of disaster costs for Policy Group, UCOP, and insurers.
- Work with Logistics, the Operations Section and the SEOCs to ensure that damage impacts are recorded before repairs are made and that photographic evidence is maintained, etc.
- Compile and act on claims arising from campus emergency response activities.
- Estimate the disaster's business impacts and anticipated recovery times.
- Provide summary reports to the Policy Group.
- Begin the documentation of insurance and disaster assistance claims.
- Oversee badging, credentialing and access control for EOC.
- Continue to meet after the disaster to coordinate ongoing management of damage claim processes.
- Maintain a log of all section activities.

Watch for signs of fatigue. Divide section into shifts and provide rest periods during extended emergencies. Notify Section Chief when you leave the EOC.