

EMERGENCY PLAN



San Diego Miramar College

**10440 Black Mountain Road
San Diego, California 92126**

November 2023

11/4/2023

Primary (Names & Titles)	Position	Alternate (Names & Titles)
P. Wesley Lundburg College President	Site Incident Commander (SIC)	Brett Bell, VP Administrative Services
Steve Quis, Public Information Officer	Public Information Officer (PIO)	Lisa Cole-Jones, Director Development and Entrepreneurship
College Police	Liaison Officer	College Police
VACANT, Dean of Public Safety	Operations Chief	Kurt Hill, Director College Technology
Daniel Miramontez, Dean Institutional Effectiveness	Safety Officer	Nessa Julian, Dean Equity
Darrell Rankin, Regional Facilities Officer	Facility Check & Security	Luis Hernandez, Custodial Crew Leader
Linda Woods, Dean MBEPS	Search & Rescue Team Leader	Ivan Valdovinos Gutierrez, Program Activity Manager
Lezlie Allen, Nursing Center Supervisor	Medical Team Leader	Alex Hofler, Program Activity Manager
Adrian Gonzales, VP Student Services	Evacuation Area	Cheryl Barnard, Dean of Student Affairs
Michael Odu, VP Instruction	Planning Chief	Lou Ascione, Dean of Arts & Humanities
Allison Douglas-Chicoye, Dean of Student Dev. and Matric	Situation Analysis	Claudia Estrada-Howell, Acting Dean of Business, Tech. Careers and Workforce Initiatives
Malia Kunst, Executive Assistant to the President	Documentation	Mona Patel, Acting Assoc. Dean of Strong Workforce
Dan Gutowski, Director, College Facilities and Operations	Logistics Chief	Truongson Nguyen, Dean Enrollment Services
Dana Stack, Director Admissions	Supplies, Facilities, & Staffing	Vincent Ngo, Director Financial Aid
Brett Bell, VP Administrative Services	Finance & Administration Chief	Denise Kapitzke, Director, Administrative Services

Command Team Assignments Last Updated: November 2023

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SECTION ONE

EXECUTIVE SUMMARY

The purpose of this plan is to outline the basic organization and procedures utilizing the Standardized Emergency Management System (SEMS) for responding to an emergency affecting any location owned and operated by San Diego Community College District.

A “Site Incident Commander” (SIC) is assigned to be the point of contact for this plan. During emergencies, the SIC is the point of coordination for all operations. A Command Team is in place to address key issues during emergency operations. The team works as directed by the SIC. Each team member assignment can be found in Section 5 - Emergency Plan Roles & Responsibilities.

The San Diego Community College District’s College Police (College Police) is assigned as the developer and coordinator for emergency preparedness and disaster planning. College Police will review this plan on an annual basis, to determine the plan is compliant with district’s standards and regulatory requirements.

The Site Incident Commander will coordinate training for all new employees assigned to the site. The SIC, coordinating with College Police will conduct annual exercises to provide employees with an opportunity to practice the emergency procedures outlined in this plan.

The plan is formatted to provide the user with a district-wide consistent document for the operation and management of any emergency, which may occur at any district site. This format allows employees to understand basic roles and responsibilities regardless of where in the district they may be working.

It is imperative all employees review this plan at least twice a year to ensure a basic understanding of their role and responsibility in an emergency. It is uncommon that anyone will have the time when an emergency occurs to review this entire plan, so it remains evident that understanding and practice is necessary to be prepared. Your actions during an emergency may very well save another’s life.

SECTION TWO FACILITY INFORMATION

Location

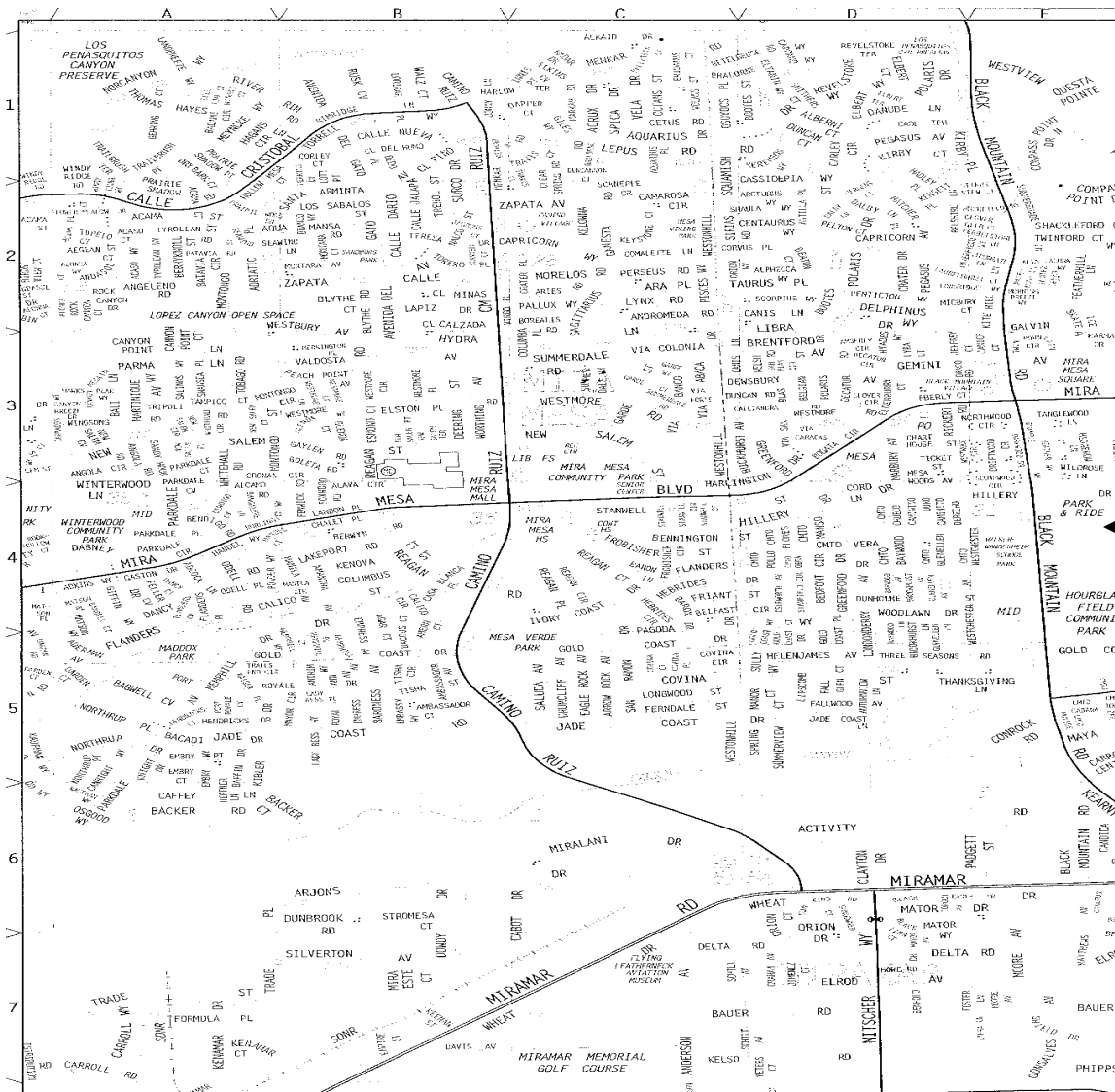
Name of Site: San Diego Miramar College

Address of Site: 10440 Black Mountain Road, San Diego, California 92126

Phone Number of Site: 858-536-7800

Fax Number of Site: 619 388-7901

Thomas Brothers Year, Page #, and Coordinate: 2005 1209-E4



Aerial Map (with On-Site and Off-Site Evacuation Areas)



SECTION THREE

NOTIFICATION & RESOURCES

Alerting and Warning

Often the first action to occur as an emergency incident is unfolding is the need to alert or warn others. College Police will serve as the primary notification point for emergencies at this site. The primary or alternate SIC will notify College Police. Once notified, College Police will begin dispatching public safety services to assist the SIC, pursuant to their policies and procedures.

The very next action to occur is the need to alert or warn onsite staff, students, and visitors. Methods for notifying include:

- Telephone – Landline and/or cellular
- Radio – 800 MHz and walkie talkies
- Runners – Employees
- Fire Alarm
- Handheld Air Horns
- Bull Horns

The method utilized will depend upon the circumstances of the emergency and the resources available at this site.

Assessment and Notification

College Police will conduct an initial assessment based on available information available. They will then advise the Site Incident Commander and Office of the Chancellor of the recommended actions to be taken. However, if the emergency requires immediate action, College Police will initiate the appropriate warnings and notifications without delay.

As services are being dispatched to assist, the SIC will begin to gather and direct site resources as necessary to address the emergency or disaster at hand. The following external and internal contacts may be of assistance:

EXTERNAL CONTACTS:

CONTACT	EMERGENCY	NON-EMERGENCY
San Diego Police	9-1-1	619-531-2000
San Diego Fire	9-1-1	858-573-1497
SDG&E	1-800-611-7343	
Water Emergency	619-515-3525	

INTERNAL CONTACTS:

CONTACT	EMERGENCY	NON-EMERGENCY
College Police	619-388-6405	619-388-6411
Risk Management	619-388-6953	
Emergency Maintenance	619-388-6405*	
Public Information	619-388-6914	
* College Police Dispatch		

Command Team Kit

The Command Team Kit stores necessary resources for the Command Team. The following equipment and supplies makes up the Command Team Kit:

- Handheld Air Horns – recommend a minimum of five (SIC & Chiefs)
- Bull Horn – recommend a minimum of one
- Batteries – recommend a minimum of two sets for bull horn, flashlights, emergency radios and walkie talkies
- Flashlights – recommend one per Command Team member (Search & Rescue Team and Medical Team requirements listed separately in Section 6)
- Walkie Talkies – recommend a minimum of five (SIC & Chiefs)
- Duct Tape – recommend a minimum of two rolls used for marking blank vests, etc.
- Rosters - recommend a minimum of one set per room sorted by alphabet
- Steno Pads (5x7) – recommend one per Command Team member
- Pencils & Pens - recommend one each per Command Team member
- Copies of Forms – (See Section 6 for all forms)
- Chalk - recommend twenty-five sticks, red in color
- 3x5 Cards – recommend one hundred
- Medical Team Supplies – see Section 6 Form #3
- Search and Rescue Team Supplies – see Section 6 Form #7
- Vests - recommend one for each Command Team member (Search & Rescue Team and Medical Team requirements listed separately in Section 6)
- Tarps or other coverings to protect flooring.

All Command Team Kits and their contents are the responsibility of the Site Incident Commander. The Site Incident Commander will conduct annual inspections in October of each year. The responsibility to inspect and replace non-operating equipment and supplies belongs to the site. The responsibility to transport the Command Team Kit to an activated Command Post belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

Crisis Response Boxes

The Crisis Response Boxes are file-folder type boxes stored within the main administrative area. The boxes should be clearly labeled and contain vital information needed by both the Command Team and the public safety personnel - in the event they initiate an incident command post. The following information should be stored inside the boxes:

- ☑ Current copy of the Emergency Plan.
- ☑ Current map of site layout. Map must show all buildings, classroom numbers, and evacuation routes.
- ☑ Most current blueprint (architectural drawings).
- ☑ Current roster of employees assigned to the administrative facility, as well as issues pertaining to special needs.
- ☑ A list of the employee's skills including language translation, specialized training, and emergency equipment carried in vehicles.

The Crisis Response Boxes and their contents are the responsibility of the Site Incident Commander. The SIC or designee will conduct annual inspections in October of each year. The responsibility to inspect and replace information belongs to the site. The responsibility to carry one of the boxes to an activated public safety command post belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

SECTION FOUR

BASIC EMERGENCY OPERATIONS

The protection of lives shall be the primary priority of all emergency operations and procedures. The protection of District property shall be secondary to life safety. The emergency procedures within this Plan are designed to facilitate life safety through the use of simple, basic procedures based on the Standardized Emergency Management System (SEMS), utilizing the Incident Command System (ICS) as the basic response management structure, while conforming to standards identified in the National Incident Management System.

Plan Maintenance

Since the Plan is based on a standardized template in use throughout the District, all revisions to the Plan must be coordinated with College Police prior to distribution. The plan will be reviewed annually and appropriate changes made and implemented.

Training & Exercises

Training

This Plan is consistent with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. The Human Resources Department is responsible for maintaining SEMS/NIMS Training Compliance Records. Following is the recommended training and exercise program.

Training is a key component to ensure successful emergency operations.

The Site Incident Commander will coordinate annual training for all staff with assignments identified in the location's Emergency Plan. All new staff members with assignments will receive basic training within 30 days of assignment. Basic training can simply involve knowledge of basic SEMS, ICS, and NIMS protocols, key evacuation locations, review of position checklists, and the location of important resources. Specialized teams (i.e. Search & Rescue and Medical Teams) will receive training required to familiarize members with equipment and protocols.

All staff that may be assigned to participate in emergencies in the District's Emergency Operations Center (EOC) or at the field response level (Command Team) must maintain minimum training competencies pursuant to SEMS/NIMS regulations. The Human Resources Department will document all related emergency management training provided to emergency response personnel.

All District staff that may participate in emergencies in the District's Emergency Operations Center are required to maintain minimum training competencies pursuant to the SEMS approved courses of instruction.

SEMS Courses required for all personnel that are assigned to perform a SEMS function in the EOC include: SEMS Introductory Course and SEMS EOC Course.

SEMS EOC (Emergency Operations Center) Orientation Course:

This course is required for staff with a response assignment in the EOC. The course provides an overview of the Emergency Operations Plan and an introduction to the various roles in the EOC. The training could be offered either as a facilitated class or as computer-based training through the District's Intranet.

SEMS Introductory Course (self-study or facilitated course):

This course is required for staff with EOC or field response assignments. In other words, if you are assigned a role in the facility's Emergency Operations Plan or if it's likely you may participate in any field (outside the EOC) response activities, you should attend. The course provides a basic understanding of the Standardized Emergency Management System (SEMS) and consists of three self-study modules with an optional test and should take 1-2 hours to complete.

Executive Staff

The term executive describes an individual that works in executive management or elected positions but does not regularly fill command or management roles at incidents or in the District's EOC. Executive staff is required to attend the **SEMS Executive Course**.

SEMS Field Course – Orientation to the ICS (ICS 100) (self-study or facilitated course):

This course is required for staff with a field response assignment or if it's likely you may participate in any field response activities. The course introduces the concepts of an ICS organization, basic terminology, and roles and responsibilities related to managing an incident in the field. EOC responders, Command Team members, and Field Responders (College Police and Facilities Maintenance) are required to take this course. This course consists of one self-study module with an optional test.

Additional Field Response Training Standards

At the field response level, the use of SEMS/NIMS is intended to standardize the response to emergencies involving multiple jurisdictions or multiple agencies. SEMS/NIMS require emergency response agencies to use the Incident Command System as the basic emergency management system. In California, this requirement specifies that when more than two response agencies are involved, the Incident Command System will be used (e.g. College Police, Facilities Management, plus City of San Diego Fire Department). Compliance

with this requirement can be accomplished by incorporating ICS into the daily functions of the emergency response departments, or to maintain expertise in the system through training.

Higher Level SEMS/NIMS Field Courses are required for many personnel that may be associated with a field response. The level of mandated training is dependent on the position held in the emergency response organization.

- **Field ICS Basic**
- **Field ICS Intermediate (ICS supervisor)**
- **Field ICS Advanced (ICS commander or command staff)**

National Incident Management System – An Introduction (NIMS 700) (self-study or facilitated course):

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-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. *(Note: As NIMS training requirements change, the Plan should be updated.)*

Exercises

Drills

Campuses and administrative facilities are required to complete certain drills related to safety compliance. *Note: It is the responsibility of the District Risk Management Department and campus or administrative administrator to comply with California Education Code, OSHA, local fire code, and any other regulations pertaining to the conduct of routine safety drills (i.e. fire drills, evacuation drills). It's important to note that campuses occupied by K-12 students are required to conduct monthly fire drills with the goal of evacuating all K-12 buildings and areas quickly and in an orderly fashion, as well as accounting for all people in the facility. Campuses occupied by K-12 students are also required to conduct annual earthquake "duck/cover/hold drills.*

Tabletop Exercises

District EOC

The primary and alternate staff with assigned positions in the EOC should participate in annual Tabletop Exercises in order to become familiar with the applied theory of the Incident Command System, practice roles and responsibilities, and practice coordinating with outside entities. The Exercises should include tests of all functions and sections within the EOC and be based on credible hazard scenarios.

Campuses & Administrative Facilities

All District employees with emergency management response assignments should participate in one facilitated Tabletop Exercise annually. This is a discussion-based, guided review of policies and procedures. Scenario topics should vary to address a variety of incidents and conditions.

EOC Functional Exercise

The District should conduct at least one EOC functional exercise annually, simulating an actual incident or disaster. This serves to practice policies, procedures and decision-making skills. The exercise can be for the District alone, or in conjunction with outside agencies, such as during an actual evacuation drill. This is the most effective method of training staff. Shortly after the functional exercise, a lessons-learned workshop should be held involving all that participated.

District-Wide Four Year Exercise Cycle

	Year 1	Year 2	Year 3	Year 4
District EOC Exercises				
District EOC Tabletop Exercise	X	X	X	X
District EOC Functional Exercise	X	X	X	
District EOC Full-Scale Exercise with the Field Response Departments and/or Campus				X
Command Team Exercises (Campuses)				
Command Team Tabletop Exercise	X	X	X	X
Command Team Functional Exercise			X	
Command Team Full-Scale Exercise				X

Field Response Department Exercises (College Police, Facilities Management)				
Field Response Department Discussion/Tabletop Exercise	XX	XX	XX	XX
Field Response Department Full-Scale Exercise				X

Incident Command System

According to ICS, the size of the organization (i.e. number of positions) will vary depending on the operational needs of the incident. In some cases one individual may be able to fill more than one “position”. (Example: In a small incident, the SIC may also serve as the Public Information Officer.)

Only under very unusual conditions will all of the positions identified below be activated and fully staffed.

Disaster Service Workers

California Government Code, Chapter 8, Section 3100 states: “...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law.” In accordance with these provisions, all staff members are considered “disaster service workers” during emergencies and must remain on site to carry out assigned responsibilities. Staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures.

Command Team Assignments

Key employees are to be pre-assigned to the Command Team and have specific duties during emergencies. These duties include:

- **Site Incident Commander (SIC)** – responsible for overseeing on-site emergency operations
- **Public Information Officer** – is the official site spokesperson to media
- **Liaison Officer**– is the point of contact for outside agencies to the site
- **Operations Chief** – manages direct response to the on-site emergency
- **Safety Officer** – responsible for safety of response activities

- **Facility Check & Security** – controls utilities, restricts access to unsafe areas, provides traffic control, and communicates damage to SIC
- **Search and Rescue** – checks campus/administrative facility for damage, rescues victims, and reports site conditions
- **Medical** – provides medical response including CISM
- **Evacuation Area** – provides care and release of students and staff
- **Planning Chief** – in charge of collection, evaluation and documentation of information about the incident
- **Documentation** – collects, evaluates, and documents event
- **Situation Analysis** – analyzes the situation for resources
- **Logistics Chief** – provides facilities, services, personnel, equipment and materials to support response
- **Supplies, Facilities, & Staffing** – provides supplies, equipment and staffing to support response
- **Finance & Administration Chief** – tracks purchases, staff hours and costs

The Emergency Roles and Responsibilities Section (Section 5) of this plan provide checklists for each of the above assignments. The Command Team will report to the Site Incident Commander at the Command Post. Any staff may be assigned to assist each of the above positions depending upon the circumstances and demands of the incident and care of the students and staff.

The District’s Emergency Operations Center (EOC) may be activated to support on-site emergency operations. In the event that the District EOC is activated, the Site Incident Commander will establish communications and coordinate closely with the EOC.

Scenario Specific Actions

The “Emergency Guide” is a quick flip-type reference that provides basic guidelines for emergencies. The information in the Guide is drawn directly from the District’s Emergency Procedures. Each classroom and office has been equipped with a copy of the Guide. The Guide provides basic direction for instructor and staff in the event of an emergency. A copy of the Emergency Guide should be posted in each classroom and office in plain sight. Employees should familiarize themselves with the content.

It's important that the Command Team’s actions take into consideration the contents of the Emergency Guide.

Site-specific actions are identified below:

EVACUATION

In the event that an evacuation is necessary, College Police in coordination with the Site Incident Commander (SIC) will initiate employee notification and activation of the Command Team.

Notification

In coordination with College Police, the Site Incident Commander will be responsible for activating the evacuation notification. In the event immediate notification is necessary, the SIC will initiate notification.

The signal for evacuation will be the Fire Alarm.

If the primary emergency notification system fails to activate, the secondary notification method will be verbal command via Verbal Commands via Walkie Talkies.

If evacuation is required, but an alternative method of notification is required (e.g. a received credible bomb threat), then notification may be made by telephone or runners. This method reduces the level of anxiety and potential panic.

Exiting Buildings

Site Incident Commanders are responsible for ensuring that staff and students are aware of designated exit routes from the building. Appropriate maps and directions should be posted near each door to ensure that occupants are aware of the possible exits. Each office will develop plans for ensuring that all staff and students receive evacuation notification and have moved to the designated evacuation area. All staff should be trained to conduct rapid visual and verbal “sweeps” of their assigned areas to ensure that no one is left behind.

The responsibility to ensure maps and directions are posted appropriately belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

Evacuation Location

When an evacuation is ordered, all staff, students, and visitors will leave the building via external exits as directed in the Verbal Announcement.

See Aerial Map on page 8 for pre-identified On-Site and Off-Site Evacuation Areas. Note: the actual evacuation location will depend on the hazardous conditions at the time of the emergency.

Persons with Disabilities

In emergencies, persons with disabilities may need special assistance in evacuating to the designated location. Each individual instructor and staff supervisor is responsible for those in need during an emergency. Persons with disabilities or other employees who may need assistance in an evacuation are responsible for ensuring that their instructor or manager is aware of their need for assistance.

The responsibility to determine disability needs, assign appropriate staff and ensure proper resources for evacuation and reunification belongs to the following individuals at this site:

Primary: Site Incident Commander

Alternate: Operations Chief

Return to Facility

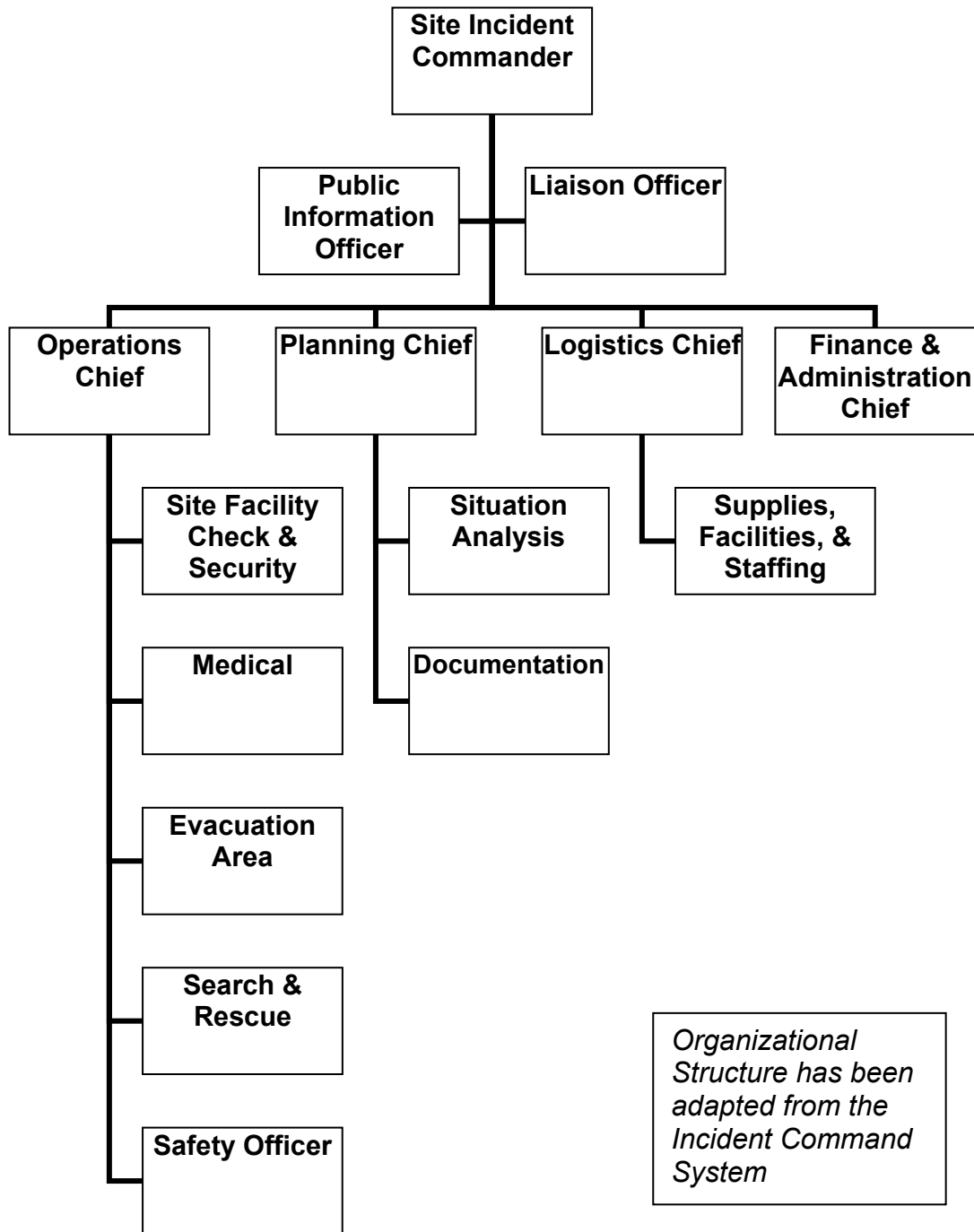
The Site Incident Commander, in consultation with the Public Safety Incident Commander, will determine when occupants can return to the site. In the event that students or staff must be released early, the Site Incident Commander will request approval from the Office of the Chancellor.

The notification for a safe return to facilities located at this site is: Verbal Command “All Clear” via Walkie Talkies.

SECTION FIVE
Emergency Plan Roles & Responsibilities

Emergency Plan Roles & Responsibilities

Command Team Organizational Chart



Position Activation Information

Equipment

Every position on the Command Team will require the following equipment:

1. Identification vest
2. Two-way campus radio
3. Paper and pens/pencils
4. Job description clipboard

Position-Specific Equipment

Certain positions require special equipment or forms. Such specific needs are identified on the individual position checklists.

Position Activation

1. Once notified of your assignment, put on your vest.
2. Check in with the Site Incident Commander at the Command Post for a situation briefing.
3. Check in with your Section Chief for details and updates associated with your position.
4. Obtain necessary equipment and supplies.
5. Open and maintain a Position Log (Form #8). Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - a. Messages received
 - b. Actions taken
 - c. Decision justifications and documentation
 - d. Requests filled

Position Deactivation

1. At the direction of the Site Incident Commander, deactivate your position and close out all logs. Provide logs, timekeeping records, and other relevant documents to the Documentation Unit.
2. Return equipment and reusable supplies to Logistics.

Section: Command
Position: Site Incident Commander (SIC)

Primary: **P. Wesley Lundburg, College President**

Alternate: **Brett Bell, VP Administrative Services**

Reports to: **Chancellor (or designee)**

Staffing

Characteristics: Dean, President, or Site Administrator

Responsibility: The Site Incident Commander (SIC) is solely responsible for emergency/disaster operations and shall remain at the Command Post (CP) to observe and direct all operations. Ensure the safety of staff, students, and visitors on the campus/administrative facility.

Lead by example: your behavior sets tone for staff and students.

Special Equipment:

- Crisis Response Boxes
- Command Team Kit
- Campus map
- Master keys
- Forms
- AM/FM radio (battery)
- Command Post Tray (pens, etc.)
- Emergency Plan
- Tables & chairs (if CP is outdoors)
- Job Description Clipboards
- Bull horn
- Staff rosters (2 sets)
- District radio

Start-Up:

- Assess type and scope of emergency.
- Determine threat to human life and structures.
- Implement Emergency Plan and District Emergency Procedures.**
- Develop and communicate an Incident Action Plan (Form #1) with objectives and a time frame to meet those objectives.
- Activate functions (assign positions) as needed.
- Fill in Form #4 Command Team Assignment Form as positions are filled.
- Appoint a backup or alternate SIC in preparation for long-term operations.

During Event:

- Continue to monitor and assess total situation:
- View site map periodically for Search & Rescue progress and damage assessment information.
- Check with Chiefs for periodic updates.
- Reassign personnel as needed.
- Report through College Police or EOC District on status of staff, students, visitors, and campus/facility as needed. (Status Report)
- Develop and communicate revised Incident Action Plans as needed.
- Authorize release of information.
- Utilize your back up; plan and take regular breaks, 5-10 minutes each hour, relocate away from the CP.
- Plan regular breaks for all staff and volunteers. **Take care of your caregivers!**
- Release staff as appropriate per District guidelines. By law, during a disaster, the staff will become “disaster workers.”
- Remain on and in charge of your site until redirected or released by the Chancellor.

After:

- Authorize deactivation of sections or units when they are no longer required.
- At the direction of the Chancellor, deactivate the entire emergency response. If the Fire Department or other outside agency calls an “All Clear,” contact the District before taking any further action.
- 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, timekeeping records, reports, and other relevant documents are completed and provided to the Documentation Unit.
- Proclaim termination of the emergency and proceed with recovery operations if necessary.

Section: Command

Position: Public Information Officer (PIO)

Primary: Steve Quis, Public Information Officer

Alternate: Lisa Cole-Jones, Director Development & Entrepreneurship

Reports To: Site Incident Commander

Staffing

Characteristics: The PIO should be a confident and calm staff person

Responsibility: Staff and the public have the right and need to know important information related to emergencies/disaster at the site **as soon as it is available.**

The Public Information Officer (PIO) acts as the official spokesperson for the site in an emergency situation. If the District PIO (District Information Officer) is available, he/she will be the official spokesperson. A site-based PIO should only be used if the media is on campus/facility and the District PIO is not available or forthcoming.

Special Equipment:

- Battery operated AM/FM radio
- Marking pens
- Scotch tape/masking tape
- Forms:
 - Disaster Public Information Release Work Sheet
 - Sample Public Information Release
- Scissors
- Site map(s) and area map(s):
 - 8-1/2 x 11 handouts
 - Laminated display
- Tape recorder and tapes

Start-Up Activities:

- Determine a possible “news center” site as a media reception area (located away from the Command Post and students). Get approval from the Site Incident Commander (SIC).
- Identify yourself as the “PIO” (vest, visor, sign, etc.)
- Consult with District PIO (Communications Officer) to coordinate information release.
- Assess situation and obtain statement from SIC. Tape-record, if possible.
- Advise arriving media that the site is preparing a press release and approximate time of its issue.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

During Event:

- Keep up-to-date on the situation.
- Statements must be approved by the SIC and should reflect:
 - Reassurance — EGBOK — “Everything’s Going To Be OK.”
 - Incident or disaster cause and time of origin.
 - Size and scope of the incident.
 - Current situation — condition of site, evacuation progress, care being given, injuries, etc. **Do not release any names.**
 - Resources in use.
 - Best routes to site if known and appropriate.
 - Any information the site wishes to be released to the public.
 - **Read** statements if possible.
- When answering questions, be complete and truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase “no comment.”
- Remind staff and volunteers to refer all questions from media to the PIO.**
- Update information periodically with SIC.
- Ensure announcements and other information is translated into other languages as needed.
- Develop pre-scripted messages.
- Monitor news broadcasts about incident. Correct any misinformation heard.

Section: Command

Position: Liaison Officer

Primary: College Police

Alternate: College Police

Reports to: Site Incident Commander

Staffing

Characteristics: The Liaison Officer should be familiar with the community and organizations that may interact with the site during an emergency

Responsibility: The Liaison Officer serves as the point-of-contact for Agency Representatives from assisting organizations and agencies outside the District and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

During Event:

- Brief Agency Representatives on current situation, priorities and the Incident Action Plan.
- Ensure coordination of efforts by keeping SIC informed of agencies' action plans.
- Provide periodic update briefings to Agency Representatives, as necessary.

Section: Operations

Position: Operations Chief

Primary: Vacant, Dean of Public Safety

Alternate: Kurt Hill, Director College Technology

Reports to: Site Incident Commander

Staffing

Characteristics: The Operations Chief should be a staff member familiar with the site and be trained in response skills.

Responsibility: The Operations Chief manages the direct response to the disaster, which can include Facility Check & Security Unit, Search & Rescue Teams, and Medical Teams.

Special Equipment:

- Search & Rescue equipment
- Forms: Search & Rescue maps, large map of facility

During Event:

- Assume the duties of all operations positions until staff is available and assigned.
- As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrives, brief them on the situation, and assign them as needed.
- Coordinate Search & Rescue operations. Appoint Search & Rescue Team Leader to direct their operations, if necessary.
- As information is received from Operations staff, pass it on to Situation Analysis and/or the Site Incident Commander.
- Inform the Site Incident Commander regarding tasks and priorities.
- Make sure that Operations staff is following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Operations staff within the section as needed.

Section: Operations

Position: Safety Officer

Primary: **Daniel Miramontez, Dean of Institutional Effectiveness**

Alternate: **Nessa Julian, Dean Equity**

Reports To: **Operations Section Chief**

**Staffing
Characteristics:**

These duties are typically carried out by the Operations Section Chief. A separate position checklist is here in the event the Section Chief needs to assign the duties to another individual.

Responsibility: The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Special Equipment:

Hard hat (if available)

During Event:

- Monitor drills, exercises, and emergency response activities for safety.
- Identify and mitigate safety hazards and situations.
- Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Think ahead and anticipate situations and problems before they occur.
- Anticipate situation changes, such as severe aftershocks, in all planning.
- Keep the Operations Section Chief advised of your status and activity and on any problem areas that now need or will require solutions.

Section: Operations

Position: Facility Check & Security

Primary: Darrell Rankin, Regional Facilities Officer

Alternate: Luis Hernandez, Custodial Crew Leader

Reports to: Operations Chief

Staffing

Characteristics: Regional Plant Operations Supervisor or others familiar with the site's facilities, utilities, and infrastructure.

Responsibility: Controls utilities, restricts access to unsafe areas and communicates damage to the Site Incident Commander. Also assists with traffic control for public safety vehicles, and the media.

Special Equipment:

- Hard hat
- Work gloves
- Whistle with master keys on lanyard
- Bucket or duffel bag with goggles
- Flashlight
- Dust masks
- Yellow caution tape
- Shutoff tools — for gas & water (crescent wrench)

Start Up Activities:

- Check condition and take along appropriate tools.

During Event:

- As you do the following, observe the facility and report any damage by radio to the Command Post.
- Lock or open gates and major external doors appropriate for the situation.
- Locate/control/extinguish small fires as necessary.
- Check gas meter and, **if gas is leaking**, shut down gas supply.
- Shut down electricity only if building has clear structural damage or advised to do so by Command Post (CP).
- Post yellow caution tape around damaged or hazardous areas.
- Verify that campus is in "lockdown" and report same to CP.
- Advise CP of all actions taken for information and proper logging.
- Be sure that the entire campus has been checked for safety hazards and damage.
- No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.

- Direct traffic of vehicles of parents, public safety, and media on and off campus as appropriate.

Section: Operations

Position: Search and Rescue Team Leader

Primary: Linda Woods, Dean MBEPS

Alternate: Ivan Valdovinos Gutierrez, Program Activity Manager

Reports To: Operations Chief

Staffing

Characteristics: Trained as a leader in Search & Rescue

Responsibility: Directs, monitors, and documents status of the Search & Rescue Teams. Coordinate staffing and ensure safety of Team members.

Special Equipment:

- Hard hat
- Work and latex gloves
- Whistle with master keys on lanyard
- Search & Rescue Map
- Search & Rescue Supplies (Form #10)

Start-Up Activities:

- Obtain all necessary equipment from container. See Form #7.
- Obtain briefing from the Operations Chief, noting known fires, injuries, or other situations requiring response.
- Assign teams based on available manpower, minimum 2 persons per team. The District recommends the following standards for establishing Search & Rescue Teams:

During Event:

- The District recommends the following number of Search & Rescue Teams with each team consisting of two members:
Site occupancy <500 = 2 Teams; Site occupancy 500-1000 = 4 Teams; Site occupancy >1000 = 6 Teams.
- Buddy system: Minimum of 2 persons per Team.**
 - Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
 - **Follow all operational and safety procedures.**
- Perform visual check of outfitted team leaving CP; include radio check. Teams must wear sturdy shoes and safety equipment.
- Record names and assignments before deploying teams.
- Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- Remain at Command Post (CP) in radio contact with S&R Teams.

- Record all team progress and reports on site map, keeping others at CP informed of problems. When a room is reported clear, mark a "C" on the map.
- If injured are located, consult Operations Chief for response.
- Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map)
- Keep radio communication brief and simple. No codes.

Section: Operations

Position: Search & Rescue Teams

Primary: C-Cert Team Member

Alternate: C-Cert Team Member

Reports to: Search & Rescue Team Leader

Staffing

Characteristics: Trained in Search & Rescue

Responsibility: Check the site for damage, rescues victims, and reports campus situation to the Search & Rescue Team Leader.

Special Equipment:

- Search & Rescue Supplies (Form #7)

Start-Up Activities:

- You must be wearing sturdy shoes and long sleeves.**
- Put batteries in flashlight.

During Event:

- Buddy system: Minimum of 2 persons per Team.**
 - Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
 - **Follow all operational and safety procedures.**
- Report gas leaks, fires, or structural damage to CP immediately upon discovery. Shut off gas or extinguish fires, if possible.
- Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**
- If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to Command Post that room has been cleared (ex: "Room A-123 is clear")*
- When injured victim is located, team transmits location, number, and condition of injured to CP. **Do not use names of students.** Follow directions from CP.
- Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.
- Keep radio communication brief and simple. No codes.

Section: Operations Medical Team Leader

Primary: Lezlie Allen, Nursing Center Supervisor

Alternate: Alex Hofler, Program Activity Manager

Reports to: Operations Chief

Staffing

Characteristics: Trained as a leader in providing emergency medical and psychological aid. Campus Nurse.

Responsibility: Leader to team providing emergency medical response, first aid, and psychological/CISM (Critical Incident Stress Management) counseling.

Special Equipment:

- Medical Team Supplies (Form #3)

Start-Up Activities:

- The District recommends the following number of Medical Teams with each team consisting of two members: *Site occupancy <500 = 2 Teams; Site occupancy 500-1000 = 4 Teams; Site occupancy >1000 = 6 Teams.*
- Establish scope of disaster with SIC and determine probability of outside emergency medical support and transport needs.
- Request assistance from the Mental Health Counselor for psychological staff and student needs
- Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
- Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- Assess available inventory of supplies & equipment.
- Review safety procedures and assignments with personnel.
- Establish point of entry (“triage”) into treatment area.
- Establish “immediate” and “delayed” treatment areas.
- Set up a separate Psychological First Aid area with staff trained in CISM from the District Crisis Response Team.
- Establish the need for a temporary morgue. If a morgue is needed, establish an appropriate location in consideration of the following:
 - If directed, set up morgue area. Verify:
 - Tile, concrete, or other cool floor surface
 - Accessible to Coroner’s vehicle
 - Remote from Evacuation Area
 - Security: keep unauthorized persons out of morgue.

- Maintain respectful attitude.

During Event:

- Oversee care, treatment, and assessment of patients
- Ensure caregiver and rescuer safety
 - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel response for injuries in remote locations or request Logistics for staffing assistance.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to Operations Chief.
 - **After pronouncement or determination of death:**
 - **Do not** move the body until directed by Command Post (CP).
 - **Do not** remove any personal effects from the body. Personal effects must remain with the body **at all times**.
 - As soon as possible, **notify Operations Chief**, who will notify the CP, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. The law enforcement authorities will notify the Coroner.
 - Keep accurate records and make available to law enforcement and/or the Coroner when requested.
 - Write the following information on two tags:
 - Date and time found.
 - Exact location where found.
 - Name of decedent, if known.
 - If identified—how, when, by whom.
 - Name of person filling out tag.
 - Attach one tag to body.
 - If the Coroner’s Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.
- Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body.
- Keep Operations Chief informed of overall status.
- Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
- Stay alert for communicable diseases and isolate appropriately.

After:

- Conduct a Critical Incident Stress Debriefing for Command Team staff.

Section: Operations

Position: Medical Teams

Primary: C-Cert Team Member

Alternate: City Pool Guards/ Staff trained in first aid

Reports to: Medical Team Leader

Staffing

Characteristics: Trained in first aid and CISM

Responsibility: Works with a buddy to administer first-aid and arrange for transport of victims as necessary.

Special Equipment:

- Medical Team Supplies (Form #3)

Start-Up Activities:

- Obtain & wear personal safety equipment including latex gloves.
- Use approved safety equipment and techniques.
- Check with Medical Team Leader for assignment.

During Event:

- Administer appropriate first aid.
- Keep accurate records of care given.**
- Continue to assess victims at regular intervals.
- Report deaths immediately to Medical Team Leader.
- If & when transport is available, do final assessment and document on triage tag. Keep and file records for reference—**do not send with victim.**

Triage Entry Area:

- Staffed with minimum of 2 trained team members, if possible.
- One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess, if not tagged.
- Second team member logs victims' names on form and sends forms to CP as completed.

Treatment Areas (“Immediate” & “Delayed”)

- Staff with minimum of 2 team members per area, if possible.
- One member completes secondary head-to-toe assessment.
- Second member records information on triage tag and on-site treatment records.
- Follow categories: Immediate, Delayed, Dead
- When using 2-way radio, do not use names of injured or dead.

After:

- Clean up first aid area. Dispose of hazardous waste safely.
- Assist in the Critical Incident Stress Debriefing for the staff

Section: Operations

Position: Evacuation Area

Primary: **Adrian Gonzales, VP Student Services**

Alternate: **Cheryl Barnard, Dean of Student Affairs**

Reports to: **Operations Chief**

Staffing

Characteristic: Trained in managing large groups of people

Responsibility: Ensure the care and safety of all staff and students on campus (except those who are in the Medical Treatment Area).

Special Equipment:

- Ground cover and tarps
- First aid kit, water, food, sanitation supplies

Start-Up Activities:

- Request additional personnel, if needed.
- If campus/facility is evacuating:
 - Verify that the Evacuation Area and routes to it are safe.
 - Count or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

During Event:

- Monitor the safety and well-being of the staff in the Evacuation Area.
- Administer minor first aid as needed.
- When necessary, provide water and food to students and staff.
- Make arrangements for portable toilets if necessary, ensuring that staff wash their hands thoroughly to prevent disease.
- Make arrangements to provide shelter for staff.
- Update records of the number of staff in the Evacuation Area (or in the buildings).
- Direct all requests for information to the PIO.

Section: Planning & Intelligence

Position: Planning Chief

Primary: Michael Odu, VP Instruction

Alternate: Lou Ascione, Dean of Arts & Humanities

Reports to: Site Incident Commander

Staffing

Characteristics: Someone familiar with site and its occupants

Responsibility: Collection, evaluation, documentation, and use of information about the incident.

Equipment:

- File box(es)
- Dry-erase pens and eraser
- Large site map of campus, laminated or covered with Plexiglas

During:

- Assume the duties of all Planning Section positions until staff is available and assigned.**
- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Assist SIC in writing Incident Action Plan (Form #1).

Section: Planning & Intelligence

Position: Situation Analysis

Primary: Allison Douglas-Chicoye, Dean of Student Dev. & Matric

Alternate: Claudia Estrada-Howell, Acting Dean of Business, Tech. Careers and Workforce Initiatives

Reports to: Planning Chief

Staffing

Characteristics: Administrative staff familiar with site's facilities and resources

Responsibility: Analyzes the emergency situation in order to identify needed personnel and resources.

Special

Equipment:

- Dry-erase pens and eraser
- Large site map of campus, laminated or covered with Plexiglas
- File box(es)
- Map of local area

During:

Situation Status Map:

- Collect, organize and analyze situation information.
- Mark site map appropriately as related reports are received. This includes but is not limited to Search & Rescue reports and damage updates, giving a concise picture status of campus.
- Preserve map as legal document until photographed.
- Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situation Analysis:

- Provide current situation assessments based on analysis of information received.
- Develop situation reports for the Command Post (CP) to support the action planning process.
- Think ahead and anticipate situations and problems before they occur.
- Report only to CP personnel. Refer all other requests to Public Information Officer.**

Section: Planning & Intelligence

Position: Documentation

Primary: **Malia Kunst, Executive Assistant to the President**

Alternate: **Mona Patel, Acting Associate Dean of Strong Workforce**

Reports to: **Planning Chief**

Staffing

Characteristics: Administrative staff or others trained in managing documents.

Responsibility: Collection, evaluation, documentation and status of all documents associated with the emergency response, including financial expenditures, timekeeping, and other necessary documentation.

Special Equipment:

- File box(es)
- Forms:
 - Situation Report

During:

Records:

- Maintain time log of the Incident, noting all actions and reports.
- Record content of all radio communication with District Emergency Operations Center (EOC).
- Record verbal communication for basic content.
- Log in all written reports.
 - **Important:** A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—**they are legal documents.**
- File all reports for reference.

Student and Staff Accounting:

- Receive, record, and analyze accounting of staff.
- Check off staff roster. Compute number of staff, and others at facility for Situation Analysis. Update periodically.
- Report missing persons and site damage to Command Post.
- Report first aid needs to medical team leader.
- File forms for reference.
- Track regular and overtime of all staff.

After:

- Collect and file all paperwork and documentation from deactivating sections.
- Securely package and store these documents for future use.

Section: Logistics

Position: Logistics Chief

Primary: **Daniel Gutowski, Director College Facilities and Operations**

Alternate: **Truongson Nguyen, Dean Enrollment Services**

Reports to: **Site Incident Commander**

Staffing

Characteristics: Administrative skills

Responsibility: The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Special

Equipment:

- Cargo container or other storage facility with all emergency supplies stored on site.
- Forms:
 - Emergency Supplies Inventory
 - Site Status Report
 - Volunteer Registration Forms
 - List of Registered Disaster Volunteers

Start-Up Activities:

- Assume the duties of all Logistics positions until staff is available and assigned.**
- Ensure that the Command Post and other facilities are setup as needed.

During Event:

- Coordinate supplies, equipment, and personnel needs with the SIC.
- Maintain security of cargo container, supplies and equipment.

After:

- Secure all equipment and supplies.

Section: Logistics

Position: Supplies, Facilities, & Staffing

Primary: **Dana Stack, Director Admissions**

Alternate: **Vincent Ngo, Director Financial Aid**

Reports to: **Logistics Chief**

Staffing

Characteristics: Administrative skills

Responsibility: Provides facilities, equipment, supplies, materials, and staffing in support of the incident.

Special Equipment:

- Cargo container or other storage facility and all emergency supplies stored on site
- Forms: Emergency Supply Inventory

Start-Up Activities:

- Open supplies container or other storage facility if necessary.
- Begin distribution of supplies and equipment as needed.
- Set up the Command Post (including Crisis Response Boxes and Command Team Kit)
- Review staff roster and begin call-back, as required.

During Event:

- Maintain security of cargo container, supplies and equipment.
- Distribute supplies and equipment as needed.
- Assist team members in locating appropriate supplies and equipment.
- Set up Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.
- Coordinate with the SIC on establishing the need for future work shifts and related staffing needs.

After:

- Secure all equipment and supplies.

Section: Finance & Administration

Position: Finance & Administration Chief

Primary: **Brett Bell, VP Administrative Services**

Alternate: **Denise Kapitzke, Director Administrative Services**

Reports to: **Site Incident Commander**

Staffing

Characteristics: Familiar with common financial record keeping standards. Office staff.

Responsibility: Purchasing of all necessary materials, tracking financial records, maintain timekeeping records, and recovering campus/facility records following an emergency.

Special

Equipment:

None

During:

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Work closely with Planning & Intelligence Section and Logistics Section on purchasing any necessary supplies, equipment, and materials.
- Track financial records. Maintains accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for sites to acquire certain items quickly.
- Manage and analyze timekeeping records for emergency responders.
- Determine process for tracking regular and overtime of staff.
- Ensure that accurate records are kept of all staff members, indicating hours worked.
- If District personnel not normally assigned to the site are working, be sure that records of their hours are kept.
- Determine process for tracking purchases.
- Support Logistics in making any purchases which have been approved by the Site Incident Commander.

After:

- Responsible for managing the recovery of administrative records and applying for reimbursement following an emergency. Work with Documentation Unit to gather all pertinent documents and records.

SECTION SIX
FORMS

Forms

- Form #1 – Incident Action Plan**
- Form #2 Medical Treatment Victim Log**
- Form #3 – Medical Team Supplies**
- Form #4 – Command Team Assignment Form**
- Form #5 – Volunteer Assignments**
- Form #6 – Status Report**
- Form #7 – Search and Rescue Team Supplies**
- Form #8 – Position Log**

Form #1 - INCIDENT ACTION PLAN

INCIDENT NAME <i>(e.g. Cedar Fire)</i>	DATE & TIME PREPARED	PREPARED BY <i>(i.e. Planning Chief)</i>
INCIDENT OBJECTIVE <i>(Big picture objective, e.g.: Initial Survey, Search & Rescue, Evacuate, Shelter)</i>		
OPERATIONAL PERIOD <i>(Start and End Times to achieve current objectives and report back)</i>		
CURRENT OBJECTIVES <i>(Simple, achievable, within-the- time-frame objectives)</i> <ul style="list-style-type: none">● _____● _____● _____● _____● _____● _____● _____		
WEATHER FORECAST FOR OPERATIONAL PERIOD		

Form #2 – MEDICAL TREATMENT VICTIM LOG

(Used by the Medical Team at the Medical Station)

Site _____ Date _____

Name _____ Triage Tag # _____ Triage Category _____ Transported To; _____ Released time _____

1. _____ D I d _____
2. _____ D I d _____
3. _____ D I d _____
4. _____ D I d _____
5. _____ D I d _____
6. _____ D I d _____
7. _____ D I d _____
8. _____ D I d _____
9. _____ D I d _____
10. _____ D I d _____
11. _____ D I d _____
12. _____ D I d _____

_____ D (Delayed) _____ I (Immediate) _____ d (Deceased)

Completed by _____ Time _____

Delivered to _____ (title) at Command Post

10/07

Form #3 – MEDICAL TEAM SUPPLIES

(stored in the Command Team Kit)

The District recommends that each Medical Team have two members and that the following number of teams be maintained at the site:

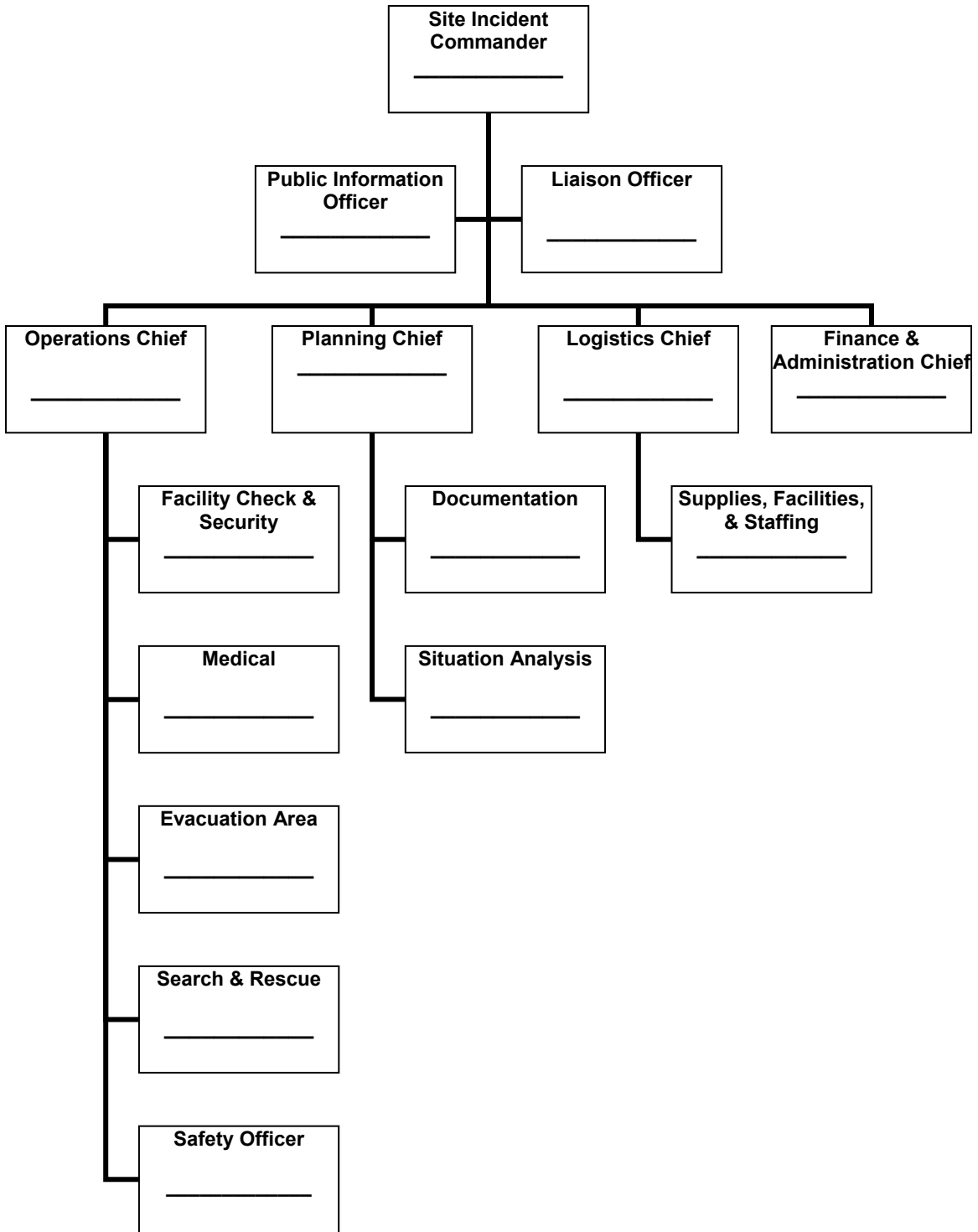
Site Occupancy <500 = 2 Teams

Site Occupancy 500-1000 = 4 Teams

Site Occupancy >1000 = 6 Teams

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandages: 1 per student
- Ace wrap: 2-inch: 12 per campus and 4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each, sm, med. lg.
- Steri-strips or butterfly bandages: 50 per campus
- Aqua-Blox (water) cases (for flushing wounds, etc.): $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Hydrogen Peroxide: 10 pints/campus
- Bleach - 1 small bottle
- Antiseptic Hand Gel or Packets
- Stretchers or backboards: use on-site supplies from the Nurse's Office or create transport devices by utilizing such things as blankets or doors off hinges - 1.5/100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls/campus and 2" cloth: 24 per campus
- Dust masks: 1 per student and staff
- Disposable blanket: 10 per 100 students
- First Aid Books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff

Form #4 – COMMAND TEAM ASSIGNMENT FORM



Form #5 - VOLUNTEER ASSIGNMENTS

Volunteer Name/Address/Phone	Time	Position
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		

Form #6 - STATUS REPORT

TO: _____ FROM: _____

NAME OF CAMPUS/ADMINISTRATIVE FACILITY: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio ___ Walkie-Talkie ___ Telephone ___ Messenger ___

EMPLOYEE/STUDENT STATUS

	Absent	Injured	#Sent to hosp/med	Dead	Missing	Unknown (away from site)	# Released to parents	# Under supervision
Students								
Staff								
Visitors								

STRUCTURAL DAMAGE - check type of damage/problems and indicate specific location(s)

√	Damage/Problem	Location(s)
	gas leak	
	water	
	fire	
	electrical	
	communications	
	heating/cooling	
	other:	
	other:	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance (indicate how long?; overall condition of campus/facility, neighborhood & street conditions; outside agencies on campus/facility and actions; names of injured, dead, missing and unaccounted for ASAP)

Form #7 SEARCH AND RESCUE TEAM SUPPLIES

The District recommends that each Search & Rescue Team have two members and that the following number of teams be maintained at the site:

Site Occupancy <500 = 2 Teams

Site Occupancy 500-1000 = 4 Teams

Site Occupancy >1000 = 6 Teams

Member Supplies - each Search & Rescue Team member is issued these supplies

- Work Gloves
- Helmet
- Identifying Vest
- Safety Goggles
- Flashlight (with extra batteries)
- Personal First Aid Kit
- Water
- Whistle
- Marker Pens
- Pocket Knife
- Duct Tape
- Utility Shut Off Tools
- Note Pad and Pen
- Cyalume Sticks (light sticks)
- Walkie - Talkie

Team Supplies – each 2 person Team is issued these supplies

- Fire Extinguisher 3-A:40-B:C
- Pry Bar 36"
- Axe
- Sledge Hammer 5-8 lb.
- Bolt Cutter

SECTION SEVEN
APPENDICES

Appendices

Hazard Site Assessment

Hazardous Materials Business Plan
(separate cover)

Evacuation Plan
(separate cover)

Hazard Site Assessment

San Diego Miramar College
 San Diego Community College District
 10440 Black Mountain Road

1209-E4

		Dam Failure	Earthquake	Liquefaction	Flood	Landslide	Tsunami	Wildfire	Weighted Total
Probability	Score:	2	3		3			2	10
	Weight (45%):	0.9	1.35	0	1.35	0	0	0.9	4.5
Magnitude/Severity	Score:	4	2		3			3	12
	Weight (30%):	1.2	0.6	0	0.9	0	0	0.9	3.6
Warning Time	Score:	4	4		3			4	15
	Weight (15%):	0.6	0.6	0	0.45	0	0	0.6	2.25
Duration	Score:	0	3		2			1	6
	Weight (10%):	0	0.3	0	0.2	0	0	0.1	0.6
Weighted Total:		2.7	2.85	0	2.9	0	0	2.5	10.95

Comments:

Campus is 2 1/2 miles north of US Marine Corps Air Station. Locations in the southern portions of the campus are in the Dam Inundation Map area for Miramar Dam and/or in a 100-year floodplain.

July 6, 2008

Note: See attached key for values associated with the Hazard Site Assessment. The Hazard Site Assessment was conducted in 2007 during preparation of the District's Hazard Mitigation Plan.

SDCCD

Hazard Site Assessment

Key Code

Hazard Site Assessment data was gathered using the following sources (not all sites vulnerable to all identified hazards):

1. Dam Failure

Information was drawn from the SANGIS website.

<http://www.sangis.org/SangisInteractive/viewer/viewer.asp>

2. Earthquake

Probability:

All locations in San Diego are considered “likely” M6.9 activity on the Rose Canyon Fault.

Magnitude/Severity:

Based on HAZUS Rose Canyon M6.9 map dated February 3, 2006 supplied by the California Department of Conservation.

3. Liquefaction

Information was drawn maps and text in the San Diego County Hazard Mitigation Plan (March 2004)

4. Landslide

Information was drawn from the SANGIS website. Geologic information on the SANGIS maps includes “landslides” and “slide prone formations”.

<http://www.sangis.org/SangisInteractive/viewer/viewer.asp>

5. Flooding

Information was drawn from the SANGIS website. Areas in question were also examined using FEMA Flood Insurance Rate Maps.

<http://www.sangis.org/SangisInteractive/viewer/viewer.asp>

<http://www.msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>

6. Tsunami

Information was drawn maps and text in the San Diego County Hazard Mitigation Plan (March 2004)

7. Wildfire

Information was drawn maps and text in the San Diego County Hazard Mitigation Plan (March 2004)

Dam Failure (Data Source: SANGIS)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A	Not impacted	0	45%
	Unlikely	Adjoining inundation area	1	
	Possible	In inundation area	2	
	Likely		3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited		2	
	Critical	Adjoining inundation area	3	
	Catastrophic	In inundation area	4	
Warning Time	N/A		0	15%
	Less than 6 hrs	Adjoining or in inundation area	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs	Adjoining or in inundation area	1	
	Less than 24 hrs		2	
	Less than one Wk		3	
	More than one Wk		4	

Earthquake (Magnitude/Severity Source: HAZUS Map Rose Canyon 6.9 Scenario 2.3.06)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely		1	
	Possible		2	
	Likely	All sites	3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible	Green: VI – Moderate shaking with objects falling Grey: I to V – Light Shaking with slight or no damage	1	
	Limited	Yellow: VII – Strong shaking with nonstructural damage	2	
	Critical	Orange: VIII – Very strong shaking with moderate damage	3	
	Catastrophic	Red: IX – Violent shaking with heavy damage	4	
Warning Time	N/A		0	15%
	Less than 6 hrs	All sites	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs		1	
	Less than 24 hrs		2	
	Less than one Wk	All sites	3	
	More than one Wk		4	

Liquefaction (Data Source: SANGIS)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely		1	
	Possible		2	
	Likely	Any impacted site	3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited		2	
	Critical	Any impacted site	3	
	Catastrophic		4	
Warning Time	N/A		0	15%
	Less than 6 hrs	Any impacted site	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs		1	
	Less than 24 hrs		2	
	Less than one Wk	Any impacted site	3	
	More than one Wk		4	

Flooding (Data Sources: SANGIS and FEMA FIRM Maps)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely		1	
	Possible	500 Year Flood Plain	2	
	Likely	100 Year Flood Plain	3	
	Highly Likely	50 Year Flood Plain	4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited		2	
	Critical	50, 100, and 500 Year Flood Plain	3	
	Catastrophic		4	
Warning Time	N/A		0	15%
	Less than 6 hrs		4	
	6 to 12 hrs	50, 100, and 500 Year Flood Plain	3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs		1	
	Less than 24 hrs	50, 100, and 500 Year Flood Plain	2	
	Less than one Wk		3	
	More than one Wk		4	

Landslide (Rain-Induced) (Data Source: SANGIS “landslide or slide prone formation”)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely	Slide prone formation	1	
	Possible	Landslide	2	
	Likely		3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible	Slide prone formation	1	
	Limited	Landslide	2	
	Critical		3	
	Catastrophic		4	
Warning Time	N/A		0	15%
	Less than 6 hrs	Landslide	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs	Slide prone formation	1	
Duration	N/A		0	10%
	Less than 6 hrs	Landslide and Slide prone formation	1	
	Less than 24 hrs		2	
	Less than one Wk		3	
	More than one Wk		4	

Tsunami (Data Source: San Diego County Hazard Mitigation Plan)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely	Site adjoins Tsunami Run-Up area	1	
	Possible	Site in Tsunami Run-up area (42 ft.)	2	
	Likely		3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited	Site adjoins Tsunami Run-Up area	2	
	Critical	Site in Tsunami Run-Up Area (42 ft.)	3	
	Catastrophic		4	
Warning Time	N/A		0	15%
	Less than 6 hrs	Site adjoins or is in Tsunami Run-Up Area	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs	Site adjoins or is in Tsunami Run Up Area	1	
	Less than 24 hrs		2	
	Less than one Wk		3	
	More than one Wk		4	

Wildfire (Data Source: San Diego County Hazard Mitigation Plan)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A	Grey: Little or no threat	0	45%
	Unlikely	Yellow: Moderate	1	
	Possible	Orange: High	2	
	Likely	Red: Very High	3	
	Highly Likely	Burgundy: Extreme	4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited	Yellow	2	
	Critical	Orange, Red	3	
	Catastrophic	Burgundy	4	
Warning Time	N/A		0	15%
	Less than 6 hrs	All	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs	All	1	
	Less than 24 hrs		2	
	Less than one Wk		3	
	More than one Wk		4	