



EMERGENCY

OPERATIONS

PLAN

RECORD OF CHANGES

CHANGE NUMBER	SUBJECT OR PAGE NUMBER	ENTERED BY	DATE ENTERED
1	Changed UCM to UC Merced all applicable pages	Rita Spaur	July 13, 2009
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PREFACE

Although most critical incidents and emergencies will be handled by personnel and resources that are located within close proximity to the incident site, there nevertheless can be incidents that will overwhelm resources and require a coordinated response by the campus.

Campus emergency responders should anticipate and plan for all foreseeable events that can negatively affect the campus population or infrastructure. Given the limited availability of resources, special attention is given to prior planning, extensive training and operational exercises including the use of tabletop exercises. Included in these efforts is consideration given to the pre-positioning, vendor contracting, and storage as needed, of food, water, and other critical supplies and equipment.

The primary purposes of the campus emergency response effort are the protection of lives and the physical integrity of the campus including the ability to continue the business and functions of the institution.

Emergency response personnel and the campus community must be able to effectively communicate and operate during an emergency or disaster. One of the critical elements that will permit seamless cooperative efforts requires that the model of the State and Federal Incident Command System be institutionalized and thoroughly practiced at all levels before, during and after any emergency or disaster.

Because of federal mandates beginning in 2006, all public agencies that depend on federal training funds and/or federal emergency incident management support must become NIMS compliant. It is imperative that UC Merced support and demonstrate the intention and the ability to meet these mandates.

The guidelines in this document are designed to be flexible allowing for structured management of a small emergency or of the largest disaster. The plan addresses the requirements of University of California, Office of the President, the federal directives that were published or adopted on or after 2004, including the National Incident Management System (NIMS), and the National Response Plan (NRP), Homeland Security Presidential Directive-5 (HSPD-5), Homeland Security Presidential Directive-8 (HSPD-8), National Fire Protection Association standards (NFPA), and the California Standardized Emergency Management System (SEMS) mandate.

This plan does not include the tactical and operational considerations necessary to manage an incident. Those plans are confidential operations plans maintained by first responders and support function entities.

Section 1 Executive Summary

100.00 INTRODUCTION

100.10

PURPOSE

The purpose of the University of California, Merced (UC MERCED) Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to a major Emergency. The Plan incorporates operating procedures from the “Incident Command System” (ICS) for handling emergencies resulting from fires, floods, storms, hazardous materials, criminal incidents affecting a broad spectrum of the community, and other potential disasters and emergencies.

The UC MERCED Emergency Operations Plan utilizes the Standardized Emergency Management System (SEMS), (in compliance with the National Incident Command System) as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS and NIMS incorporate the use of the Incident Command System (ICS), the Master Mutual Aid agreement, existing mutual aid systems, County operational area concept, inter-agency coordination, and after action reporting and analyses. This system, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding departments and agencies.

100.11

SCOPE

This Emergency Operations Plan is a campus-level plan that guides the emergency response of UC Merced personnel and resources during a major disaster. It is the official Emergency Operations Plan for UC Merced and precludes actions not in concert with the intent of this plan, or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

100.12

MISSION

It is the mission of UC MERCED to respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Life Safety;
- Priority II: Maintenance of Life Support and Assessment of Damages; and
- Priority III: Restoration of General Campus Operations

It is anticipated that as operations progress from Priority I through Priority II and III responses, the administrative control of the campus will transition from the EOP structure back to the normal UC MERCED organizational structure. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.

100.13

AUTHORITY

This Plan is promulgated under the authority of the UC Merced Chancellor.

As the Chancellor of the University of California, Merced, I direct that this plan be in full force and effect as of 12:01 A.M. on February 15, 2008.

This Emergency Operations Plan is reviewed and approved by:

Signed

Chancellor

Date

Signed

Vice Chancellor – Administration

Date

Signed

Chief of Police/Emergency Director

Date

Signed

EH&S Director

Date

Signed

Executive Director of Communications

Date

Signed

Executive Director of Facilities

Date

Signed

UC Merced Fire Marshall

Date

100.21 Incident Command System

The Emergency Operations Plan uses a management system known as the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management with the control necessary to direct and coordinate all operations and all agencies responding to emergency incidents
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

100.22 Command Authority & Reporting Structure

Upon determination that a state of emergency exists, the Chief of Police/Emergency Director or designee shall activate the EOC. The Chief or designee will continue to exercise EOC Management authority and will activate elements of the EOP as necessary.

100.23 Organization

The responsibilities summarized below are elaborated in the Emergency Operations Plan. Communication flows both up and down within the command structure.

- The Chancellor's Executive Policy Group;
- The Emergency Operations Center (EOC)
- The Department Operations Centers (DOCs)

100.23.1 The Chancellor's Executive Policy Group:

The Chancellor has ultimate responsibility for activation and termination of the Emergency Operations Center. The Chancellor's Executive Policy Group membership is appointed by the Chancellor. The group's primary role is to advise and assist the EOC in making strategic policy decisions, and maintain liaison with the UC Office of the President, and State and Federal Officials as appropriate.

Only the Chancellor or designee may declare a state of emergency throughout the entire campus or a portion of the campus, and he or she may officially downgrade the state of emergency to a business-as-usual state. The chair of succession for declaration of a state of emergency in the absence of the Chancellor is first to the Provost/Executive Vice Chancellor, then to the Vice Chancellor for Administration.

100.23.2 The Emergency Operations Center - *There are five Sections, within the EOC:*

- **Management Section:** Under the guidance of the Emergency Director has overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment. The Public Information, Student Affairs, Liaison and Safety Officer, and EOC Coordinator report to and directly assist the EOC Director. University Counsel assists the Emergency Director and Executive Policy Group.
- **Operations Section:** Represents the campus emergency services units—the actual on-scene emergency responders. They are responsible for the assessment and implementation of field operations.
- **Planning and Intelligence Section:** Responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports to the EOC management and field operations. It is also responsible for damage assessment and developing specialized technical assessments of the event.
- **Logistics Section:** Responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).
- **Finance and Administration Section:** Responsible for cost accountability and risk assessment. They document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develop FEMA documentation.

100.23.3 EOC Reporting Structure

Each EOC Section is comprised of specific functions, called Units and Branches, and is overseen by the EOC Section Chiefs who report directly to the EOC Coordinator or Campus Emergency Director. It is essential that each ICS participant understands the reporting procedures and follows them throughout the course of an emergency incident:

- Units report to and take direction from their branch coordinators, and work with their department operations center when applicable and other units within their branch.
- Branch Coordinators report to and take direction from their EOC section chief. Members work with their staff, their department operations center when applicable, and other branches within their section.
- EOC Section Chiefs report to, take direction from the EOC Coordinator if the coordinator's position is staffed or in the absence of the coordinator from the Emergency Director, and work with their Units and other EOC Section Chiefs.
- EOC Director reports to and takes direction from the Chancellor's Executive Policy Group and oversees the EOC.
- Chancellor's Executive Policy Group is responsible for policy level decisions, fiscal authorization, strategic policy and direction for recovery and resumption of normal operations.

Please also refer to the EOC Organizational Chart in Section 3 of the EOP for more detailed information.

100.24 Training

Training is critical to the success of this plan and an essential part of the ICS. All emergency response and management participants and alternates will receive training in the ICS, in the functioning of the EOC, the field incident command center, and in their primary role. The training includes an annual orientation to the EOC checklists and participation in exercises and drills.

100.25 The Emergency Operations Center (EOC)

The EOC, located in the Kolligian Library, is maintained in a state of readiness for conversion and activation. The facility is used for training and is a designated, but not a dedicated EOC facility. The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of emergency designated personnel should report directly to the EOC. If an EOC member is unsure of whether to report, he or she should first contact the UC Police Communications Center at 228-2677 (CAT-COPS) to determine when and where to report. In the event that the primary EOC cannot be used, or must be moved EOC personnel will be directed to an alternate location by their section chief.

100.30

EMERGENCY LEVELS

An emergency is defined as any incident human-caused or natural that requires responsive action to protect life and property. In addition, the following four definitions are provided to assist in the planning and response to predicted or existing campus conditions:

100.31 Normal Campus Conditions-(No Emergency) (Level 0)

When normal campus conditions exist, no unusual response or planning activities are necessary.

100.32 Critical Incident (Minor Emergency) (Level 1)

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the university. A critical incident causes significant disruption to the subgroups that they affect, but do not disrupt overall institutional operations. During a critical incident, a Field Incident Command Post may be established as determined necessary by the University Chief of Police/Emergency Director or designee. The Incident Command Post will generally be located as close to the actual incident scene as possible. An example of a Level 1 incident may include a hazardous materials spill, or a water supply line break requiring multi agency clean-up efforts and building evacuation, but localized to one building.

100.33 Crisis (Major Emergency) (Level 2)

A crisis or major emergency is any event that disrupts the orderly operations of the University or its institutional missions. A crisis affects all facets of the institution and may raise questions or concerns over closing or shutting down the institution for any period. Outside emergency resources may be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of a Field Incident Command Post and may require an Emergency Operations Center (EOC) and Chancellor's Executive Policy Group activation. An example may include a flood affecting the majority of campus, a campus-wide sustained power outage, a wildfire threatening the campus, or an active shooter incident.

100.34 Disaster (Severe Emergency) (Level 3)

A disaster is an event whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may be experienced. A coordinated effort of all campus-wide resources is required to control effectively the situation and outside emergency services and resources will be essential. In all cases of a

100.60 DEPARTMENT OPERATIONS CENTERS (DOCs)

Essential response departments have DOCs and DOC plans to coordinate the actions of their personnel and to facilitate communication to and from the EOC. UC Merced Campus DOCs include:

- Police Department
- Facilities Management
- Environmental Health & Safety
- Residence and Student Life
- Information Technology
- Campus Communications
- Human Resources
- Student Health Services

DOCs may activate independently in response to localized events that require extraordinary attention (e.g. power failure, Internet failure or attack, civil disturbance, etc.) Upon independent DOC activation, the DOC Director shall contact the Chief of Police to apprise her of the situation. DOCs may be directed by the EOC to activate during an emergency.

The EOC will provide interdepartmental coordination of activities and will establish operational priorities for the DOCs. The DOCs will automatically work to restore their critical business functions and will take action on pre-determined high priority response activities.

100.70 COMMAND POSTS

Field Incident Command Post/s will be established in a campus-wide emergency. The Command Post/s, staffed by police and incident specific personnel will provide a standardized process for in field incident command of emergency operations in the field. Command posts will provide a contact point for teams and arriving resources, radio communications with the EOC, a process for requesting resources, and assisting people on site to emergency services (medical, care and shelter).

100.80 OFF-CAMPUS ASSISTANCE AND MUTUAL AID

The University is within California Office of Emergency Services (OES) Region V and therefore participates in the OES mutual aid system as established in 1961. The OES mutual aid system general provides for personnel resources and limited equipment for law enforcement and fire services.

Mutual aid requests may be placed into effect by the Incident Commander or Emergency Director during an incident, by contacting the Region V Mutual Aid Coordinator.

Neither UC Merced nor any municipality or jurisdiction has the resources to handle effectively all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. These mutual aid providers may be generally divided into two categories: Inter-campus and Non-University.

100.81 INTER-CAMPUS

Within the ten-campus University of California system, a variety of support resources exist that generally mirror the resources available at each campus. These resources include Central Plant and Facilities Management, Police, Fire, EH&S and other specialized personnel. Each campus has designated an Emergency Director who may be requested to serve as a contact person for requested resources.

100.82 NON-UNIVERSITY

The Campus Emergency Director may request local, county, and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be requested through specific procedures. State-level resources may be requested through protocol established by the State Office of Emergency Services. The University may call upon local mutual aid, requesting County and City resources first and then assistance from the Merced County Office of Emergency Management Operational Area State Coordinator, to access state resources. In addition, the

University Health Services is part of the Merced County Emergency Medical System and may call upon, or be called upon, by this system for medical services support and supplies. The Campus may also participate in disaster sheltering activities in conjunction with the American Red Cross.

100.90

COMMUNICATIONS

100.91 UC MERCED COMMUNICATIONS is primary in assuring planning for and implementing the Campus Emergency Communications Plan.

100.91.1 Communications Coordination: The incident Public Information Officer, in coordination with the Incident Commander and/or Campus Emergency Director, shall determine when and by what methods it is appropriate to issue emergency alerts, and other informational releases to the campus community, key government officials, community leaders, emergency management response agencies, volunteer organizations, and any other persons and entities essential to a coordinated response to an incident.. The Executive Director of Communications is responsible for activating the “Crisis Communications Plan” (Section 10 Annex A)

100.92 FIELD COMMUNICATIONS

100.92.1 Relaying Building Information to the EOC: The Building Managers act as the “eyes and ears” of the EOC, providing accurate up-to-date information about emergency incidents. Department Safety Coordinators should provide information concerning injuries, damage, evacuation, and resources to their Building Manager. The Building Manager compiles this information from all departments/units in their building and submits it to the EOC Planning Section Chief. The Operations Section will also receive emergency information directly from emergency personnel in the field. Together, this information provides the basis for initiating the emergency response and mutual aid support.

100.92.2 Relaying Information from the EOC to Buildings: Building Managers will disseminate information received from the Emergency Director, EOC Coordinator or the Incident Public Information Officer to building occupants. The campus Communications Office will prepare public announcements regarding the status of the campus. These announcements will be recorded at the campus emergency telephone number (**1-866-993-0969**), posted on the campus emergency web sites (<http://emergency.ucmerced.edu> and <http://police.ucmerced.edu>), and broadcast on the campus PODCAST. Announcements regarding the campus and surrounding area may be made by radio on the City of Merced’s Emergency Broadcast Stations (1480AM and/or 580AM), and through the mass media. The campus may also make announcements over Public Address systems if necessary and available.

100.92.3 Use of the Campus Alerting and Warning System: Depending on the scope of the disaster and the type of information to be disseminated, the EOC may have activated one or a combination of the following methods to provide information: e-mail, text messages, web sites, electronic bulletin boards, voice mail, and phone trees, public announcement systems, and/or runners.

110.0

CAMPUS EVACUATION GUIDELINES

Should it become necessary to evacuate the entire campus, one area, or just one building the campus has procedures in place. The following information is a distillation of these procedures: please also refer to campus policy on the evacuation of disabled persons.

110.10 CAMPUS-WIDE EVACUATIONS

In a campus-wide emergency the decision to implement evacuation procedures rests with the Police Department. In situations requiring immediate action, public safety responders (Police, Fire, EH&S) can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, flood, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials.

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision is made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation; it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

110.11 BUILDING EVACUATIONS

These emergencies may include a building fire or fire drill, localized hazardous materials spill, active shooter, bomb threat or other incidents deemed appropriate. In a building-specific incident, follow these evacuation guidelines:

- When a fire alarm sounds, everyone must evacuate, in accordance with California state regulations.
- In the event of a bomb threat, the UC Police Department has sole authority to assess the credibility of the threat and to determine whether to evacuate the site.
- For incidents involving hazardous materials, established department protocols for notification and response should be followed.

Department Safety Coordinators will ensure that all members of their Department (and any related students or visitors) proceed to the Emergency Assembly Area for their particular building. The Department Safety Coordinator serves as liaison with the Building Manager to assure that the building is appropriately secured and that all personnel are accounted for.

110.12 RESTRICTIONS AT INCIDENT SITE

Only faculty, staff, and student volunteers who have been assigned to Incident Management duties or who have been issued a University Emergency Identification Pass (EIP) by the UC MERCED PD will be allowed to enter the immediate incident site, with authorization from the Field Incident Commander. Unless the incident is deemed a crime scene, media will be allowed at the scene with proper credentials, which are to be checked and approved by the UC Merced Executive Director of Communications or designee.

110.13 RESTRICTED CAMPUS ACCESS DURING EMERGENCY

During a declared State Of Emergency and other times as deemed necessary, only registered students, faculty, staff, and their affiliates (i.e., persons required by employment) are authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification showing that they have a legitimate purpose on campus) will be directed to leave the campus. Unauthorized persons remaining on campus may be subject to expulsion, detention, or arrest in accordance with applicable laws.

120.00 FUNCTIONAL ROLES

Every UC Merced employee and student can potentially play a role in Campus Emergency Operations Plan. Perhaps the most critical aspect of the EOP is communication; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of evolving incidents.

120.10 ROLE OF STUDENTS

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The

Office of Emergency Management located within the UC Merced Police Department provides information and training to help students know what to do in emergencies and how they can prepare ahead of time.

120.11 ROLE OF FACULTY AND STAFF

Every member of the faculty and staff should read and understand both their Building and Department Emergency Plans and familiarize themselves with campus emergency procedures and building evacuation routes. Employees should be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention, establish contact with their Department Safety Coordinator, and evacuate the building to pre-designated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

130.00

PREPAREDNESS

130.10 UC MERCED EMERGENCY PREPAREDNESS PLAN

The UC Merced Emergency Preparedness is based upon annual threat and vulnerabilities assessments.

It is the responsibility of the Chancellor's Executive Policy Group, the Emergency Management Team, which includes the EOC Management and Section Chiefs, and emergency responders in collaboration with UC Merced community members to ensure that UC Merced is prepared to respond to, manage and recover from emergencies occurring on UC Merced properties, or involving UC Merced faculty, staff and students. Preparedness includes training, equipping, and exercising all responders and community members in the response and recovery from emergencies.

130.10.2 Threat Assessment and Evaluation Program

Annually or more often as necessary the Director of Facilities Management in collaboration with the Director of EH&S and the University Police Chief shall conduct a vulnerabilities study of the infrastructure and physical assets of UC Merced. The purpose of this program will be to perform a Threat and Vulnerability Assessment and to implement solutions identified during these assessments to enhance security and improve campus preparedness. Upon completion of the inspection, a report will be filed with the Emergency Director detailing the evaluation of risk and making recommendations to decrease the vulnerability of the asset.

Additionally, diagrams, blueprints, and similar materials shall be assembled by Physical Planning for each campus facility. A set shall be submitted to the Emergency Director and to the Director of Facilities Management for use during routine and emergency operations.

Furthermore, an assessment of other risks and vulnerabilities will be performed by the Emergency Management Team and UC Merced stakeholders. Upon completion of the assessment, a report shall be filed with the Emergency Director detailing the evaluation of risk and making recommendations for mitigation of the risks.

130.11 BUILDING EMERGENCY PLANS

Developed under the guidance of the Building Manger, is a building-specific operational guide outlining emergency operations and responsibilities. Building Emergency Plans go into effect in the event of an emergency, allowing the Building Manager and Safety Coordinators to evacuate building occupants to their designated evacuation areas. Building Emergency Plans may also recommend the contents of a Personal and/or Departmental Emergency Kit (i.e. First Aid supplies, flashlight, battery-powered AM/FM radio, etc.).

It is the responsibilities of every campus employee to become familiar with the Emergency Plan for his/her work area(s) and to read the University Of California, Merced "Emergency Guide" distributed by EH&S.

130.12 ROLE OF THE DEPARTMENT SAFETY COORDINATOR

The Department Safety Coordinator, designated by the Department Head and EH&S, is responsible for implementation of a Department Emergency Plan, participation in the Building Safety Committee, and coordination with their Building Manager. In the event of an emergency, the Department Safety Coordinator is responsible for assisting with the safe evacuation of their Department assessing injuries and damage to Department personnel and property, and providing status reports to their Building Manager.

130.13 ROLE OF THE BUILDING MANAGER

Each Building Manager has the following responsibilities prior to and during any emergency:

130.13.1 Develop an Emergency Action Plan

In collaboration with the facility's Safety Coordinators develop an Emergency Plan for each building or facility that will include, but not necessarily be limited to, the following: (29 CFR 1910.38)

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including the type of evacuation and exit route assignments
- Procedures for employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name or job title of an employee who may be contacted by other employees who need more information about the plan or an explanation of their duties under the plan

In addition, the following subject areas should be considered for inclusion in each Plan:

- Specific duty assignments in case of emergency incidents
- Evacuation of disabled or special-needs persons
- Management of designated assembly areas
- Diagrams of specified building/facility exit locations and evacuation routes
- Hazardous conditions reporting and appropriate corrective procedures
- Emergency First Aid information
- Specified locations of available emergency equipment,
- Emergency phone tree and contact information
- The location and operation of fire extinguishers
- Lists of available emergency equipment
- Lists of personnel who are normally present within each building

A revised and updated Emergency Action Plan (EAP) for each building/facility will be reviewed annually by the Building Manager and revised as needed. If there is a significant revision the Building Manager will submit the revised EAP to the Emergency Management Team for approval on the first business day of January each year, or more often if needed. Each Department/Division within a specific building should have at least one copy of the Emergency Action Plan for their building/facility prominently displayed within each major or significant workspace area.

130.13.2 Review Emergency Action Plans

Each Building Manager must provide the building's Emergency Action Plan to each employee or student covered by the plan:

- When the plan is developed or the employee/student is initially assigned to the building or facility
- When the employee or student's responsibilities under the plan changes
- When the plan is changed

130.13.3 Other Duties

- Report every emergency to the University Police at Tel. 9-911 or from cell-phones 209-228-2677 (209-CAT-COPS)
- Serve as the primary contact person to receive emergency information from UC MERCED PD
- Inform all building employees of any emergency conditions

- Evaluate the impact of any emergency on persons or property and take appropriate action including ceasing operations and initiating evacuation of the building or facility in coordination with the Emergency Director.
- Maintain emergency communications with the EOC Operations Section or on site Incident Commander.
- Schedule with UC Merced Police and UC Merced Fire Marshall building/facility emergency drills, including at least two annual evacuation drills, which will test the building's/facility's written emergency plan.
- As necessary, assist each department within the building/facility with development of their Business Continuity Plan for preparation and recovery from disaster.

130.14 DEVELOP BUSINESS CONTINUTIY PLAN

Each University Dean and Director will develop and implement a business continuity plan for each of their respective areas of responsibility.

Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of Deans and Directors, or other critical circumstance that have an effect on the suitability of the plans. A copy of revised plans will be submitted to the Emergency Director within thirty days of revision for approval and retention.

130.15 THE LAW ENFORCEMENT INFORMATION SHARING PROGRAM

A Law Enforcement Information Sharing Program should be devised and initiated by the UC MERCED PD Chief of Police. The purpose of this program shall be to increase communications between UC Merced Police and other law enforcement agencies at all levels of government and to enhance safety and security measures against criminal and terrorist threats to the campus and surrounding communities and to enhance cooperative efforts to combat such threats.

140.0**SUMMARY**

It is the goal of UC Merced to prepare for, management and recover from any emergency or disaster in an efficient, effective manner, which will protect life safety, maintain life support and assess damages, resume research and teaching and restore general campus operations to. The Emergency Operations Plan is a guide for first responders, Executive Policy members, EOC members and members of the campus community when planning for, responding to, managing, and recovering from an emergency.

Section 2 Initial Emergency Response

200.00 INITIAL EMERGENCY RESPONSE

UC Merced Police, Environmental Health and Safety, Health Services, Facilities Management, UC Merced Fire Marshall and County Fire are the UC Merced first responders, with support of appropriate departments and agencies.

200.10 INITIAL REPORTING

Emergencies occurring on-campus shall be reported immediately to the University Police at Tel. #9-9-1-1 from a campus telephone or (209) 228-2677 (209-CAT-COPS) from a cell phone.

200.20 INITIAL RESPONSES TO A REPORTED EMERGENCY

Upon receiving notification of a reported emergency, the UC Merced Police Dispatcher shall initiate the following chronology of events:

200.21 DISPATCH POLICE OFFICER TO THE SCENE

One or more police officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster and initiate the Incident Command System, and establish the Incident Command Post if appropriate.

200.22 DISPATCH APPROPRIATE EMS/FIRE SERVICES

UC MERCED PD shall request appropriate assistance from Fire or Emergency Medical Services personnel.

200.23 DISPATCH EH&S

UC MERCED PD shall request appropriate assistance from EH&S. At all times, when hazardous materials, occupational injuries, potentially infectious agents, radioactive materials and fire/explosions are involved EH&S will be notified.

200.24 DISPATCH FACILITIES STAFF

UC MERCED PD shall request appropriate assistance from Facilities Management once an emergency or disaster has been identified as one that affects University buildings or other infrastructure in a manner that requires immediate corrective action by Facilities Management.

200.25 CONTACT CHIEF OF POLICE

UC MERCED PD dispatch will immediately contact the Chief of Police/Campus Emergency Director or his/her designee.

200.26 CONTACT EXECUTIVE DIRECTOR OF COMMUNICATION

UC MERCED PD Chief or designee will immediately contact the Executive Director of Communications or designee, who will implement the UC Merced "Crisis Communications Plan" in concert with the Incident Commander.

200.27 CONTACT BUILDING MANAGER/S

UC MERCED PD will immediately contact the Building Manager/s of affected buildings, directing them to the Incident Command Post.

200.28 CONTACT CAMPUS FIRE MARSHALL

In all cases of actual fire, the Campus Fire Marshall will be notified.

200.30 CONTACT CHANCELLOR’S EXECUTIVE POLICY GROUP

The Chief of Police /Emergency Director shall contact the Vice Chancellor for Administration. If the Vice Chancellor for Administration is not available, the Chief of Police/Emergency Director shall contact one of following persons in descending order of preference:

- Chancellor
- Executive Vice Chancellor/Provost
- Assistant Chancellor
- Vice Chancellor-University Relations
- Vice Chancellor for Student Affairs
- Vice Chancellor for Research

210.00 FIRST RESPONDING POLICE OFFICER CRITICAL TASKS GUIDELINES

- The first responding police officer in the crisis phase of any initial response may perform the following critical tasks:
- Protect Life
- Secure and Establish Communications and Control
- Identify the “Hot Zone” or “Kill Zone”
- Establish an Inner Perimeter
- Establish an Outer Perimeter
- Establish an On- Scene Incident Command Post
- Establish a Staging Area for Personnel and Equipment
- Identify and Request necessary Resources
- Coordinate Media area and initial information release with incident PIO
- Maintain control and command until relieved by Fire or Police supervisor.

220.00 ASSIGNMENT OF EMERGENCY STATUS

After consulting with the Chancellor or a designee, the Chief of Police/Emergency Director will assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification System, if appropriate:

220.10 Critical Incident (Minor Emergency) (Level 1)

During a Critical Incident, the EOC Management staff members may not necessarily meet as a group, but will be advised of the incident status and placed on alert status. An Incident Command Post (ICP) may be established.

220.20 Crisis (Major Emergency) (Level 2)

During a Crisis, the Incident Commander report as directed by the Chief/ Emergency Director. An Incident Command Post should be established. An EOC may be partially activated to coordinate and support the response to the incident. Multiple DOCs may be activated, and EOC staffing decisions are made by the Emergency Director, and depend on the circumstances surrounding the event.

220.30 Disaster (Severe Emergency) (Level 3)

During a Disaster, the Chancellor's Executive Policy Group and EOC Management Team will report to the Incident Command Post or EOC as directed by the Emergency Director. Multiple DOCs are activated and a campus proclamation of emergency is declared.

Section 3 EOC Activation and Organization

300.00 ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

Upon declaration of a Level 2 or level 3 emergency the EOC Director will determine which positions to activate and will activate the EOC call-out through UC Merced Police Dispatch as appropriate.

The UC Merced Police Dispatch will notify the EOC Management and Section Chiefs to report to the EOC for activation. Each Section Chief will in turn oversee the mobilization of their respective units, and be responsible for the activation of their Sections.

The Chancellor's Executive Policy Group will be advised to report to the CEPG Center as determined by the Chancellor, Executive Vice Chancellor, or Vice Chancellor for Administration respectively.

310.00 EMERGENCY LEVELS

An emergency is defined as any incident human-caused or natural that requires responsive action to protect life and property. In addition, the following four definitions are provided to assist in the planning and response to predicted or existing campus conditions:

311.00 Critical Incident (Minor Emergency) (Level 1)

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the university. A critical incident causes significant disruption to the subgroups which they affect, but do not disrupt overall institutional operations. During a critical incident, an Incident Command Post (ICP) may be established as determined necessary by the University Chief of Police/Emergency Director or designee. The Incident Command Post will generally be located as close to the actual incident scene as possible.

312.00 Crisis (Major Emergency) (Level 2)

A crisis or major emergency is any event that disrupts the orderly operations of the University or its institutional missions. A crisis affects all facets of the institution and may raise questions or concerns over closing or shutting down the institution for any period. Outside emergency resources may be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of a Field Incident Command Post (ICP) and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the university administration during a crisis.

313.00 Disaster (Severe Emergency) (Level 3)

A disaster is an event whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been experienced. A coordinated effort of all campus-wide resources is required to control effectively the situation and outside emergency services and resources will be essential. In all cases of a disaster, an Incident Command Post and an EOC will be activated, and appropriate support and operational plans will be executed.

314.00 Declaration of Emergency

When feasible, the campus will consult with the University President before declaring a state of emergency to exist on UC Merced properties. In any event, the President must be notified as soon as possible. The Chancellor may declare a state of emergency to exist when:

- Conditions exist on or within the vicinity of the campus that result from natural or man-made disasters, civil disorders that pose a threat of serious injury to persons or damage to property, or other seriously disruptive events;

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- Extraordinary measures are required immediately to avert, alleviate, or repair damage to University property, to protect the health or safety of persons on University property, or to maintain the orderly operation of the campus.

The Chancellor will terminate the campus state of emergency when the situation has stabilized and the conditions outlined above are no longer applicable.

In the absence of the Chancellor, the authority to declare or terminate a state of emergency is first with the Executive Vice Chancellor/Provost, then with the Vice Chancellor for Administration.

315.00. EOC ACTIVATION GUIDE

Event/Situation	Activation Level	EOC Staffing	DOC's Activated
Severe Weather Advisory, Moderate incidents involving 2 or more departments, Flood Watch, Localized power failures	ONE (Standby/alert)	EOC Director, Planning Section Chief Operations Section Chief	One or more DOCs may be activated
Wildfire affecting campus, major wind or rain storm, large incidents involving 2 or more DOCs, Flood alert, extended campus-wide power outages, on campus death of student	TWO (Partial activation)	Partial Chancellor's Policy Group EOC Director All EOC Section Chiefs	Multiple DOCs activated
Major campus or regional disaster. Multiple DOCs and all departments, with significant resource involvement. Major Fire or Flood. Active Shooter incident, significant terrorist or Ecoterrorist event	THREE (Full activation)	Chancellor's Policy Group All EOC Positions	All DOCs Activated

320.00

UC Merced Emergency Organization

The emergency organization consists of four major elements. Depending on the scope of an incident, one or more of the elements may be activated.

Field -Incident Command

Incident Specific

Police,
EH&S,
Facilities
Others as required

Fire,
Health/Medical
UC Merced Communications

Department Operation Centers

Incident Specific

Police
EH&S
Facilities
Academic Affairs

UC Merced Communications

Fire
Health/Medical
Student Affairs
IT

Emergency Operations Center

Campus Emergency Director
Public Information Officer
Campus Counsel
EOC Coordinator
Student Affairs
Liaison and Safety Officer

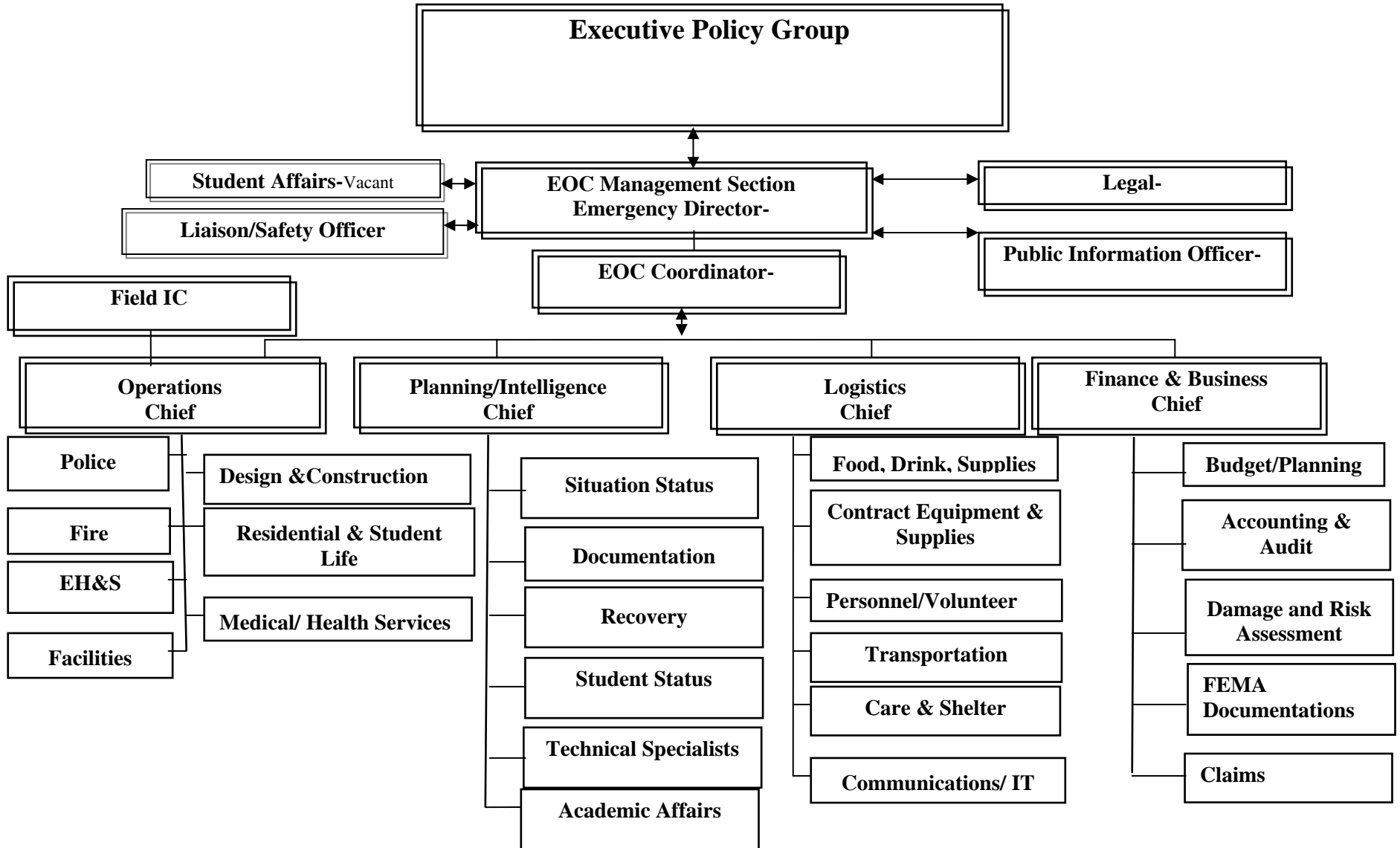
Operations Section
Planning Section
Finance Section
Logistics Section

Executive Policy Group

Chancellor
Provost/EVC
VC Administration
Associate Chancellor (Chief of Staff)
Others as appointed by the Chancellor

VC University Relations
VC Research
VC Student Affairs
Executive Director of Communications
Emergency Director

320.10 Functional Organization Chart



320.20

Executive Policy Group

The Executive Policy Group has ultimate responsibility for activation and termination of the Emergency Operations Center. The Executive Policy Group is staffed and appointed by the Chancellor. Their primary role is to advise and assist the EOC Director in making strategic policy decisions, and maintain liaison with the UC Office of the President, and State and Federal Officials as appropriate.

320.30

Field Incident Command Team

The Field Incident Command Team consists of appropriate Command and General Staff assigned to manage an incident, which does not require the activation of an EOC. The size and membership of the incident management team will vary according to type, size, and duration of an incident. Members of the Field Incident Command Team may include one of a combination of an Incident Commander, Building Managers, Fire, Police, EH&S, Facilities Management, Central Plant, Communications, Emergency Director.

320.31 Emergency Director

The Emergency Director/UC MERCED Chief of Police has overall control of any incident. All decisions that reference campus evacuation, closure or restrictions, fall within the purview of the Emergency Director, in consultation with members of the Chancellor's Executive Policy Group. The Emergency Director ensures that the Executive Policy Group is continuously briefed on the status of the incident, assesses incident priorities, establishes appropriate Incident Command structure, mobilizes or demobilizes resources as appropriate and ensures that incident objectives are being accomplished.

320.32 Field Incident Commander

The Field Incident Commander will report to the Operations Section Chief during EOC activation or the Emergency Director if an EOC is not activated and the incident is of a sufficient magnitude. The Field Incident Commander will be responsible for ensuring the operational response and clean up objectives are met in the field. The Field Incident Commander will establish the use of the Incident Command System (ICS) and the field incident command post. The Field Incident Commander is assigned based upon the incident. For example, a major power outage the Field Incident Commander would be a designated manager from Facilities, for a criminal incident the Field Incident Commander will be a designated Police manager. When the operational response shifts to clean up and recovery the Incident Commander may change.

320.33 Public Information Officer

The UC Merced Office of Communications Executive Director or designee will coordinate all communications functions during an incident affecting UC Merced.

320.40 The EOC Management Section

The Management Section is responsible for the overall management of the EOC and direction of the response and recovery efforts. The EOC Management staff consists of the Emergency Director, the Public Information Officers, Campus Counsel, EOC Coordinator, Liaison and Safety Officer/s, Student Affairs and other incident appropriate positions that report to the Emergency Director. The functions of the Management Staff include, but are not be limited to the following:

- implement all policy and laws as they relate to the campus crisis or disaster
- assist in the implementation of policy strategies developed to mitigate the effects of the crisis or disaster
- establish a priority list of issues that reference specific crisis and/or disaster situations,
- and approve all communications initiatives and emergency directions
- Maintain liaison with the City of Merced, Merced County, State of California, and all Federal responding agencies.

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320.41 Emergency Director

- Responsibility for the overall management of the incident
- Manages the response to a disaster by coordinating all members of the EOC, the Executive Policy Group and the field units
- Assesses incident priorities
- Assesses resource needs and orders
- Coordinates with outside agencies
- Approves demobilization of resources
- Designates a leader for each of the EOC sections
- Facilitates the transition from the response phase of the emergency into the recovery phase.
- Conducts post-incident analysis meeting and coordinates after-action reports

320.42 The Public Information Officer (PIO)

Preparedness and training for emergency media communications procedures will be conducted under the direction of the Vice Chancellor for University Relations and Executive Director of Communications or designee/s.

The UC Merced Executive Director of Communications will coordinate all communications functions during an incident affecting UC Merced. Using information provided by others, the Director would provide timely information on the status of the University and information regarding any emergency measures being undertaken in accordance with the UC Merced “Crisis Communications Plan”. If required, the University PIO will function through the Joint Information System (JIS) to permit coordinated communications whenever subordinate to joint or area command functions.

Communication methods may include, but are not limited to, the following:

- E-mail messages to all students, faculty and staff or subsets of those groups
- Voicemail messages, including the establishment of an “emergency message” voicemail box to provide a status update message for phone inquiries
- Web-based messages
- Establishment of a phone center with a special hotline number that would be staffed during emergencies
- Emergency signage
- News releases to the media
- News conferences for the media

The University has two basic guidelines to observe in any emergency incident:

- Only authorized spokespersons will meet or talk with the media.
- Only factual information is released; no speculation is to be offered.

320.43 EOC Coordinator

Depending on the magnitude of the emergency, an EOC Coordinator may be appointed by the Emergency Director to supervise the EOC operation. Among other duties, the Coordinator performs the following tasks:

- Is responsible for facilitating the overall functioning of the EOC.
- Assist and serve as an advisor to the Emergency Director and EOC staff as needed.
- Communicates between campus EOC and other agencies
- Coordinates logistics of VIP and visitor orientations and briefings

320.44 Campus Counsel

- Is responsible for policy, labor agreement, risk assessment, and state and federal laws interpretation, specific to the response to and recovery from the incident.
- Assist and serve as an advisor to the Executive Policy Group, the Emergency Director and the EOC staff as needed.

320.45 Student Affairs Coordinator

- Tracks status of all students
- Coordinates Emergency Student/Family Message Center
- Coordinates short term and long term recovery of UC MERCED classes and related activities concerning students
- Assist and serve as an advisor to the Executive Policy Group, the Emergency Director and the EOC staff as needed.

320.46 Safety Officer

The EOC Safety Officer/Liaison is responsible for:

- Monitoring and evaluating EOC operations for hazards and develops measures to help assure EOC personnel safety;
- Exercising emergency authority to stop or prevent unsafe acts, or stop/suspend EOC activities in the face of serious imminent danger requiring immediate action;
- Advising and making recommendations to the EOC Manager related to the overall safety of EOC activities and activities within the Operations Section;
- Coordinating and communicating with the EH&S Branch within the Operations Section on safety related matters related to field operations and execution of safety directives in field action plans;
- Assuring that incident specific safety priorities/goals are integrated into incident action plans;
- Acting as liaison to regulatory personnel related to occupational safety, hazardous materials/wastes and/or environmental impacts.

330.00 Conduct of Operations

Day to day operations shall be initially directed by the senior police official, fire official, EH&S official, Health official, or Facilities official at the scene, assuming responsibilities as the Field Incident Commander. In the absence of the Emergency Director or a designated alternate, one of the administrators that fill the positions listed below shall assume the role of the Emergency Director, in descending order of preference:

- Operations Section Chief
- Planning Section Chief
- Liaison Section Chief
- Logistics Section Chief
- Other designee of the University Chancellor

330.10 The EOC Team

The EOC Team is responsible for the functional aspects of the incident command structure and typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs.

The team is composed of a broad cross section of campus personnel, selected for their expertise and the needs of the EOC. Once the EOC is activated and the Emergency Director determines the depth of positions necessary for the immediate incident, the members are called to report. For each position at least two and preferably three who have been trained as well as cross-trained to understand the functions of

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each of the other positions. Positions Checklists located in Annex B allow staff trained in other positions to step in and accomplish the primary duties of each position.

During the course of an emergency, designated personnel should report directly to the EOC. If an EOC member is unsure of whether to report, he or she should first contact the UC MERCED Police Communications Center 228-2677 (CAT-COPS) to determine when and where to report.

330.11 The Operations Section Chief

The Operations Section is responsible for managing tactical operations at the site, directed toward the coordination of all on-campus emergency functions and campus provided emergency response teams to reduce the immediate hazard, save lives and property, establish situational control, and restore normal campus conditions.

The Operations Section is responsible to:

- Determine the type and magnitude of the emergency and initiate the appropriate Incident Action Plan.
- Establish the appropriate field ICP or request activation of the EOC
- Initiate an immediate liaison with the Emergency Coordinator or in the absence of the Coordinator position with the Emergency Director
- Notify and use UC MERCED PD personnel, outside law enforcement agency personnel, student Community Service Officers and trained emergency response teams and volunteers, and/or other available resources to maintain safety and order.
- Maintain communications within and without the campus and establish the UC Merced Emergency Call Center when appropriate.
- Ensure factual and timely status communications with the EOC Coordinator/Director and/or EOC PIO.
- Liaison with outside organizations such as police, fire, EMS, and other emergency response personnel
- Ensure that notifications are made to appropriate staff members located off-campus
- Perform related duties as needed during the campus emergency, and
- In conjunction with the Planning Section Chief, prepare and submit an After Action Report (AAR) directed to the campus Emergency Director appraising him or her of the outcome of the emergency.
- Ensures that rescue and clean-up operations are conducted in as safe a manner as possible to prevent injury to rescue and clean-up personnel, or to prevent unnecessary or further injury to victims
- Coordinates rescue and clean-up operations so as to conform to applicable safety, health and environmental regulations
- Coordinates with appropriate personnel and vendors to ensure the safe and successful clean-up and disposal of all hazardous materials

330.12 The Planning Section Chief

Training and planning activities to ensure the preparedness of the campus community in dealing with emergencies and recovery from an emergency shall be conducted as necessary under the direction of the Planning Section Chief.

The Planning Section shall collect, evaluate, and disseminate tactical information pertaining to any preplanned or actual incident. This section shall maintain information and intelligence on any current and forecasted situation, as well as prepare for and document the status of all resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans and incident maps and gathers and disseminates information and intelligence critical to the incident.

The Planning Section has four primary units: the Situation Status, Documentation, Recovery Planning, Student Status, and may include technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment. The Documentation Unit devises and distributes all documentation Forms and other forms as necessary.

The Planning Section Chief in cooperation with the Police Chief, the Director of Facilities, and any suitable other person or entity on campus, shall devise, maintain, and distribute as needed an Emergency Communications Plan (ECP) prior to the occurrence of any critical incident. This plan is updated at least once each year describing the status and capabilities of the communications function on campus, and the capabilities related to conducting effective communications with other public and private emergency response organizations and other key emergency management personnel. The ECP shall provide lists of contact names and numbers, describe the status of communications interoperability, and incorporate all related operational and planning agreements between participants in any emergency.

330.13 The Logistics Section Chief

Emergency communications equipment and other materials necessary for the operation of an Emergency Operations Center (EOC) and/or an Incident Command Post (ICP) shall be maintained in a state of readiness by the Logistics Section Chief.

The Logistics Section function includes care and shelter, supplies, food, transportation support, facilities, and personnel, and meets all of the support needs for the incident, including ordering resources through appropriate procurement authorities from off-site locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food services, communications, and medical services for incident personnel. Provides temporary or alternate housing and food service facilities for the on-campus student population affected by the disaster or emergency. Provides temporary housing and food services for off campus students who have been directed to remain on campus or who are unable to leave the campus. Additionally, this section is responsible for Information Technology, and Communications including the UC Merced Emergency Call Center.

330.14 The Finance/Business Section Chief

When there is a specific need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities, a Finance/Business Section should be established. The Finance/Business Section includes the Accounting, Audit, Budget, Damage Assessment, Procurement, Compensation, Claims, Cost, Risk Management, and Time Units.

In addition to monitoring multiple sources of funds, this Section Chief must track and report to the Emergency Director the financial “burn rate” as the incident progresses. This allows the Emergency Director to forecast the need for additional funds before operations are negatively impacted. This is particularly important if significant operational assets are provided under contract by private sector suppliers.

The Finance/Business Section Chief may also need to monitor cost expenditures to ensure statutory and university rules that apply are met. Close coordination with the Planning Section and Logistics Section is essential so that operational records can be reconciled with financial documents. Note that, in some cases, only one specific function may be required (e.g., cost analysis), which a technical specialist assigned to the Planning Section could provide.

The Finance/Business Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit need not be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned in the Planning Section.

The Finance/Business Section Chief may also provide an accounting summary of the financial impact of the emergency response, clean-up and recovery efforts. Coordinate and oversee activities of outside regulatory, investigative or insurance related agencies, initiate the request for the spending authority necessary to conduct emergency operations and obtain funding provided for clean up and recovery expenses.

340.00 Other Significant Responsibilities During Emergencies

340.10 Facilities Management

- Provides equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, and perform damage assessment, debris clearance, emergency repairs and equipment protection
- Provides vehicles, equipment and operators for the movement of personnel and supplies, and assigns vehicles as needed
- Obtains the assistance of utility companies as required during emergency operations
- Furnishes emergency power and lighting systems
- Surveys habitable spaces and relocates essential services and functions
- Provides and equips primary and alternate sites for the EOC
- Provides temporary housing and food services for emergency response personnel and University staff directed to remain on campus for extended periods of time
- Provides temporary beds, food, water or other resources as required

340.11 Information Technology

- Provides the personnel and expertise necessary to maintain telephone service or establishes emergency landline services or other communications facilities
- Provides for the security of computer and information systems
- Provides for temporary computer and information services to facilitate the business procedures necessary and related to emergency purchases, personnel services and accounting functions

350.00 Equipping Incident Command Post and EOC

350.10 Incident Command Post (ICP)

A University Police vehicle or other suitable vehicle may be used as an Incident Command Post (ICP). The ICP is to be located as close to the emergency scene as is safely possible. At least one uniformed officer or police dispatcher is to staff the ICP at all times until tactical operations terminate. A small stationary office with a desk, chairs, and a telephone may also be established, as near to the scene as may be determined necessary by the Chief of Police. The ICP will be maintained in addition to any EOC until deemed by the Field Incident Commander and Emergency Director as no longer necessary.

350.11 ICP Equipment List

The following types and quantities of equipment suitable for an ICP should be considered for staging as required:

- Barricades, barrier tape, and signage for the scene
- Portable hand radios (minimum of two) with spare batteries
- Portable public address system unit
- First aid kit
- Campus telephone directory, a State Government Telephone Directory, and a local Telephone Directory to include Yellow Pages sections
- Three copies of the University EOP
- Flashlights (minimum of 10) with extra batteries
- Cellular Telephone(s) and extra batteries and/or charging capabilities
- High Visibility Vests (10)
- Command Post Location Marker or other suitable means of ICP identification, and
- Campus Maps/Area Maps.

350.20 Emergency Operations Center (EOC)

If any incident exceeds or is likely to exceed available campus capabilities and resources, an Emergency Operating Center (EOC) will be established. If the primary location is unsuitable or unavailable, the UC MERCED PD Chief/Emergency Director shall select another location and shall inform the UC MERCED PD dispatcher. If possible at least one uniformed police officer is to staff the EOC at all times until the incident is resolved.

350.21 EOC Equipment List

The EOC should be equipped assuming that 24-hour operations will take place for at least three days. The following types and quantities of equipment suitable for an EOC should be considered for staging as required:

- All equipment contained within an ICP, plus
- An emergency power source (gas generator & fuel sufficient for an initial 72 hour period)
- Tables, desks and chairs sufficient to accommodate all support staff, to include a refrigerator and coffee maker
- Copy machine (2)
- Two-way radio base station, battery operated AM/FM radio and television
- Telephone equipment as follows:
 - Dedicated lines for each Section and Subsection
- Sanitary facilities
- Campus maps, drawings/blueprints of buildings, HVAC systems, etc.
- Computer work station and printer that has network capabilities
- Pads, envelopes, writing implements and other office supplies
- A Fax machine with broadcast capabilities
- Cots suitable for temporary sleeping areas.
-

360.00

Other Emergency Response Areas

During a sustained incident, one or more of the following areas may be activated.

360.10 Staging Areas

One or more staging areas for arriving off-campus responders, equipment, and other resources shall be established by the Director of Facilities. For operations of the Incident Command Staff, a permanent conference room with facilities for emergency response elements that is designed to accommodate multiple telephone and/or electrical devices should be established at Central Plant, Chiller Room. In the event this established facility is not available, another suitable alternate site will be chosen.

Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

360.20 Media Center/JIC

If a campus incident is expected to last for more than eight hours, a site for a media center/Joint Information Center (JIC) will be established at a site arranged by the campus Executive Director of Communications. Parking adjacent to these facilities will be reserved for media vehicles.

The media center/JIC should include space for the media reporters, a podium, a multimedia box, backdrop, and appropriate signage. If a JIC is established, the site should contain enough space for meeting rooms and have the capacity to support JIC operations. Backup media facilities will be established by the Executive Director of Communications.

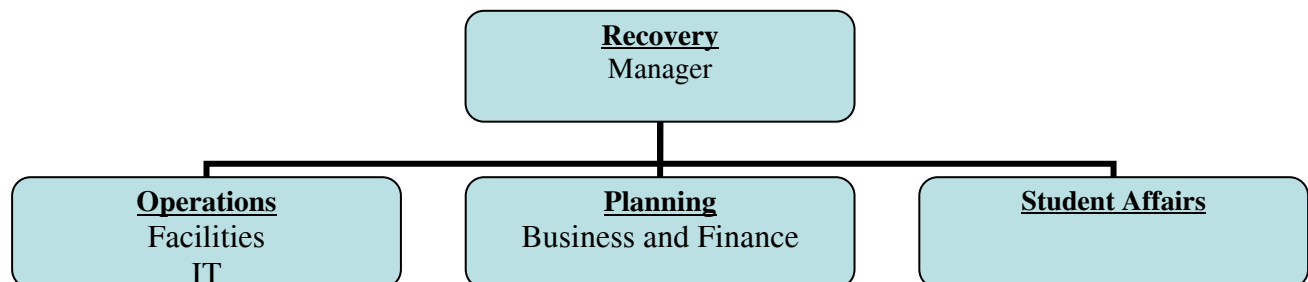
360.30 Campus Telephone Center

If the campus incident is expected to last for more than eight hours, a Telephone Center will be established. The telephone center will be used to answer inquiries from students, employees, and relatives regarding the nature and consequences of the emergency.

370.00

Recovery Phase EOC Structure

The EOC team's function is determined by the incident and current situation. As the primary goals of an initial response are accomplished, the priorities move into recovery.



380.0

DEACTIVATION OF THE EOC

- EOC Management will notify Sections when they are no longer required in the EOC.
- Liaison Officer will notify State Warning Center, OES Regional Emergency Operations Center, Operational Area EOC, and other appropriate organizations of the expected planned deactivation.
- All Positions must ensure that any open actions not yet completed will be handled after the deactivation. EOC Branches should work through their respective Section Chiefs to ensure transition to normal operations.
 - Ensure that all required forms or reports are completed prior to deactivation.
 - Verify that all FEMA documentation is provided to Section Chief
 - Have copies made of all your logs, reports, messages, and any other documents you used and received in the EOC.
 - Leave originals in your position binder and keep copies for a period of one year or as directed.
 - Be prepared to provide input to the After-Action report. Participation in the State After-Action reporting process, typically conducted within 90 days after an event, is mandatory for agencies seeking State reimbursement for qualifying expenses.

Section 4 Incident Documentation

400.00 INCIDENT DOCUMENTATION

400.10 Action Plans

An Action Plan guides preparedness, response, recovery, and mitigation actions and may be activated during any incident.

The Emergency Director is responsible for coordinating the planning functions for responses to unusual occurrences for the campus. This function includes the development, publishing, and retention of all Action Plans. An Action Plan includes the overall incident objectives and strategies established by the Emergency Director and EOC Sections.

Any original Incident Action Plan shall be retained for a minimum period of twenty years by the University within the Planning Section files of the Campus Emergency Director.



University of California Merced

400.10f

Emergency Action Plan

Action Plan for: _____

Plan Reviewed by: _____, Emergency Director//Designee

Operational Period: From ___ hrs. ___/___/2007 To ___ hrs. ___/___/2007

Plan Approved by: _____, Emergency Director/Designee

Situation Summary:

Overall Objectives:

Objective	Section Responsible	% Comp	Est. Comp Date
1. EOC Readiness	Logistics		
2.			
3			
4			
5			
6			
7. 1-866-993-0969 Status Line	Management-(Communications & Police Dispatch)		
8.			
9. e-mail notification list serve	Management (Communications)		
10.			
11.			
12.			
13. Operational Plans	Operations		
14			
15.			
16. Section Chiefs submit Objectives	All		
17.			
18.			

Management Objectives:

PIO/Communications:

Operations Objectives:

Logistics Objectives:

Planning/Intelligence Objectives:

Finance/Administrative Objectives:

Current Organization Chart/Roster or Graph:

Units Participating:

Summary of Current Objectives

Current Objectives:

Current Actions:

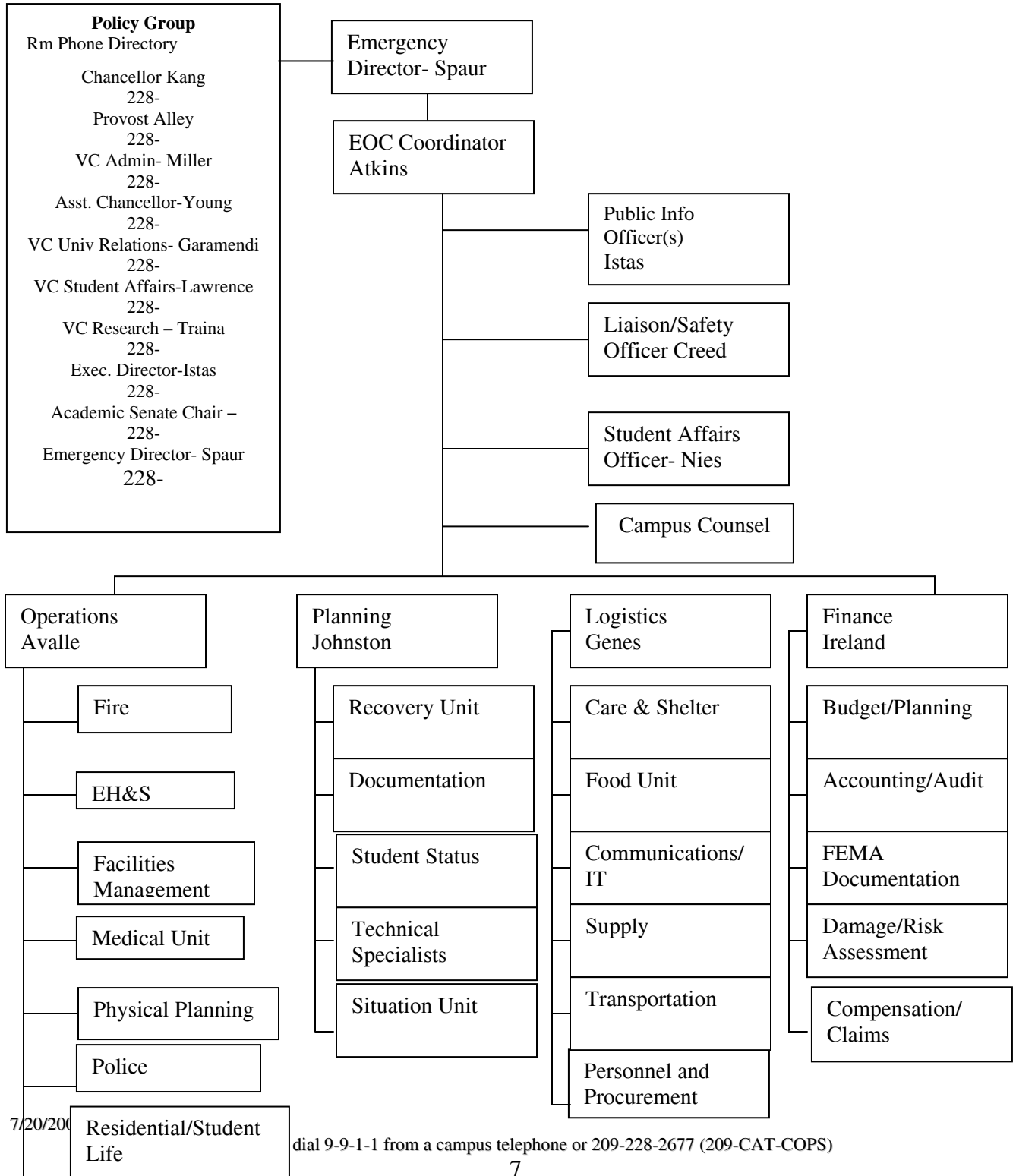
Comments:

Initial Incident Organization

Prepared by: _____

Approved by: _____

Incident Name:	Date Prepared:	Time Prepared:
Operational Period Date:	From:	To:
Operational Period Time:	From:	To:



UC MERCED EOC Communications Plan

1.1 Emergency Response Agencies

- **Fire Agencies**
- **EMS**
- **Police Agencies**
- **Facilities/Public Works**
- **Other**

1.2 Communications Among Emergency Operations Centers

Primary: Hard-line telephone/fax machines

Secondary: Cellular phone

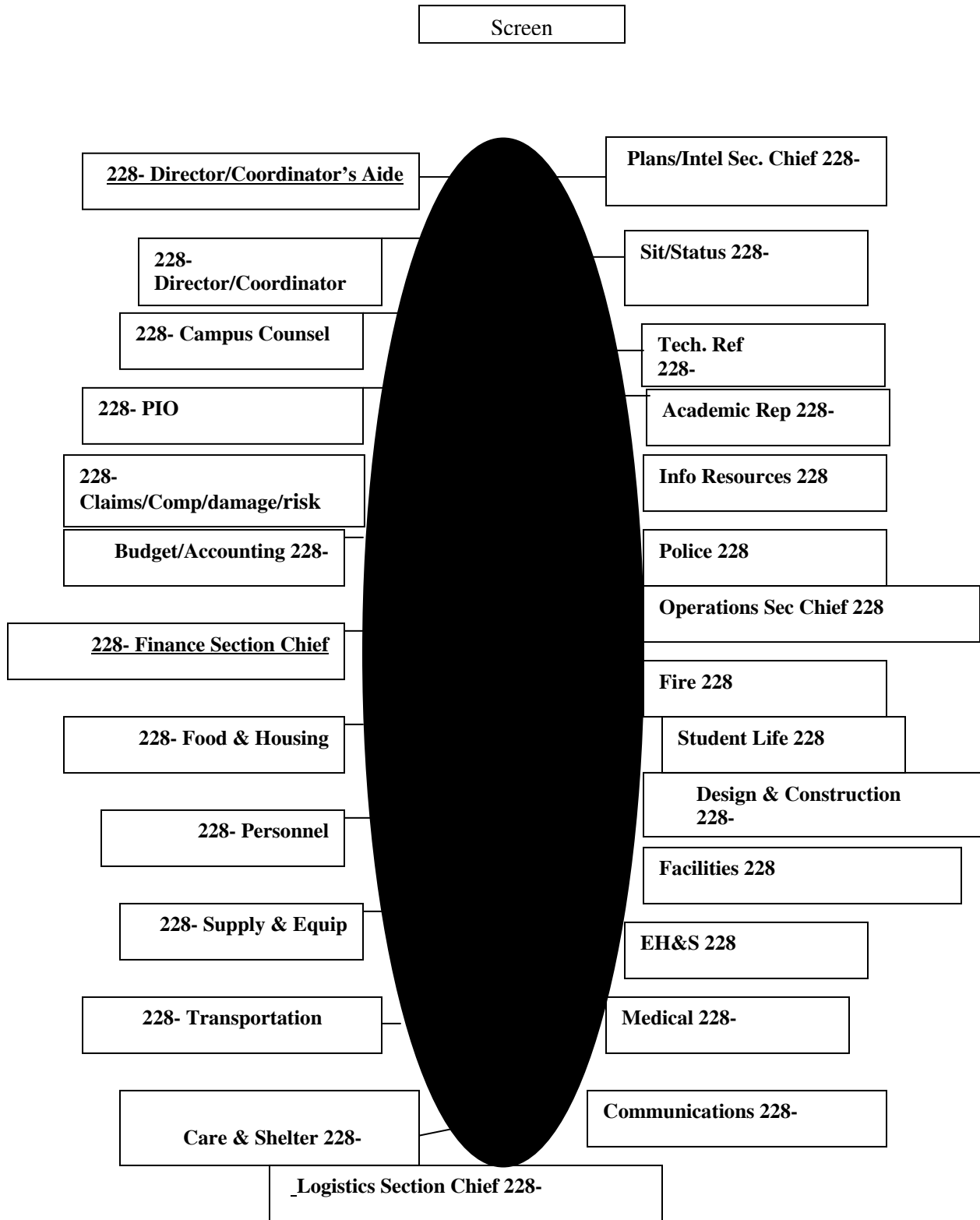
Back-up Communications

1.3 Operational Area Satellite Information System

1.4 Medical Information

1.5 State OES Conference Calls

EOC Positions and Numbers



400.20

After Action Reports

Immediately after the conclusion of emergency operations concerned with a critical incident, or disaster, the Incident Commander or Planning Section Chief shall cause the preparation and publication of an After Action Report.

The After Action Report should be written by the Incident Commander or Operations and Plans Section Chiefs with the assistance of other sections of the Emergency Management Team when applicable. The report should be submitted within 30 days of termination of incident operations to the Vice Chancellor for Administration, Finance Section Chief for the incident, and the Emergency Director.

The AAR details all facts and circumstances known about incident causation, the quality, and nature of the response effort, and the incident resolution. In addition, the AAR should determine both deficiencies and highlights that occurred during the resolution of the incident and make recommendations about planning, training, and operational needs and improvements for consideration to enhance the efficiency of future responses.

Each participating department, section, building, or function manager or supervisor is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents, although local in origin, will be based primary on the formats and purposes devised for federal ICS forms for the following purposes:

- Provide a basis to assess the emergency and evaluate the response
- Identify areas where campus preparedness activities worked well and those areas that need improvement
- Verify all emergency related expenses and document efforts to recover such expenses
- Assist recovery in the event of litigation

The Finance/Administration Section Chief shall request documentation, including post-incident reports, from any responding agency that participated in the incident response.

All original documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency, in the office of Business and Finance for a period of 20 years

Section 5 Planning Assumptions

500.00

General Assumptions

The UC Merced EOP can provide a realistic approach to the problems likely to be encountered on campus or UC MERCED properties during a critical incident, or disaster. Therefore, the following general assumptions can be made:

500.10 An Emergency may occur at any time

A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.

500.11 Most Incidents are handled locally

Almost all incidents are handled locally, but some incidents may require the support and resources of local, county, state, federal governments, and/or private institutions, and other entities.

500.12 Incident plans must be flexible

The succession of events in any incident are not fully predictable, therefore, this EOP and any Incident Action Plan (IAP) devised prior to or at the time of the event, will serve primarily as a guide or checklist, and may require modifications in the field to mitigate injuries, damages and/or to recover from the incident.

500.13 Outside resources or assistance may be delayed

An emergency or a disaster may additionally affect residents within close proximity to the University, therefore city, county, state, and federal emergency services or resources may not be immediately available. Delays could last from hours to days.

500.14 Media events must be properly addressed

Any incident that is likely to result in media coverage should be promptly reported to the Executive Director of Communications or designee. During non-business hours, report these incidents to UC MERCED PD dispatch. UC MERCED PD personnel shall then make further notifications. The accurate assessment of received information and its accurate reporting to all will negate the spread of unfounded rumors, panic, and the effects of misinformation.

500.15 Operational requirements must be sustainable

During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the Chancellor or designee, impacted personnel may be assigned to 12 hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.

500.16 Communications will be disrupted

During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or by the burdens placed on communications due to high levels of usage. This is especially true of cellular telephones. Prior agreements with telephone and cellular providers have been made for Government Emergency Telecommunications System (GETS), and Wireless Priority Service (WPS).

Section 6 Response to National Threat

600.00

Campus Response to National Threat Alert Levels

The Emergency Director may consider any of the following steps, as well as any others, calibrated to local, state, or national threat alert levels:

- Consider assigning officers as liaisons with international student groups on campus (in addition to potentially eliciting life saving information, these officers may build trust and allay the fears such groups may have)
- Establish a management team responsible for directing implementation of the campus EOP
- Ascertain the need for additional staff training
- Consider assigning a campus liaison officer to the local EOC
- Update most recent risk assessment inventory
- Increase physical checks of critical facilities during periods of increased alert
- Establish a single point of access for each critical facility and institute 100% identification checks
- Limit public access to critical facilities and consider escort procedures for authorized persons
- Increase administrative inspections of persons and their possessions entering critical facilities
- Increase administrative inspections of vehicles and their contents
- Assess adequacy of video monitoring
- Assess adequacy of physical barriers outside sensitive buildings and the proximity of parking areas
- Ensure adequacy of emergency alert and communication system for students, faculty, staff, and visitors
- Review parent communication and reunification plan and educate all stakeholders

Section 7 Legal, Training and References

700.00 EOP Legal Basis and References

700.10 EOP Conflicts

This EOP supersedes all previously developed administrative policies and procedures that address campus emergency operations. Conflicts with existing plans, including university similar directives shall be reconciled with this plan or shall be immediately brought to the attention of the Emergency Director as soon as possible for resolution.

700.20 Laws and Mandates

700.21 Public Laws (PL)

- Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950
- Disaster Relief Act, PL 93-288, as amended (42 USC 5121 et seq.), 1974
- Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right to Know Act), PL 99-499, 1986
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988
- Disaster Mitigation Act, PL 106-390, 2000
- Animal Welfare Act

700.22 United States Code (USC),

- Title 42, Public Health and Welfare
- Chapter 68, Disaster Relief
- Chapter 116, Emergency Planning and Community Right-To-Know (EPCRA)

700.23 National Standards

- National Preparedness Standard on Disaster/Emergency Management and Business Continuity Programs (NFPA/ANSI, 2004)
- Association for the Accreditation and Assessment of Laboratory Animal Care International (AAALAC) certification standards

700.24 State Codes

- California Government Code Section 8607
- California Code of Regulations, Title 19, §2920, §2925, and §2930.
- 2006 California Emergency Services Act.

700.25 University of California Directives

- UCOP Policy 4.10 Emergency Preparedness,
- UCOP Policy on Safeguards, security and Emergency Management,
- UC Presidential Directive 1/25/2006

700.30 SEMS/NIMS

The 2006 California Emergency Services Act, which may be accessed on the Internet at <http://www.oes.ca.gov/Operational/>, states that each jurisdiction shall develop an EOP, which utilizes the Standardized Emergency Management System during an emergency. Further, the National Incident Management System (NIMS) document, which can be accessed on the Internet at www.dhs.gov/interweb/assetlibrary/NIMS-90-web.pdf addresses EOP development in Chapter III, Preparedness, at pp. 35-36 by stating that *each jurisdiction shall develop an EOP that defines the scope of preparedness and incident management activities that are necessary for that jurisdiction.* The EOP

7/20/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

should be flexible enough for use in all emergencies, also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.

700.40 Training and Certification Standards

All personnel who are defined and assigned to be emergency responders or emergency management personnel are required to train and/or be certified to minimum levels of competency as required by various federal, state, and local standards, including Homeland Security Presidential Directive-8 (HSPD-8). For most personnel this means, at a minimum, completing training courses such as the NIMS introductory course IS 700, or higher. See the NIMSCAST website at <http://www.fema.gov/nimscast/index.jsp> or the NIMS Online website at <http://www.nimsonline.com>.

700.41 Annual Training

Training will be conducted at least annually for all designated first responders and EOC participants. This training will include tabletop exercises and other contextual training. The Chief of Police/Emergency Director will supervise and coordinate such training.

700.42 Exercises and Evaluation

The Planning Section Chief shall develop a program of periodic evaluation and training that is compatible with the federal, state and local governments that coincides with the goals and doctrines of the U.S. Department Homeland Security, Office of Domestic Preparedness, Homeland Security Exercise, and Evaluation Program. The Homeland Security Exercise & Evaluation Program (HSEEP) contains doctrine and policy for designing, developing, conducting, and evaluating exercises.

(See the link at <http://www.ojp.usdoj.gov/odp/docs/hseep.htm>)

700.43 EMS Training and Medical Training shall be monitored

The Planning Section Chief, in coordination with Student Health and others shall devise and research training opportunities to access or ensure that EMS and medical training is available and appropriately delivered to local responders according to applicable federal, state, and local standards, including licensing and certification.

700.44 Incident Command System Adoption and Training ¹

In Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS components include:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies and
- Ongoing Management and Maintenance

700.45 Incident Command and Incident Management

UC Merced will employ the Incident Command System (ICS) at all times.

¹ NIMS National Standard Curriculum Training Development Guidance, October 2005

700.46 The Command Function and the SEMS/NIMS

Notwithstanding the magnitude of the emergency, UC Merced adopts and complies with California SEMS and the NIMS, while employing the Field Incident Command System. The magnitude and type of the emergency will determine whether an EOC is activated or the entire emergency is managed through field Incident Command. Field Incident Command will establish all command positions required to efficiently and effectively manage and recover from the emergency.

700.46.1 Single Command IC (IC)

When an incident occurs within a single jurisdiction, such as on campus, and there is no jurisdictional agency overlap, a single Incident Commander will be designated with overall incident management responsibility assumed by the appropriate functional and jurisdictional authority. (Police, Fire, Facilities, EH&S or other as appropriate).

The designated Incident Commander will develop the incident objectives on which subsequent incident action planning will be based. The Incident Commander will approve the Incident Action Plan and all requests pertaining to ordering and release of incident resources.

700.46.2 Unified Command IC (UC)

All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the Unified Command structure. The exact composition of the UC structure will depend on the location(s) of the incident and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required).

700.46.3 Area Command

Area Command is activated only if necessary depending on the complexity of the incident and incident management span-of-control considerations. An area command is established either to oversee the management of multiple incidents being handled by a separate organization or to oversee the management of a very large incident that involves multiple organizations.

Section 8 Resources

800.00 Emergency Assistance Contact Numbers

800.10 ON-CAMPUS RESOURCES

Police/Fire/EMS

All Emergencies/Disasters: Tel. #9-9-1-1 or 209- 228-2677 from Cell Phone

Campus Status Line (recorded message regarding campus status) 1-866-993-0969

Student Counseling Services 209-228-4267

Faculty and Staff Assistance Program (559) 226-7437 or 1(800) 422-5322

Communications Office Tel. # 209-228-4483
Other/Alt Tel. #209-228-4432

Environmental Health and Safety Tel. #209- 228-4234
After 5:00 P.M., weekends, holidays Tel. #209-228-2677

Facilities Management Tel. #209-228-7877
Other/Alt FM Help Desk Tel. #209-228-2986
After 5:00 PM, Weekends/Holidays Tel. #209-228-2677

Fire Marshall Tel. # 209-228-4473

Information Technology Tel. #209-228-4340

Purchasing Department Tel. #209-228-4080

Recreation Center: Tel. #209-228-7732
The Recreation Center and other facilities may be utilized as temporary housing, dining, or storage facilities during an emergency.

Residential Life Tel. #209-228-4663

Student Health Tel. #209-228-7649

University Food Services Tel. #209-228-3463

University Relations Tel. # 209-228-4401

Off-Campus Resources

Local Police Department

Emergency #: 9-911
Main Tel. #358-6912

County Sheriff

Main Tel. 358-7451

California Highway Patrol

Main Tel. 209-356-2900

City Fire Services

Emergency: 9-911
Main Tel. # 385-6891

State Fire Marshal

Main Tel. 916-445-8200

County Office of Emergency Services

Main Tel. 209-385-7548

State Office of Emergency Services

Main Tel. 916-845-8400

County Mental Health

Main Tel. 381-6800

County Department of Health

Main Tel. 381-1200
Other/Alt Tel. 381-1010

American Red Cross Disaster Services

Main Tel. # 209-383-2150
Other/Alt MODESTO Tel. 209-523-6451

Section 9 Emergency Notification

C O N F I D E N T I A L

900.10 Emergency Notification Call List

Area Codes (209) unless otherwise noted

Name	Office	Cell	Home	Other	
Police/Fire/EMS	9-9-1-1		From	Campus Phone	
	228-2677	CAT-COPS	From	all other Phones	
Steve Kang	4417 OR 4420				
Keith Alley	4439				
Mary Miller	4430				
Janet Young	4419				
Rita Spaur	7865				
Patti Istas	4483				
Jane Lawrence	4482				
John Garamendi Jr.	4401				
Jeffrey Wright	4021				
Maria Pallavicini	2969				
Hans Bjornsson	4335				
Sam Traina	7964				
Roy Hoglelund	4189				
Katie Unruh	4417				
Kevin Creed	4234				
Tom Atkins	4320				
U C O P					
UCOP Emg. Manger	510-987-9532				
Campus Counsel	510-987-9941				
Campus Risk Manger	510-987-9826				
UC Emergency #s					
Berkeley					
Davis					
Irvine					
Los Angeles					
Riverside					
San Diego					
San Francisco					
Santa Barbara					
Santa Cruz					
Merced Emergency #s					
City Manager	385-6834				
Police	385-6912				
Fire	385-6891				
Sheriff	385-7451				
County Fire	385-6891				
Office of Emg. Svc	385-7548				

Section 10

Annex A: Crisis Communications Plan

Section 11

Annex B: EOC Position Checklists

[EOP Appendix EOC Checklists-for web.doc](#)

Section 12

Appendix C: Incident Responses

Fire:

<http://emergency.ucmerced.edu/2.asp?uc=1&lvl2=24&lvl3=24&lvl4=27&contentid=22>

Fire Alarms:

<http://emergency.ucmerced.edu/2.asp?uc=1&lvl2=24&lvl3=24&lvl4=42&contentid=23>

Flooding:

<http://emergency.ucmerced.edu/2.asp?uc=1&lvl2=24&lvl3=24&lvl4=28&contentid=9>

Hazardous Materials:

<http://emergency.ucmerced.edu/2.asp?uc=1&lvl2=24&lvl3=24&lvl4=30&contentid=11>

Power Outage:

<http://emergency.ucmerced.edu/2.asp?uc=1&lvl2=24&lvl3=24&lvl4=31&contentid=12>

Civil Disturbance:

<http://emergency.ucmerced.edu/2.asp?uc=1&lvl2=24&lvl3=24&lvl4=29&contentid=10>

Suspicious Package:

<http://emergency.ucmerced.edu/2.asp?uc=1&lvl2=24&lvl3=24&lvl4=35&contentid=16>

Bomb Threat:

<http://emergency.ucmerced.edu/2.asp?uc=1&lvl2=24&lvl3=24&lvl4=38&contentid=18>

Hostile Intruder:

<http://police.ucmerced.edu/docs/as.pdf>