

SOLANO COMMUNITY COLLEGE DISTRICT

Emergency

college logo

Operations

Dept Logo

January 2, 2006

Plan

Solano Community College Safety Committee
Solano Community College Police Department
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Introduction

The Emergency Operations Plan (EOP) has not been developed to cover every emergency situation. This plan provides basic structure and procedures to guide the District's response to extraordinary emergency situations associated with natural and man made disasters. This plan is not intended for day-to-day emergencies that may be handled with the preplanned procedures of specific departments.

The Emergency Operations Plan is a creation of the District's Safety Committee and Police Department. This plan is fully supported by the Superintendent/President of the Solano Community College District.

Legal References

FEDERAL AUTHORITIES

1. Federal Civil Defense Act of 1950, PL 920
2. Federal Disaster Relief Act of 1974, PL 93-288

STATE AUTHORITIES

1. Title 5, Education, Section 560
2. California Code of Regulations, Title 19, Div 2
3. Government Code, Chp 8, Div 4, Title 1, Sec. 3100 -3102
4. Education Code Sections 16555.5 & 31301
5. Military & Veterans Code, Div 7, Chp 1, Sec 1500 – 1600
6. Civil Code, Sec 1714.5, Liabilities for Civil Defense Activities
7. Labor Code, Div 4, Part 1, Workers Compensation Benefits for Civil Defense and Disaster
8. Vehicle Code, Sec 40830, 41401 – 41402
9. Disaster & Civil Defense Master Mutual Aid Agreement
10. Executive Order No. 67-D-1, November 9, 1967
11. Administrative Order No. 68-5, March 8, 1968
12. California Civil Defense & Disaster Plan
13. Office of Emergency Services, Bulletin No. 3, Sec 1
14. Title 25, Part 1, Chp 1, Sub 2, Sec 500
15. Health & Safety Code, Div 13, Part 3, Sec 19100 – 19170
16. Earthquake Protection Law (Riley Act)
17. Senate Bill 445 (Alquist)

DISTRICT AUTHORITY

Solano Community College District Board Policy # 3820

TABLE OF CONTENTS

Purpose Scope Assumptions	Page 1
Priorities Levels of Emergencies	Page 2
Activation of Plan Chain of Succession	Page 3
Declaration of Emergency Continuity of Government	Page 4
Mutual Aid Disaster Service Worker	Page 5
Incident Command Center (ICC)	Page 6
Organizational Chart/ICC	Page 7
Position Descriptions/ICC	Page 8
Position Checklists	Appendix A
Proclamation Forms	Appendix B

COPY OF BOARD POLICY

EMERGENCY OPERATIONS PLAN

PURPOSE

Various federal and state laws require the District to have an emergency plan, which is reviewed annually by the governing board. Prepared in compliance with those laws, the plan is intended to enhance the protection of life and property with available District resources.

Since an emergency may strike without warning, this plan is designed to be flexible and answer three basic questions:

What do I do? This plan will describe the overall operational concepts relative to response and recovery.

How should I do it? This plan describes the Incident Command System (ICS), which is the management system to be used to cope with an emergency.

What should I know? This plan consists of checklists covering specific topics, actions, or resources.

SCOPE

The Emergency Operation Plan applies to all Solano Community College District employees (regardless of position) and all physical and real properties owned and/or operated by the Solano Community College District.

ASSUMPTIONS

The Emergency Operation Plan is based on a realistic approach to the problems likely to be encountered by the District during a major emergency or disaster. The plan assumes that:

1. An emergency or disaster can occur at any time of the day or night, weekends or holidays, with little or no warning.
2. Since events in an emergency or disaster are not predictable, published emergency plans will serve only as a guide and may require modification in order to meet the requirements of the matter at hand.
3. Disasters may affect widespread areas; therefore, city, county, and federal emergency assistance may not be available for as long as 72 hours or more.

PRIORITIES

The priorities of this plan are:

1. To save human lives.
2. To provide for the needs of the survivors.
3. To protect property.
4. To provide public information.
5. To restore essential services and instruction.

LEVELS OF EMERGENCIES

The State Office of Emergency Services (OES) has established three levels of emergency response, based on the severity of the situation and the availability of local resources. Generally, response to a major emergency or disaster will progress from district, to county, to regional, to state, to federal involvement.

A.MINOR TO MODERATE (Level 1): Situation, which occurs and is managed in a normal manner from a command post at the scene. The situation can be handled with existing District resources or limited outside help. A level 1 emergency is usually a single or one dimensional hazard of limited duration with little or no impact on District operations. The Incident Command Center (ICC) is not activated. All responders coordinate by way of established communications venues. A District State of Emergency is generally not proclaimed.

B.MODERATE TO SEVERE (level 2): Situation involving some or the entire District that cannot be handled with existing District resources; and requires considerable outside assistance. Level 2 emergencies are most likely multi-hazard situations. The ICC may or may not be activated. A District State of Emergency may be proclaimed.

C.MAJOR (Level 3): Catastrophic situation involving the entire District and the surrounding community. Immediate resolution of the disaster is beyond the resource capabilities of the District and local/county resources. Level 3 emergencies are multi-hazard, and outside help may not be available for a prolonged period of time. The ICC is activated. A District State of Emergency is proclaimed.

ACTIVATION OF THE PLAN

The Emergency Operations Plan is officially activated by order of the President or his/her designee. The plan will be activated to a level appropriate to the scope of the emergency, when:

There is existence or threatened existence of a Level 2 or 3 emergency which only affects the District.

Or

When Solano County declares a local emergency

Or

When the Governor has proclaimed a state of emergency in an area that includes interests of the District.

Or

When the President of the United States declares a national emergency in an area that includes interests of the District.

****It would be in the District's best interest to declare a state of emergency even when the county, state, or national government has also declared such a state.****

CHAIN OF SUCCESSION

In the event that the President is not present or is disabled, the authority and responsibility to activate the Emergency Operations Plan shall follow this chain of succession:

Vice President of Administrative and Business Services

Vice President of Student Services

Vice President of Academic Affairs

Chief of Police

Director of Facilities

On-Duty Police Officer

This chain of succession supersedes all previously published memos, letters, handbooks, or policies relating to chain of succession in an emergency.

DECLARATION OF DISTRICT STATE OF EMERGENCY

The declaration of a District State of Emergency is required when the District is the only political subdivision affected by an emergency or disaster. As mentioned in the section relating to activating the plan, it is always in the District's best interest to declare even if higher levels of government have claimed declaration.

-A declaration of a District State of Emergency provides the District with the authority to:

-Receive mutual aid from the Solano County Operational Area and the State.

-Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements.

-In the absence of a state of war emergency or state of emergency, seek recovery for the costs of extraordinary services incurred in executing mutual aid agreements.

-Requisition of necessary personnel and material of any department or agency.

-Issue orders and regulations necessary to provide for the protection of life and property.

-Issue orders and regulations imposing curfews.

-Conduct emergency operations without facing liabilities for performance or failure of performance.

Solano Community College District Board Policy # 3820 authorizes the Superintendent/President or his/her designee to proclaim a state of emergency. This declaration must be confirmed and ratified within 7 days by the Governing Board. The Superintendent's designee shall follow this plan's Chain of Succession solely for the purpose of emergency operations.

CONTINUITY OF GOVERNEMENT

In the event that the entire Governing Board is incapacitated or unavailable, continuity of government shall rest with the President/Superintendent or his/her designee until such time that a formal Board can be reestablished.

MUTUAL AID

The Solano Community College District recognizes the Operational Area Concept and accepts that the Operational Area for the District is Solano County.

Requests for mutual aid, when this plan is in effect, will primarily be made through the Solano County Office of Emergency Services.

Upon receiving mutual aid, the District is responsible for the logistical support of reporting personnel.

Requests for and coordination of mutual aid will normally be accomplished through established venues with the Solano County Office of Emergency Services. The request should be specific:

Number and type of personnel needed

Type and amount of equipment needed

Reporting times and location

Who forces should report to

Access routes

Estimated duration of need

The Solano Community College District recognizes and strongly supports the mutual aid agreement of the North Coast College and University Mutual Aid Group (NCCUMAG) as a sharing resource of mutual aid in event of an emergency or disaster.

DISASTER SERVICES WORKERS

All public employees, which includes every employee of the Solano Community College District regardless of title or position, are declared to be disaster service workers. Disaster services workers are subject to activities assigned to them by the President or designee and/or required by law. Refusal to participate may result in criminal prosecution. **California Government Code, Chapter 8, Division 4 of Title 1, Sections 3100-3102**

Volunteer workers shall sign the California State Office of Emergency Services form #99 before becoming involved in a task; making them qualified for Workers Compensation benefits through the State, thus relieving this District of the related liability. **No person(s) under the age of 18 years shall be allowed to provide volunteer services during a State of Emergency.**

INCIDENT COMMAND CENTER

PRIMARY

Governing Board Room
Building 600

SECONDARY

Child Care Center
Building 200

OFF CAMPUS

TBD

INCIDENT COMMANDER & EXECUTIVE COUNCIL CENTER

PRIMARY

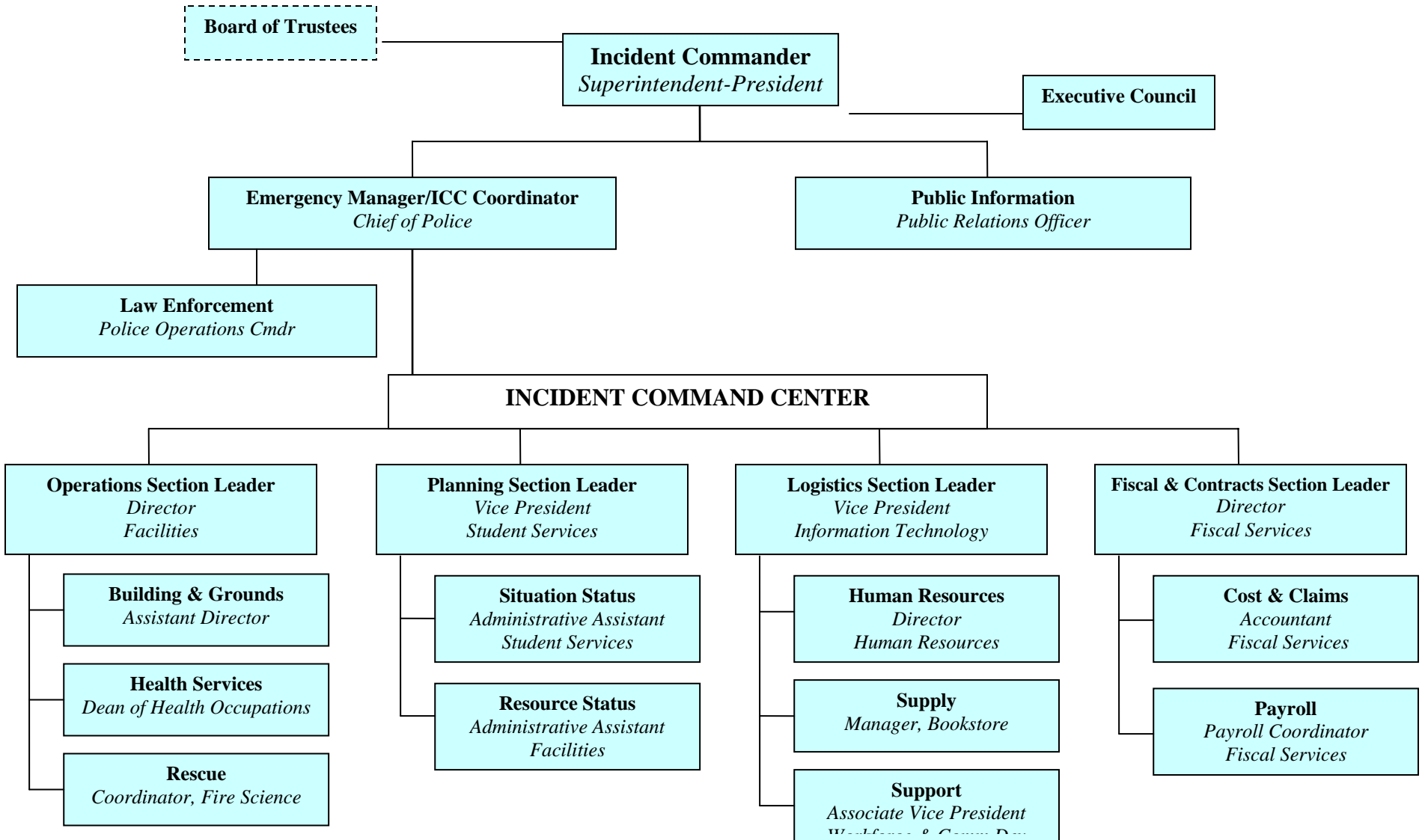
Superintendent/President's Office
Building 600

SECONDARY

As designated by the Incident Commander

INCIDENT COMMAND SYSTEMS ORGANIZATIONAL CHART

7 of 10



**POSITION DESCRIPTIONS
INCIDENT COMMAND SYSTEMS**

GOVERNING BOARD

Board policy # 3820 authorizes the Superintendent/President or his/her designee to act on behalf of the District in declaring a State of Emergency. The Governing Board of Trustees does not serve in operational aspects of an emergency response.

INCIDENT COMMANDER – Superintendent/President

Responsible for determining priorities and strategies for responding to and recovering from a disaster.

EXECUTIVE COUNCIL

Serve as direct advisors to the Incident Commander. Focus on returning the District to the educational process.

EMERGENCY MANAGER/ICC COORDINATOR – Chief of Police

Assists the Incident Commander with the management of the District's emergency response. Direct link between the Incident Commander and the Incident Command Center.

PUBLIC INFORMATION – Public Relations Officer

Provides related information to the campus and outside communities. Works directly with the Emergency Manager to gather information and is a direct link to the Incident Commander. Coordinates response from outside media.

LAW ENFORCEMENT – Police Operations Commander

Oversees the general safety of emergency operations, law enforcement, ICC safety, and controls access to hazardous areas. Will assign a sworn officer and emergency vehicle as personal escort to the Incident Commander until dismissed by the Incident Commander.

**POSITION DESCRIPTIONS
INCIDENT COMMAND SYSTEMS**

INCIDENT COMMAND CENTER

OPERATIONS SECTION LEADER – Director, Facilities
Responsible for coordinating activities of the Operations Section.

BUILDING/GROUNDS – Assistant Director, Facilities
Coordinates the repair and restoration of essential structures and utilities.
Removes debris, assist in heavy rescue operations, supports law enforcement and fire services in access and perimeter control.

HEALTH SERVICES – Dean of Health Occupations
Coordinates health and medical assistance.

RESCUE – Coordinator, Fire Sciences
Coordinates building evacuation and the rescue of trapped and/or injured persons, first aid in the field, and supervises Building Coordinators.

PLANNING SECTION LEADER – Vice President, Student Services
Responsible for coordinating activities of the Planning Section.

SITUATION STATUS – Administrative Assistant, Student Services
Gathers information, such as damage assessment, weather predictions, and intelligence that could hamper or assist in the recovery effort.

RESOURCE STATUS – Administrative Assistant, Facilities
Maintains updated list of resources being used and available.

**POSITION DESCRIPTION
INCIDENT COMMAND SYSTEMS**

INCIDENT COMMAND CENTER

LOGISTICS SECTION LEADER – Vice President, Information Technology
Responsible for coordinating activities of the Logistics Section.

HUMAN RESOURCES – Director, Human Resources
Provides employees and volunteers to support in the response and recovery process.

SUPPLY – Manager, Bookstore
Coordinates the allocation of essential supplies which includes food, fuel, and equipment.

SUPPORT – Associate Vice President, Workforce & Community Development
Provides for the needs of disaster victims and responders. Coordinates with agencies such as the American Red Cross, Salvation Army, and the County Health Department. Arranges for various transportation services.

FISCAL/CONTRACTS SECTION LEADER – Director, Fiscal Services
Responsible for coordinating activities of the Fiscal Section.

COST & CLAIMS – Accountant, Fiscal Services
Gathers and maintains information on the cost of disaster response and recovery and files Federal Emergency Management Administration (FEMA) claims as needed.

PAYROLL – Payroll Coordinator, Fiscal Services
Manages, monitors, and maintains time records.

INCIDENT COMMANDER

- ___ Go to the Incident Command Center; if activated
- ___ Review this entire checklist and put on position vest
- ___ Notify the Governing Board, legal counsel, phone-tree contacts
- ___ Maintain personal activity log
- ___ Obtain briefing from Section Leaders who have arrived
- ___ Appoint additional Emergency Manager, Public Information, and Section Leaders if assigned or alternates are unable to arrive
 - ___ Emergency Manager
 - ___ Public Information
 - ___ Operations Section Leader
 - ___ Planning Section Leader
 - ___ Logistics Section Leader
 - ___ Fiscal & Contracts Section Leader
- ___ Consider/Approve cautionary actions not already in progress
 - ___ Evacuation
 - ___ Shelter
 - ___ Campus Closure/Reopening
 - ___ Employee release or call-back
 - ___ Public notifications
- ___ Group Executive Council, Emergency Manager, and Public Information Officer privately to develop an action plan
- ___ Overall strategy (Offensive/Defensive)
- ___ Need for evacuation
- ___ Estimate duration of incident
- ___ Determine if State of Emergency has been declared by the County, State, or Federal Government
- ___ Priorities for obtaining and allocating resources
- ___ Distribute action plan to Section Leaders

INCIDENT COMMANDER

- ___ If required, declare State of Emergency per Board Policy # 00000
- ___ Ensure County Office of Emergency Services is notified
- ___ Issue any public statement or information through Public Information
- ___ Cause a survey of the District's properties to be conducted to determine damage
- ___ Advise key personnel of the damage survey results
 - Extensive Damage
 - ___ Protect emergency equipment from further damage
 - ___ Clear campus of stranded people as soon as it is safe to do so
 - In the event of little or no damage, prepare to assist the local community and other institutions as part of the North Coast College and University Mutual Aid Group (NCCUMAG)*
- ___ Periodically check workers for agitation or fatigue. Relieve or reassign if possible

INCIDENT COMMANDER

AFTER EMERGENCY

- ___ Release personnel from Incident Command Center when crisis diminishes

- ___ Review this checklist

- ___ Be sure all responders receive summary debriefing and counseling as needed prior to release

- ___ Have debris cleaned and removed as soon as possible

- ___ Issue a Proclamation of Termination of local State of Emergency as needed

- ___ Appoint appropriate Incident Command Center Section Leader to mitigate hazardous conditions

- ___ As soon as possible review event with Executive Council, Emergency Manager, and Public Information while interest in emergency preparedness is still on the public's mind
 - ___ Critique response and recovery effort
 - ___ Review need for community education programs
 - ___ Start volunteer recruitment for future emergencies
 - ___ Review the Emergency Plan
 - ___ Meet with Incident Command Center Staff to review and debrief
 - ___ Prepare report and debrief Governing Board
 - ___ Host a public debriefing

- ___ Review financial records and forward to Fiscal Services for processing.

EMERGENCY MANAGER

- ___ Go to the Command Center; if activated
- ___ Review checklist and put on position vest
- ___ Determine status of Incident Commander. If necessary assume control until designated successor arrives
- ___ Brief with the Incident Commander
- ___ Maintain personal activity log
- ___ Situation assessment
- ___ Make sure Incident Commander understands the following:
 - ___ How to declare an emergency
 - ___ How to request Mutual Aid
 - ___ What emergency powers, policies, and procedures are applicable
 - ___ What briefings (in-house & public) should take place, and when
- ___ Recommend additional protective measures to the Incident Commander
- ___ Assist focus of overall priorities
 - ___ Lives
 - ___ Property
 - ___ Care and shelter of survivors
 - ___ Public Information
 - ___ Restoration of essential services and instruction
- ___ Assist Incident Commander with the Action Plan
- ___ Transmit policy, directives, and information to the Command Center
- ___ Coordinate with Solano County OES if possible

EMERGENCY MANAGER

- ___ Clarify that Declaration of Emergency must be made within 10 days of the disaster
- ___ Clarify that request for financial aid must be made within 60 days of the declaration

AFTER EMERGENCY

- ___ Assist with debriefing and counseling processes
- ___ Assist in closing down ICC & replenish supplies
- ___ Cause Proclamation of Termination of Emergency to occur
- ___ Maintain contact with appointed Incident Command Center Section Leader in regards to hazard mitigation
- ___ Participate in Incident Commander's after event reviews, briefings, and follow-up measures

PUBLIC INFORMATION

- ___ Go to the Command Center; if activated
- ___ Review this entire checklist and put on position vest
- ___ Get briefing from Incident Commander
- ___ Establish a media center away from the ICC and Incident Commander meeting area
- ___ Maintain a personal activity log
- ___ Obtain periodic updates from ICC Section Leaders
- ___ Monitor ICC status boards to provide appropriate information to the media
- ___ Update recorded telephone message hourly or as the situation changes
- ___ Release emergency status information
 - ___ Media Hotline Number
 - ___ Public Hotline Number
- ___ Prepare a description of the situation: deaths & injuries, persons displaced, and property damage
- ___ Prepare a description of District's response efforts: shelter, medical, search & rescue, repairs, debris clearance, and fire or flooding control
- ___ Provide media with information where people should report or call to volunteer
- ___ Monitor published or broadcasted information for errors and have misinformation corrected immediately

PUBLIC INFORMATION

- ___ If other spokespersons are needed, brief them thoroughly prior to public appearance
- ___ Keep Emergency Manager informed of all public information to be released
- ___ Keep a file of all information to be released
- ___ Post and distribute hardcopy of all releases

AFTER EMERGENCY

- ___ Update media contact lists
- ___ Continue to release information as appropriate
 - ___ Restoration of facilities
 - ___ Travel and campus access restrictions
- ___ Release other useful information
 - ___ State and Federal assistance available
 - ___ Disaster Assistance Centers open in the area
 - ___ Human interest stories
 - ___ Acts of heroism
- ___ Complete a comprehensive chronological summary of events based on all available records
- ___ Survey employees and local media for suggestions on improving information release

LAW ENFORCEMENT

- ___ Go to the Incident Command Center: if activated
- ___ Read entire Checklist
- ___ Brief with the Emergency Manager
- ___ Assign Incident Commander's escort
- ___ Maintain personal activity log
- ___ Alert personnel
- ___ Recall off-duty personnel
- ___ Obtain and provide periodic ICC updates
- ___ Maintain contact with the Emergency Manager

AFTER EMERGENCY

- ___ Initiate orderly de-escalation and release of law enforcement personnel
- ___ Meet with other relevant agencies to determine response effort weaknesses
- ___ Re-check this list
- ___ Ensure responders under your authority attend debriefing and are provided counseling if needed

OPERATIONS SECTION LEADER

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire list and put on position vest
- ___ Maintain unit activity log
- ___ Establish access controls to damaged and hazardous areas
- ___ Control resources as they become available
- ___ Request needed supplies, equipment, and support services
- ___ Establish contact with outside resources
- ___ Develop relief crews as needed
- ___ Until other staff is available assume duties of areas under chain

AFTER EMERGENCY

- ___ Request Incident Commander to approve release of crews as soon as possible
- ___ Assist with de-escalation of the disaster response
- ___ Ensure responders under your authority attend debriefing and are offered counseling
- ___ Make sure your assistants complete their checklists and submit
- ___ Identify and prepare an action plan to correct response deficiencies
- ___ Review this entire list

BUILDING & GROUNDS

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire list and put on position vest
- ___ Brief with the Operations Section Leader
- ___ Maintain unit activity log
- ___ Send workers to survey damage and other effects
- ___ Determine rescue needs
- ___ Work with Supply Coordinator for needs
- ___ Mobilize resources by determined priority
- ___ Routinely brief Operations Section Leader
- ___ Assist Rescue Coordinator as needed
- ___ Provide barricades for traffic and access control
- ___ Cause unsafe areas to be cordoned off
- ___ Start priority repair efforts such as utilities
- ___ Start clearance of debris as allowable

BUILDINGS & GROUNDS

AFTER EMERGENCY

- ___ Arrange for clearing of remaining debris as soon as possible
- ___ Arrange for facilities relocation
- ___ Document and photograph damage
- ___ Ensure your responders attend debriefing and are offered counseling as needed
- ___ Arrange for inspection of facilities for safety and building integrity
- ___ Review this entire list

HEALTH SERVICES

- ___ Go to the Incident Command Center; if activated
- ___ Review this entire list and put on position vest
- ___ Brief with Operations Section Leader
- ___ Maintain unit activity log
- ___ Determine location for health and medical center
- ___ Manage center
- ___ Maintain contact with Rescue Coordinator and Operations Section Leader

AFTER EMERGENCY

- ___ Arrange for completion of related documentation
- ___ Arrange to close center
- ___ Ensure your responders attend debriefing and are offered counseling as needed
- ___ Review this entire list

RESCUE

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire list and put on position vest
- ___ Maintain unit activity log
- ___ Establish location areas for evacuations
- ___ Brief with Operations Section Leader to determine rescue priorities and needs
- ___ Ensure adequate resources are on scene to ensure responders effectiveness and safety
- ___ Mark buildings and rooms that have been searched
- ___ Determine hazardous materials concerns
- ___ Develop rescue and evacuation plans, contingency plans, and back-up communications for rescue teams and initiate process to accomplish these tasks
- ___ Determine firefighting capabilities and initiate
- ___ Focus on the safety and protection of people then property
- ___ Routinely update Section Leader and Situation Status Coordinator
- ___ Arrange contact with coroner before removing bodies
- ___ Determine storage area for bodies

RESCUE

AFTER EMERGENCY

- ___ Ensure responders attend debriefing and are offered counseling if needed
- ___ Assemble all documentation for submittal to Section Leader
- ___ Determine response deficiencies for future correction
- ___ Review this entire list

PLANNING SECTION LEADER

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire checklist and put on position vest
- ___ Maintain unit activity log
- ___ Until other staff are available assume duties of areas under chain
- ___ Ensure Incident Commander is periodically updated of situation status through Emergency Manager

AFTER EMERGENCY

- ___ Become available to work with Incident Commander to develop recovery plan
- ___ Ensure workers under your authority attend debriefing and are offered counseling if needed
- ___ Make sure your assistants complete their checklists and submit
- ___ Identify and prepare an action plan to correct deficiencies
- ___ Review entire checklist

SITUATION STATUS

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire checklist and put on position vest
- ___ Maintain unit activity log
- ___ Participate in the initial briefing with all Section Leaders and Incident Commander
- ___ Remind Section Leaders to have all incoming and out going phone calls logged and documented with detail summary
- ___ Contact National Weather Service for weather conditions and projections as well as wind direction
- ___ Monitor all messages of condition and assessments
- ___ Set up a wall map/status board to list and update situations as report arrive
- ___ Poll section leaders for updates in changes
(@ every 15 to 20 minutes)
- ___ Prepare summary updates for Emergency Manager and Incident Commander
- ___ Maintain log of casualties and damage
- ___ Develop a preliminary estimate of people needing shelter for use by the Support Coordinator
- ___ Prepare a written situation report every two hours or as requested for the Emergency Manger and Public Information

SITUATION STATUS

AFTER EMERGENCY

- ___ If needed, modify wall map/status board

- ___ Assemble all documentation for Section Leader and Emergency Manger

- ___ Be sure to attend debriefing and counseling if needed

RESOURCE STATUS

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire checklist and put on position vest
- ___ Maintain unit activity log
- ___ Review action plan
- ___ Inventory and list resources
 - ___ Personnel
 - ___ Equipment
 - ___ Food
 - ___ Functional buildings
 - ___ Vehicles
 - ___ First aid supplies
- ___ Post resources for Incident Command Center
- ___ Maintain & post inventory availability log

AFTER EMERGENCY

- ___ Complete and submit all documentation to Section Leader
- ___ Attend debriefing and counseling if needed
- ___ Review and update forms for future use
- ___ Review this entire list

LOGISTICS SECTION LEADER

- ___ Go to Incident Command Center: if activated
- ___ Review this entire checklist and put on position vest
- ___ Maintain unit activity log
- ___ Until other staff is available assume duties of areas under chain
- ___ Maintain contact with and assist other Section Leaders in filling needs for operation

AFTER EMERGENCY

- ___ Assist with de-escalation of disaster response
- ___ Ensure responders under your authority attend debriefing and are offered counseling if needed
- ___ Make sure your assistants complete their checklist/records and submit
- ___ Identify and set up correction to response deficiencies
- ___ Review this entire list

HUMAN RESOURCES

- ___ Go to Incident Command Center: if activated
- ___ Review this entire checklist and put on position vest
- ___ Maintain a unit activity log
- ___ Initiate the call out of District personnel
- ___ Allocate personnel according to the established priority of action plan
- ___ Confirm identity and age of volunteer workers and complete OES Form # 99
- ___ Receive and review demands for personnel
- ___ Brief with Planning Section Leader to determine personnel needs beyond employees currently available
- ___ Maintain complete records and report

AFTER EMERGENCY

- ___ Assemble and check all documentation for submittal to Section Leader
- ___ Attend debriefing and counseling if needed
- ___ Follow up on medical care payments covered under workers' compensation
- ___ Review this entire checklist

SUPPLY

- ___ Go to Incident Command Center: if activated
- ___ Review this entire list and put on position vest
- ___ Maintain unit activity log
- ___ Locate, procure, maintain, and distribute supplies and equipment
- ___ Allocate items according to established priorities
- ___ Maintain records on all transactions and verify for payment to vendors
- ___ If possible, procure supplies from usual outlets
- ___ Maximize local resources before requesting supplies from outside
- ___ Request assistance from Operations Section Leader as appropriate
- ___ Mobilize supply personnel
- ___ Determine material needs and stock pile items
- ___ Coordinate the distribution of food and water

AFTER EMERGENCY

- ___ Recover as many resources as possible
- ___ Complete all documentation for submission to Section Leader
- ___ Ensure all workers attend debriefing and are offered counseling
- ___ Review this entire list

SUPPORT

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire checklist and put on position vest
- ___ Maintain unit activity log
- ___ Request food, equipment, and supplies needed
- ___ Work with Red Cross to establish shelters
- ___ Determine where welfare inquiry centers will be established
- ___ Maintain an updated list of victims and their locations
- ___ Continue to reassess needs and disaster conditions
- ___ Coordinate transportation services for
 - ___ Evacuated people
 - ___ Transporting casualties
 - ___ Transporting supplies, equipment, and personnel
- ___ Request assistance from Operations Section Leader if needed
- ___ Develop priorities for transportation request with Section Leaders and have approved by Incident Commander
- ___ Maintain complete documentation of activities for future billing issues

AFTER EMERGENCY

- ___ Complete all documentation and submit to Section Leader
- ___ Attend debriefing and counseling is needed
- ___ Review this entire list

FISCAL & CONTRACTS SECTION LEADER

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire list and put on position vest
- ___ Maintain unit activity log
- ___ Until other staff are available to assume duties of areas under chain
- ___ Ensure accurate records are being created by assistants under your authority
- ___ Verify action plan provides for fiscal concerns and analysis
- ___ Ensure all fiscal and contract related documents are completed properly

AFTER EMERGENCY

- ___ Establish a plan to follow through on all business management issues
- ___ Before disbursing your section make sure all logs, checklists, and financial documents are complete, current, and properly routed
- ___ Ensure your responders attend debriefing and are offered counseling if needed
- ___ Review this entire list

COST & CLAIMS

- ___ Go to Incident Command Center: if activated
- ___ Review this entire list and put on position vest
- ___ Maintain unit activity log
- ___ Establish a network to obtain the following information
 - ___ Cost of personnel response
 - ___ Cost for operation of District owned or controlled equipment
 - ___ Cost of items purchased
 - ___ Cost of currently owned items consumed
 - ___ Estimates costs of general damage to the District to support declarations (obtain information from Situation Status)
- ___ Prepare cost estimates for fiscal planning
- ___ Make recommendations for cost savings to Section Leader
- ___ Maintain accurate documentation of all incurred costs
- ___ Prepare cost summaries
 - ___ Cost of response
 - ___ Loss to District
- ___ Document all potential claims resulting from the incident
- ___ Periodically review all documentation from entire Section
 - ___ Completeness
 - ___ Accuracy
 - ___ Timeliness
 - ___ Compliance with procedure and policies
- ___ Forward all documentation to Section Leader as needed
- ___ Work with the State Office of Emergency Services to assist in the preparation of Federal and State claim forms

COST & CLAIMS

AFTER EMERGENCY

- ___ Participate in debriefing and counseling if needed
- ___ Review and submit any remaining documentation
- ___ Review this entire list

PAYROLL

- ___ Go to the Incident Command Center: if activated
- ___ Review this entire list and put on position vest
- ___ Maintain unit activity log
- ___ Maintain an accurate record of payroll time reports
 - ___ Correct identification
 - ___ Specific pay provisions
 - ___ Hours worked
 - ___ Travel
- ___ Keep time records by shifts
- ___ Make sure time reports are properly signed
- ___ Close out a person's time record before they leave the incident
- ___ Keep the same records apply for temporary workers whether paid or volunteer
- ___ Notify all departments to report time lost due to the incident

AFTER EMERGENCY

- ___ Maintain same time records for people involved in recovery after incident is declared over
- ___ Attend debriefing and counseling if needed
- ___ Review and submit all documentation as appropriate
- ___ Review this entire checklist

Resolution Proclaiming the Existence of a Local Emergency

WHEREAS, Solano Community College District Governing Board Policy # 3820 empowers the Governing Board to proclaim the existence or threatened existence of a local emergency when the District is affected or likely to be affected by a calamity; and

WHEREAS, the Governing Board has been requested by the Superintendent/President to proclaim the existence of a local emergency; and

WHEREAS, the Governing Board of the Solano Community College District hereby finds the following:

1. That the conditions of extreme peril to the safety of persons and property have arisen within the District caused by

on the ____ day of _____ 20____, at _____ M and

2. That the conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE,

IT IS HEREBY PROCLAIMED AND ORDERED that a local emergency now exists throughout the Solano Community College District; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this local emergency, the powers, functions, and duties of the Superintendent/President and the emergency organization of this District shall be those prescribed by state law, and the charter, ordinances, resolutions, policies, and approved plans of the Solano Community College District.

Date

Governing Board:

Approved as to form:

District Counsel

**Proclamation Confirming the Superintendent/President's
Proclamation of the Existence of a Local Emergency**

WHEREAS, Solano Community College District Governing Board Policy # 3820 empowers the Superintendent/President to proclaim (subject to ratification by the Governing Board within seven days) the existence or threatened existence of a local emergency when the District is affected or likely to be affected by a calamity and the Governing Board is not in session; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within the District caused by

On the ____ day of _____ 20____, at ____ M and

WHEREAS, the Governing Board finds that the aforesaid conditions of the extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Superintendent/President of the Solano Community College District proclaimed a local emergency on the ____ day of _____ 20____, at ____ M.

NOW THEREFORE

IT IS HEREBY PROCLAIMED AND ORDERED that the proclamation of existence of a local emergency, as issued by said Superintendent/President, is hereby ratified and confirmed by the Governing Board of the Solano Community College District; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Governing Board of the Solano Community College District, Solano County, State of California

Date

Governing Board

Approved as to form:

District Counsel

Proclamation of Termination of Local Emergency

WHEREAS, a local emergency existed in the Solano Community College District in accordance with the proclamation thereof by the Governing Board or the Superintendent/President on the ____ day of _____ 20____ as a result of

And WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said District

NOW, THEREFORE, the Governing Board of the Solano Community College District, Solano County, State of California,

DOES HEREBY PROCLAIM the termination of said local emergency.

Date

Governing Board

Approved as to form:

District Counsel

BACK COVER