

SOLANO COMMUNITY COLLEGE DISTRICT

Emergency

*college logo*

Operations

*Dept Logo*

January 2, 2006

Plan

Solano Community College Safety Committee  
Solano Community College Police Department  
4000 Suisun Valley Road Fairfield California 94534  
707.864.7131 FAX: 707.864.7260

## 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

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**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

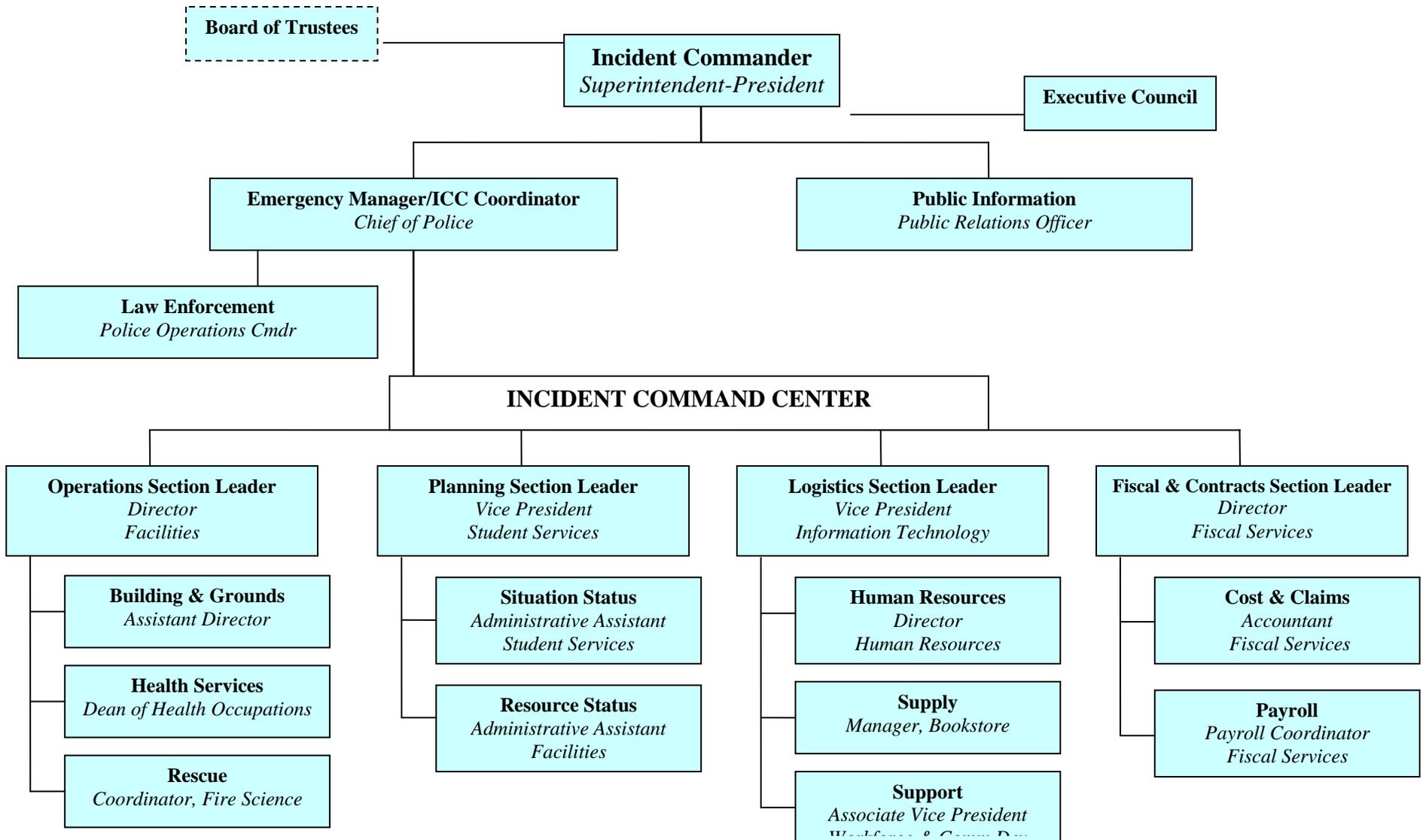
Superintendent/President's Office  
Building 600

SECONDARY

As designated by the Incident Commander

# INCIDENT COMMAND SYSTEMS ORGANIZATIONAL CHART

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## 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

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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

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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**