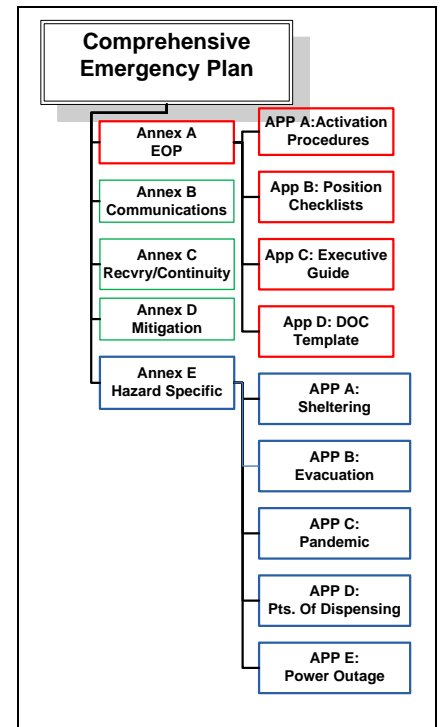


University of California, Davis
 Comprehensive Emergency Plan
Annex A: Emergency Operations Plan
APPENDIX A: EOC Activation Procedures

The EOC Activation Procedure is Appendix A of the Emergency Operations Plan (Annex A) of the Comprehensive Emergency Plan for the University of California, Davis.

This Appendix described the procedures for activating the EOC, after direction from the Chancellor and/or designee.

Upon activation at any level, the UC Davis Emergency Operations Center (EOC) serves as the centralized location (physically or virtually) to monitor and report the impact of emergencies while providing communication between the EOC and the campus, and between the EOC and surrounding jurisdictions. The EOC is the focal point for coordination, direction and control of emergency preparedness, response and recovery activities for the campus. The procedures in this appendix apply to all personnel participating in emergency preparedness, response and recovery activities.



During activation, the functions performed include, but are not limited to the following:

- Direction and control of emergency preparedness, response and recovery activities
- Coordination with surrounding jurisdictions, agencies, organizations and officials
- Management of available campus resources; acquisition of additional resources
- Receipt and dissemination of information and instructions to the campus and community
- 1.6. Demobilization of the EOC
- The EOC Manager, advised by the EOC Executive Policy Group, will determine when to deactivate the EOC and transition to normal business activities.

A. Location and Layout2

B. EOC Activation3

C. Opening the EOC4

D. EOC Logistics5

E. Incident documentation6

F. EOC Incident Action Plan7

G. Evacuation the primary EOC; establish an alternate EOC8

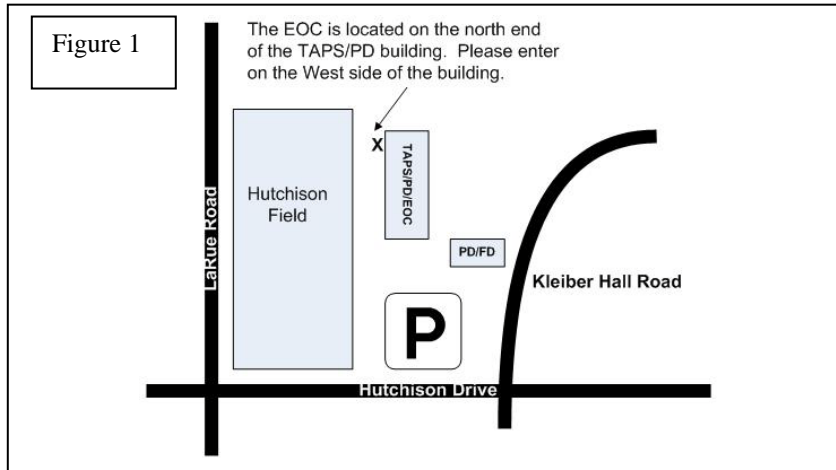
H. Demobilizing the EOC.....8

I. Damage Assessment8

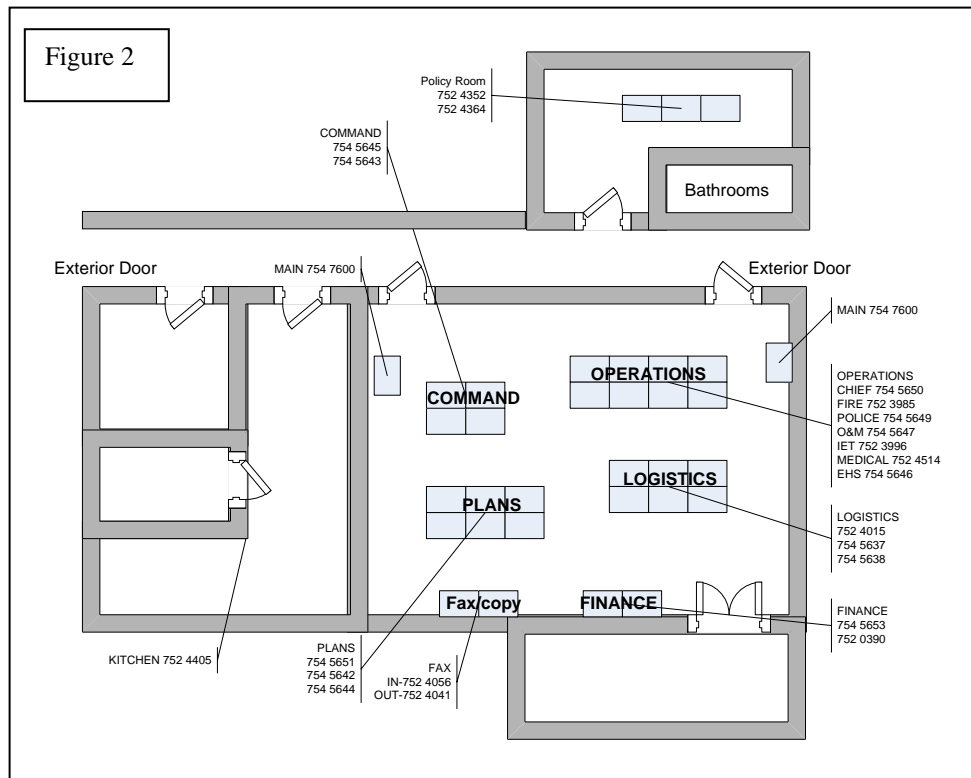
J. Hazard Specific Protocols9

A. Location and Layout

The UC Davis EOC is located on the north end of the TAPS building, adjacent to the Police-Fire building (figure 1).



The general layout of the EOC is shown below (figure 2), but, can be rearranged into other configurations, depending on the needs of the incident.



B. Activation

The EOC will be activated when necessary to facilitate the University's response and subsequent recovery from any emergency, as described in the Activation Table in Annex A

In addition, California SEMS regulations specify several circumstances in which an EOC within an Operational Area must be activated or partially activated. The following apply to UC Davis:

1. The campus is requesting resources from outside its boundaries – other than established mutual aid agreements.
2. The campus has received resource requests from outside its boundaries – other than established mutual aid agreements.

Personnel responding to the EOC must have appropriate identification prior to being allowed access to the campus EOC. Security will be maintained to protect the EOC and reduce distractions.

Activation requests are made by the Chancellor and/or designee upon recommendation by the event incident commander or a member of the Administrator Response Team (see Annex A, section 1)

The EOC team is directly activated through the UC Davis WarnMe service by a campus Administrator or an Initiator in UCPD dispatch. The message will ask for availability and will require a response.

REQUIRED NOTIFICATIONS WHEN EOC IS ACTIVATED

1. ON CAMPUS
 - a. EOC Executive Policy Group
 - b. Dispatch (530) 752-1230
 - c. Others as dictated by the event and the hazard specific appendix.
2. OFF CAMPUS
 - a. Yolo County OES (530) 406-4930,
24 Hr Contact: (530) 666-8920 (County Dispatch)
 - b. UCOP Emergency Management: (510) 987 9532

ADDITIONAL NOTIFICATIONS

Additional information located on hazard specific protocol.

C. Opening the EOC

The first person in the door is the EOC Manager until released.

Your Priorities are:

- Establish communications with dispatch, and the various campus departments or Department Operations Centers (DOC) involved in the incident
- Conduct initial assessments of situation
- Develop an initial EOC Incident Action Plan

Actions Checklist: (please complete in order and check off as completed)

- Locate EOC Activation binder in supply room.
- Activate EOC Team
- Complete other required notifications**
- Locate** the “forms” box in the EOC supply room. Remove the EOC sign-in sheet clipboard from the front and ensure staff signs in as they arrive. (This can be turned over to another EOC staff member as appropriate.)
- Arrange with PD for **security** of the EOC, only allowing those with both a UC Davis ID card and an EOC ID card to have access, unless pre-approved.
- Begin **set up** of the EOC
 - Each section has a large bin with vests, phones and instructions for installing and using the phones.
 - There is a ‘generic checklist’ in the pocket of each vest.
 - Information for using the TV/projection equipment is located near each door.
 - There are laptops assigned to each section. EOC team members are encouraged to bring their own laptops into the EOC.
 - Set up the fax machines, copy machine and printer as indicated on the map below.
 - Rearrange furniture as necessary.
- Provide a **briefing** for the staff as they arrive and assign them positions as needed.
- Remind** incoming staff:
 - Read the generic checklist in the pocket of each vest.
 - Set up each section with material from the supply room.
 - From the forms box:
 - Find checklist for the branch you are assigned to.
 - USE the EOC activity log.
- Don’t forget the coffee ...**

D. EOC Logistics

Security

During an EOC activation, access will be restricted to EOC staff and others conducting official business. Authorized media representatives are not allowed access to the EOC unless accompanied and authorized by a member of the EOC PIO team. All other individuals requesting access to the EOC will need approval from the EOC manager.

Supplies

- EOC tables and chairs are on wheels so they can be relocated as necessary or appropriate for the EOC activation. They can be rearranged!
- Most EOC equipment and resources are located in the supply room
- The EOC binder contains activation procedures and contact information.
- The FORMS box contains all applicable forms

Personnel Check in

Locate one table and check-in sheets (in FORMS box) in hallway, staffed by the EOC Logistics HR team. New arrivals are directed to their assigned position or to the EOC manager. The EOC Logistics HR team will maintain an up to date organization chart.

Communication

For communication purposes in the EOC, there are:

- a. Wired and wireless internet ports
- b. A cellular repeater for Sprint/Nextel devices
- c. 24 handheld radios with instructions on their use
- d. 2 fax machines, 2 printers, 1 copier, 8 laptops and numerous telephones

Communication Set up

Instructions for setting up the communication devices in the EOC are prepared by IET and located on the wall adjacent to each door. Instructions for using the projector are located near each door.

Sustenance and Sanitation

- The breakroom located in the next room is available to an activated EOC
- A large coffee maker is located in the EOC supply room
- There are 130 Heater meals located in the EOC supply room, in the locked closet
- Logistics can arrange with Sodexo or an outside vendor to provide meals
- There is one men's and one women's restroom in the hallway outside the EOC. During an activated EOC, arrange with PD security, access to the PD locker rooms

Parking

- All EOC personnel and support agencies will utilize the parking structure on Hutchinson Drive, if it is open and available

Medical/Mental Health

Minor first aid items are kept in the EOC. Care beyond that is provided by the Fire Department, student/employee health or a local hospital. EOC personnel should be aware of, and sensitive to; the physical and emotional needs of EOC occupants when placed under stressful situations that are not within their normal daily job functions. Assistance will be provided as needed.

E. Incident Documentation

It is important that the incident be properly documented from the beginning of the incident, throughout the response and recovery efforts, and continued until the EOC is demobilized.

Thorough documentation will:

- Ensure information is transferred accurately during all shift changes
- Inform the After Action Report (AAR) that will be compiled once the incident has been resolved
- Assist in reimbursement measures taken after the incident has been resolved

Documentation can include:

1. EOC Activity Logs

Provided for each EOC team member to record:

- Time and information for telephone calls made and received
- Time and information for actions requested and taken
- Other general notes and information.

*Currently, these are paper forms. They will EVANTUALLY be redeveloped as electronic forms.

2. General Message Forms

Provided for telephone messages received by EOC call takers to be distributed to various sections chiefs in the EOC.

3. Maps

Developed by Planning and Intelligence or acquired from other sources.

4. Media releases

Developed by the EOC PIO or received from other sources

F. EOC Incident Action Plan (IAP)

An EOC Incident Action Plan (IAP) is a written or verbal strategy for responding to the incident. It is developed by the EOC Manager and Section Chiefs.

A written IAP is generally not required for smaller field incidents, or at the beginning of an EOC activation. In those cases the EOC Manager or Incident Commander can verbally communicate necessary strategy and objectives.

In larger emergency situations and where the EOC will be activated for longer than one operational period, a written IAP will be more effective. In those situations:

- The EOC Manager and Section Chiefs in the General Staff meet immediately to develop the Incident Action Plan (IAP)
- The Planning Section Chief is responsible for preparing and distributing the IAP
- The Operations Chief will delineate the amount and type of resources needed to accomplish the mission
- The Planning Section, Logistics Section, and Finance & Administration Section will develop work plans the objectives

Copies of the IAP are distributed to the Incident Command Posts, the EOC Team, the EOC Executive Policy Group.

The IAP is implemented by the Operations Section and supported with tactical resources from other EOC sections. The Operations Section Chief has the authority to make appropriate adjustments to the IAP to meet the objectives in the most effective manner possible.

Forms for completing the IAP are located in the EOC forms book and on each laptop.

G. Evacuating the primary EOC; Establishing an alternate EOC

Evacuating an activated EOC occurs when there is concern for the safety of the EOC team.

1. Safety of personnel is always the first priority in any incident.
2. Arrange appropriate and secure transportation.
3. If possible, also remove:
 - a. Laptops and charging cords
 - b. Radios and extra batteries
 - c. Cellular phones
 - d. EOC forms box
 - e. EOC go box (miscellaneous administrative supplies)
 - f. Binders or USB drives with EOC activation information
 - g. EOC phone numbers and contact information
 - h. Documents already compiled by Planning and Intelligence

An alternate EOC can be established at **ANY** appropriate and safe location. An ideal location would include:

- a. Available power and outlets
- b. Functioning telephone system
- c. Internet access

H. Demobilizing the EOC

The EOC Manager, advised by the EOC Executive Policy Group, will determine when to deactivate the EOC and transition to normal business activities. The process of demobilizing includes:

- Demobilizing all units
- Documenting the incident in preparation for the After Action Report
- Documenting the incident in preparation for requests for state/federal disaster recovery funds

I. Damage Assessment

Damage assessment is the process of identifying and quantifying damages that occurs as a result of a disaster. The objective of damage assessment is to provide situational awareness to the EOC about the state of critical (must be in place for recovery to begin) and essential (must be in place for recovery to continue) functions to help facilitate the EOC move from response into recovery and decisions to appropriately direct resources and teams. Additionally, the damage assessment results are used as the initial basis to justify or determine state or federal assistance. Damage assessment is conducted in two phases:

Initial Damage Assessment:

This assessment begins immediately after the incident occurs and helps to determine life safety issues, identify the hardest hit areas and to estimate the damaged infrastructure. The initial damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

Preliminary damage assessment (PDA):

This assessment is done to verify the initial damage assessment (especially for state/federal assistance) and gather additional information on areas or functions that are going to require additional resources so recovery can be prioritized.