

ANNEX A: EMERGENCY OPERATIONS PLAN

This Emergency Operations Plan (EOP) is Annex A of the Comprehensive Emergency Management Plan for the University of California, Davis (UCD). This plan is activated when an incident occurs that overwhelms the day-to-day operations of the campus and requires a coordinated response including activation of the Emergency Operations Center (EOC). This Annex includes five appendices.

Contents:

1. Event Notification/Administrative Support2

2. Emergency Operations Center

 2.1 Primary EOC.....3

 2.2 Alternate EOC.....3

 2.3 EOC Activation.....3

 2.4 Declaration of Emergency3

 2.5 EOC Activation Levels4

3. Emergency Operations

 3.1 Direction and Control5

 3.2 SEMS, NIMS and ICS5

4. EOC Organization

 4.1 EOC Executive Policy Team6

 4.2 EOC Team7

 4.3 EOC Sections7

 4.4 Department Operation Centers (DOC's)8

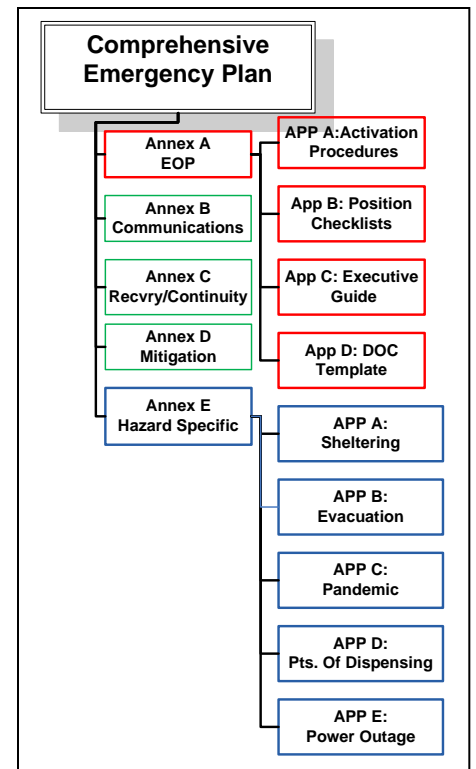
5. Off-Campus Assistance and Mutual Aid

 5.1 Inter-Campus.....9

 5.2 Non-UC Davis9

Annex A Appendices:

- Appendix A: EOC Activation Procedures
- Appendix B: EOC Position Checklists
- Appendix C: EOC Executive Guide
- Appendix D: EOC Executive Policy Team
- Appendix E: EOC DOC Template



ANNEX A: EMERGENCY OPERATIONS PLAN

1. Event Notification/Administrative Response Team

Immediate life-safety response to an incident on campus is well managed by the UC Davis Fire and Police departments. This team is not intended to supplant any operational or strategic actions considered necessary to a life safety response. The sole purpose of this team is to extend the campus ability to appropriately coordinate the administrative side of an emergency event or an event that has the potential to create operational disruption or adverse publicity.

This team is composed of a subset of the EOC Executive Policy Team. In August 2009, the team was composed of the following:

- John Meyer, VC Office of Resource Management and Planning
- Stan Nosek, VC Office of Administration
- Peter Siegel, VP Information and Educational Technology
- Fred Wood, VC Student Affairs
- Jill Parker, AVC Safety Services
- Mitchel Benson, AVC University Communications
- Valerie Lucus, Emergency Manager

This team is activated through a WarnMe notification group at the request of the ranking police/fire responder or any member of this team. The message would direct them to call a conference bridge. The person activating this team would also call the conference bridge to describe the situation.

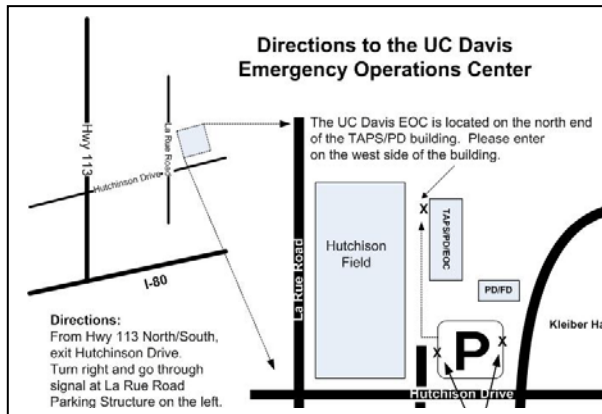
One team member would undertake the roll of primary campus administrator and, in coordination with the Incident Commander, would make recommendations to guide further policy and coordination issues as they relate to administration of the campus effected by the event. If necessary and in coordination with the News Service personnel, the administrator would act as campus spokesperson. Other actions could include communicating the situation to campus leadership and UCOP, activate the EOC Executive Policy Team, or activating the campus Emergency Operations Center (EOC).

The designated administrator will have access to all necessary resources and materials, including those associated with the campus EOC and WarnMe. Their primary resource for all campus contact numbers will be the News Service “orange sheet”, which is selectively distributed several times a year. In addition, they will have their campus ID and EOC card, a GETS card, and other materials as appropriate.

ANNEX A: EMERGENCY OPERATIONS PLAN

2. Emergency Operations Center

The EOC exists as a physical or virtual location from which to manage and direct incidents that overwhelm or have the potential to overwhelm the campus day-to-day response abilities. The EOC serves as the centralized location in which EOC staff will gather, check in, and assume their roles in the EOC. Response and recovery activities and work assignments will be planned, coordinated and delegated from the EOC.



2.1. Primary EOC

The primary EOC, located on the first floor of the TAPS/Police Building, is maintained in a state of readiness for conversion and activation. The facility is used for training and is a designated, but not a dedicated EOC facility.

2.2. Alternate EOC

It is the intent of this plan that an alternate EOC can be virtual or physical, and can be activated in a number of locations, depending on the incident and situation.

2.3. EOC Activation

The majority of emergency conditions and situations that occur at the University will be addressed via normal emergency response protocols. If the emergency situation requires an extensive response the campus EOC may be partially or fully activated (section 1.6). Additional information is detailed in Annex A, Appendix A: EOC Activation Procedures.

2.4. Declaration of Emergency

The UCOP Policy on Safeguards, Security and Emergency Management (dated January 2006) gives the Chancellor authority to declare a state of emergency on campus when:

1. Emergent conditions exist on or within the vicinity of the campus as a result of a natural or man-made disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or based on other seriously disruptive events; and
2. Extraordinary measures are required immediately to avert, alleviate, or repair damage to University property or to maintain orderly operation of the campus.

ANNEX A: EMERGENCY OPERATIONS PLAN

2.5. EOC Activation Levels

Event/Situation (<i>example</i>)	Activation Level	DOC's Activated
<p>Advance warning of severe weather, power outages or similar events.</p> <p>Advanced notice of large events that may require coordination of multiple campus units</p>	<p><u>Level 1 (Management Watch)</u> Precautionary notice or watch Campus administrative and EOC personnel put on alert status</p>	<p>One or more DOC's may be put on standby.</p>
<p>Severe weather, power outages or similar events that can disrupt campus operations</p> <p>Moderate incidents involving multiple campus departments Special events</p> <p>Public relations or communication incidents</p>	<p><u>Level 2 (Standby/Alert):</u> Incidents that are usually managed using normal response operations or coordination between units advisable. EOC may or may not be activated at an informal level Campus administrative and EOC personnel put on alert status</p>	<p>One or more DOC's may be activated depending on the incident.</p>
<p>Events that cause significant damage or disruption to campus infrastructure or business operations.</p>	<p><u>Level 3 (Partial Activation):</u> The emergency can no longer be managed using normal day-to-day procedures. The EOC is activated to coordinate and support response to the incident. EOC staffing decisions are made by the EOC Manager and depend on the circumstances surrounding the event.</p>	<p>One or more DOC's may also be activated, depending upon the nature of the incident.</p>
<p>Events that cause major damage to campus infrastructure or business operations</p> <p>Regional events that effect the campus</p>	<p><u>Level 4 (Full Activation):</u> The EOC is activated at either its primary or secondary location. All or most EOC positions and DOC's are activated. A campus declaration of emergency is declared.</p>	<p>Multiple DOC's activated with heavy campus and resource involvement.</p>

ANNEX A: EMERGENCY OPERATIONS PLAN

3. Emergency Operations

3.1. Direction and Control

During incidents requiring activation of the Emergency Operations Center, the designated EOC Manager has immediate responsibility for emergency coordination decisions, has the power to direct staff responses and settle questions of authority and responsibility. Once the primary response needs are met, the EOC Manager transitions the EOC from response to recovery mode.

Overall responsibility for policy decisions rests with the Chancellor. The sequence of delegated authority is described in Section 4.3 of the Comprehensive Emergency Plan. To assist the EOC during operational emergencies there is an established emergency team, which consists of the EOC team and EOC Executive Policy Group.

3.2. SEMS, NIMS and ICS

This plan adheres to the Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. This plan also adheres to the National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5: Management of Domestic Incidents. Both SEMS and NIMS build on a management system known as the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

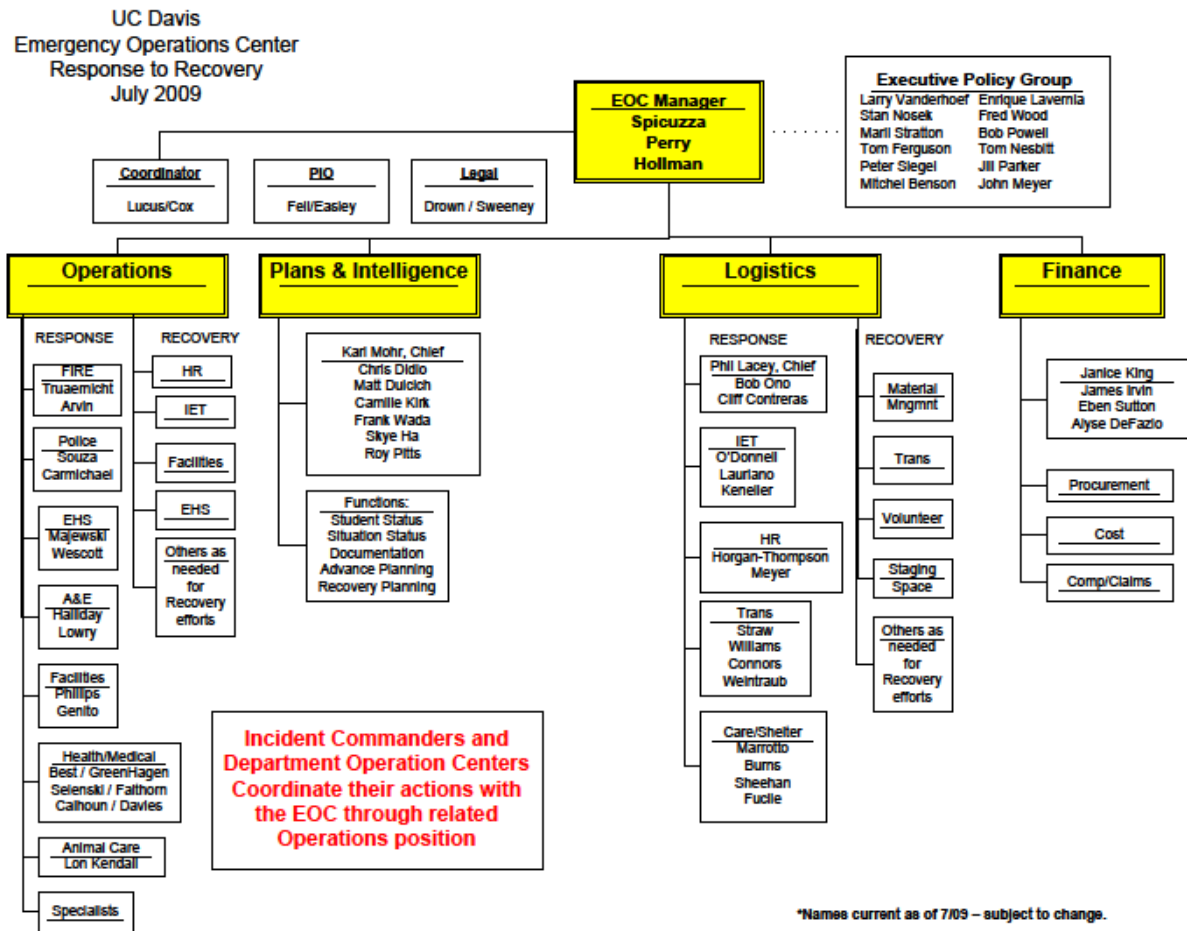
Use of the Incident Command System can:

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

ANNEX A: EMERGENCY OPERATIONS PLAN

4. EOC Organization

The EOC is composed of groups that facilitate the management of an incident from response and the transition to recovery.



4.1 EOC Executive Policy Group

The EOC Executive Policy Group has ultimate responsibility for oversight and direction of the Emergency Operations Center (EOC) and all response, recovery and continuity activities on campus. The EOC Executive Policy Group is appointed by the Chancellor. Their primary role is to advise and assist the EOC in making strategic policy decisions.

4.2 EOC Team

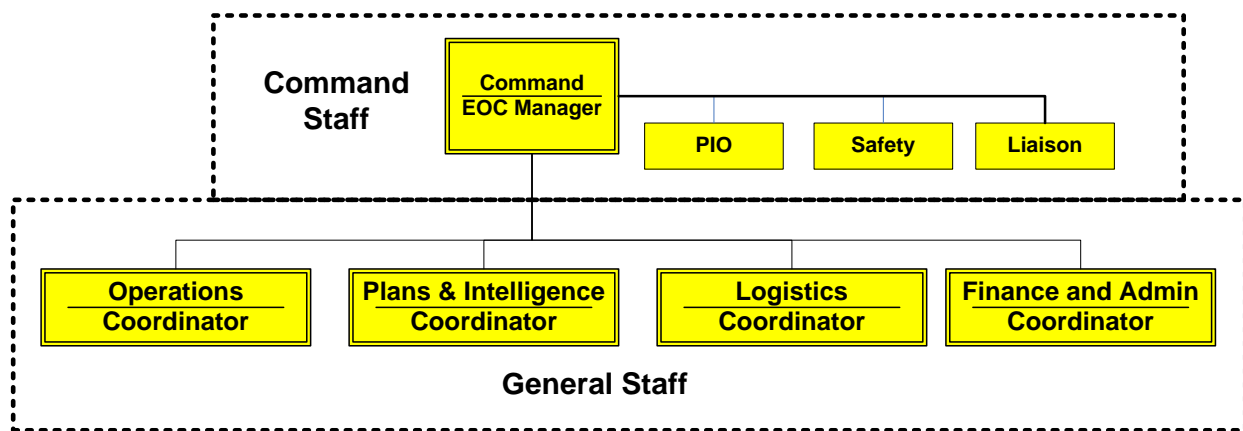
ANNEX A: EMERGENCY OPERATIONS PLAN

The Emergency Operations Center team performs many functions. The team is composed of a broad cross section of campus personnel, selected for their expertise and the needs of the EOC. Once the EOC is activated and the EOC Manager determines the depth of positions necessary for the immediate incident, the members are called and asked to report. Each position is staffed and trained with at least three personnel, and cross trained to understand the functions of each of the other positions. Position checklists located in Appendix A, Annex B allow staff trained in other positions to step in and accomplish the primary duties of each position.

The EOC team's function is determined by the incident and its current situation. As the primary goals of an initial response (protect lives and property) are accomplished, the priorities will move into recovery. As response moves into the recovery phase of an incident, the structure of the EOC team changes to reflect a different set of priorities.

4.3 EOC Sections

In accordance to the principles inherent in ICS, there are five teams, or Sections, within the EOC which are divided into two areas – command and general staff.



COMMAND STAFF

Management Section: Responsible for the overall management of the EOC and direction of the response and recovery efforts. Primary roles include the following (checklists for all positions are in Annex B).

EOC Manager

- Manages the response to a disaster by coordinating all members of the EOC, the Policy Team and the field units
- Designates a leader for each of the other sections
- Facilitates the transition from Response to Recovery/Continuity

Public Information Officer

ANNEX A: EMERGENCY OPERATIONS PLAN

- Activates appropriate sections of the Communications Plan
- Approves all internal or external releases through the EOC Manager
- Manages all external inquiries from the media
- Manages all information/notification to the campus
- Coordinates with Plans/Intelligence, gathers and disseminates internal information to staff on the status of the incident

EOC Liaison

- Acts as coordinator for EOC staff and contact for external agencies.

GENERAL STAFF

Operations Section: Generally represents specific campus units, responsible for the assessment and implementation of field operations.

Fire – Manages the activities of personnel engaged in fire and rescue operations, as well as other emergency operations, including mutual aid requests.

Police – Manages the activities of personnel engaged in law operations, as well as other emergency operations, including mutual aid requests; also manages the movement of people from hazardous or threatened areas to lower-risk areas.

EHS– Coordinates activities of EH&S groups in the performance of monitoring and evaluation of spills and releases, including advising regulatory agencies, if necessary.

A&E– Coordinates activities of A&E, including initial and on-going damage assessments.

Health/Medical– Coordinates activities of medical resources and facilities on-site and off-site, including mutual aid, also coordinates activities of mental health resources and facilities on and off-site, including mutual aid.

IET– Maintains readiness of all campus and EOC data/phone/network systems and communication equipment. Assists in providing personnel resources as necessary to response/recovery effort.

Facilities – Assesses initial and ongoing damage to facilities, repair/restore essential services, coordinate procurement/delivery of necessary services/equipment, and directs rebuilding, demolition and commitment of resources during the recovery phase.

Plans and Intelligence: Responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports. Creates and distributes the Incident Action Plan.

Logistics Section: Responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response, generally representing function groups; coordinates information/services to employees, assists in providing personnel resources, coordinate all requires for transportation or movement of personnel, evacuees and equipment, coordinates issues related to on-campus housing and dining.

ANNEX A: EMERGENCY OPERATIONS PLAN

Finance and Administration Section: Responsible for purchasing, cost accountability and risk assessment. They document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develop FEMA documentation.

4.4. Department Operations Centers (DOC's)

A full-scale campus response and recovery from a major incident requires the participation of many different campus departments. To facilitate those actions, all essential response departments will develop a Department Operations Center (DOC's) and DOC Plans to coordinate the actions of their personnel and to facilitate communication to and from the EOC.

DOC's may activate independently, in response to localized events that require extraordinary attention (e.g. power failure, internet failure or attack, civil disturbance, etc.) Upon independent DOC activation, DOC Director shall notify the Emergency Management/Business Continuity office to keep the campus abreast of the situation. DOC's may also be directed to activate by the EOC.

The EOC will provide interdepartmental coordination of activities and will establish operational priorities for the DOCs. The DOCs will work to restore their department critical business functions and will take action on high priority response activities as directed by the EOC. A template with instructions for developing a DOC plan is included as Annex D of this plan.

ANNEX A: EMERGENCY OPERATIONS PLAN

5. Off-Campus Assistance and Mutual Aid

Some events may warrant the interface, coordination, and use of offsite organizations and agencies at the federal, state, and local level. Neither UC Davis nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. These mutual aid providers may be generally divided into two categories: Inter-campus and Non-University.

5.1 Inter-Campus

Within the University of California system, a variety of support resources exists that generally mirror the resources available at each campus. These resources include Facilities Operations & Maintenance, Police, Fire, EH&S and other specialized personnel. Each campus has designated an Emergency Manager/Coordinator who may be requested to serve as a contact person for requested resources.

5.2 Mutual Aid

UC Davis is located within Yolo County, although a portion of its main campus is in Solano County. Both counties have been designated as an Operational Area by the State Office of Emergency Services (OES) and as such, maintain direct communications with state agencies. The UC Davis primary entry points into the California SEMS system of mutual aid support are: the Yolo County Operational Area Office of Emergency Services, or the UC Office of the President as a state agency.

The EOC Manager may request local, county, and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be requested through specific procedures.

The California State Office of Emergency Services maintains an Emergency Management Assistance (EMA) program that provides for intrastate mutual aid assignments of emergency management personnel. California is signatory to the Emergency Management Assistance Compact (EMAC) administered by the National Emergency Management Association (NEMA) that allows for interstate mutual aid assignments of emergency management

UC Davis Police Department and Fire Department, both participate in the California Master Mutual Aid Agreement.