



Comprehensive Emergency Management University of California, Davis

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1. CEP: Graphic Layout

Annex A: Emergency Operations Plan (EOP)

Appendix A: EOC Activation Procedures

Appendix B: EOC Position Checklists

Appendix C: Executive Guide

Appendix D: DOC Template

Annex B: Communication Plan

Annex C: Recovery / Continuity of Operations

Annex D: Mitigation Plan

Annex E: Hazard Specific

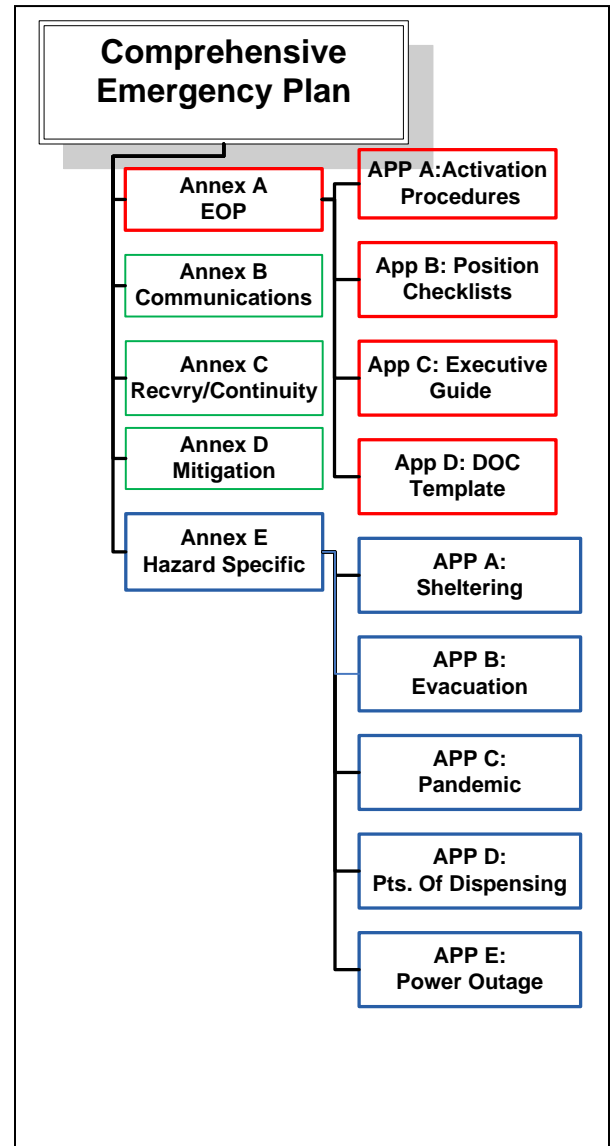
Appendix A: Sheltering/Relocation

Appendix B: Evacuation

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Appendix E: Prolonged Power Outage



2. Introduction

The main campus for the University of California, Davis is located in the heart of the Central Valley of California, about 20 minutes west of Sacramento and just over one hour northeast of the San Francisco Bay Area on the I-80 corridor. The campus is vulnerable to a number of natural and human-caused hazards that could affect University property, faculty, staff and students. To effectively respond and recover from these incidents, UC Davis has adopted this Comprehensive Emergency Management Plan. The Office of Emergency/Continuity Management is responsible for the overall development and maintenance of this Plan.

2.1 Mission

The mission of the University of California, Davis is to achieve excellence in academics, research and public service. The mission of the Office of Emergency/Continuity Management is to provide an integrated approach to the management of programs and activities to address all four emergency phases (mitigation/prevention, preparedness, response, recovery) in all types of emergencies (natural and man-made) including continuity and resumption planning to ensure the continuation of the University's mission.

The objectives of emergency planning at UC Davis are to:

- Save lives and minimize injury
- Secure critical infrastructure and property
- Protect the natural environment
- Return to normal operations as soon as possible.

2.2 Purpose

The purpose of this plan is to establish policies, procedures and an organizational structure for responding to emergency situations that overwhelm or threaten to overwhelm the day-to-day resources of the university. It outlines procedures for continuity of operations and for the campus to recover in a safe, effective and timely manner.

2.3 Scope

This plan covers the University of California, Davis main campus located in Davis, California. Other campuses (i.e., the UC Davis Medical Center in Sacramento) and offsite locations have related but separate response plans. The Office of Emergency/Continuity Management will provide guidance and support to assist other campuses and locations to develop specific plans.

This plan for UC Davis supersedes previous plans and precludes employee actions not in concert with the intent of this plan. It acknowledges the existence of campus personnel and resources that respond to internal incidents on a daily basis, and the existence of internal department plans and procedures for response, recovery and mitigation that are implemented on a daily basis.

Nothing in this plan should be construed as limiting the use of good judgment and common sense in matters not foreseen or covered by this plan.

2.4 Campus Roles and Responsibilities

Every members of the UC Davis campus community has a role in a campus emergency preparedness and response. Specific responsibilities to manage and direct emergency activities are pre-assigned to staff of the UC Davis Emergency Operations Center (EOC) and other response and recovery units, as detailed in this plan. All students, staff and faculty are expected to be familiar with emergency procedures required by campus or department policy.

Students

General Responsibilities

Students are responsible for being aware of their surroundings and familiar with building evacuation routes, exits and the nearest faculty, staff and/or residence director. In the event of an emergency, they are responsible for watching or listening for and following directions provided by emergency responders and/or university staff.

If a student has a special need that can prevent them from safely responding to a hazard, it is their responsibility to identify themselves prior to an emergency to the Student Disability Center as an individual you may require additional assistance during an emergency situation. Students with special needs are also encouraged to inform faculty and/or classmates of their need to ensure they have the support necessary during an emergency.

Role in an emergency

Students involved in an emergency should assess a situation quickly and thoroughly, and use their best judgment when determining how to respond. If directly involved in an incident, students should contact the UC Davis Police Department as soon as possible, show public safety officers or responders where the incident occurred, and provide any requested information. If evacuation of a building is necessary, students should evacuate the building in an orderly fashion and follow directions from emergency responders, department safety coordinators, faculty and staff.

Staff/Faculty

General Responsibilities

University faculty and staff are considered leaders and must be prepared to provide leadership in emergency situations. Faculty and staff should understand department emergency and building evacuation procedures in areas where they work and teach. Faculty and staff may be the first at the scene of an incident and are responsible for following standard response procedures and contacting the appropriate individuals.

Role in an emergency

Staff and faculty involved in an emergency should assess a situation quickly and thoroughly, and use their best judgment when determining

how to respond. Faculty and staff should follow campus and department emergency procedures to report emergencies as required. If evacuation of a building is necessary, faculty and staff are expected to exercise authority and provide assistance as needed to facilitate the evacuation.

Faculty and staff need to be aware of anyone who may be in need of additional assistance during an emergency, and should assist the individual if they can safely do so. If they cannot safely assist the individual with special needs, then they must inform first responders of the situation in a timely manner.

Deans, Vice Chancellors and Department Heads

General Responsibilities

Deans, Vice Chancellors and Department Heads serve as leaders for a school, college or unit and are responsible for providing overall guidance to its emergency and safety management planning. They are responsible for appointing a department safety/emergency coordinator.

Role in an emergency

Deans, Vice Chancellors and Department Heads are also staff and/or faculty. They would assume the same role during an emergency.

Department Responsibilities

In accordance with the UC Davis Policy and Procedure Manual, Section 290-15, department heads are required to appoint a department safety coordinator (DSC), responsible for coordinating all elements of the Safety Management Program.

2.5 Authorities

The Emergency/Continuity Management Program at UC Davis is authorized and governed by provisions in the following documents:

Federal:

- Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended by PL 100-707.
- Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance.
- Homeland Security Presidential Directive 5, February 28, 2003.
- Homeland Security Presidential Directive 8, December 17, 2003.
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Incidents.

- NFPA 1600 “Standard for Emergency Management and Business Continuity Program.

State of California

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a)

University of California Office of the President (UCOP):

- UCOP, Policy on Safeguards, Security and Emergency Management (1/25/06)
- UCOP, Policy on the Management of Health, Safety and the Environment (10/28/05)
- UCOP, Facilities Manual, Volume 6, 4.10.1 Emergency Preparedness Program (1/2000)
- UCOP, Regents Standing Orders, 100.4 Duties of the President of the University (1/29/2007)
- UCOP, Presidential Policies, Campus Emergency UCOP Notification Protocol (4/13/2001)

University of California, Davis

- UC Davis Directive, Campus Emergency Operations Plan (12/2/98)
- UC Davis PPM, Chapter 200: Campus Organization and Management, Section 60: Assignment of Administrative Authority (7/10/07)
- UC Davis PPM, Chapter 390: Emergency Management and Campus Security, Section 10, Campus Emergency Policy
- UC Davis PPM, Chapter 390: Emergency Management and Campus Security, Section 15, Emergency Alert Notification.
- UC Davis PPM, Chapter 290: Health and Safety Services, Section 15: Safety Management Program (11/14/07)
- UC Davis PPM, Chapter 290: Health and Safety Services, Section 20: Fire Safety (2/23/05)
- UC Davis PPM, Chapter 320: Records and Archives, Section 10: Records Management, Retention and Distribution (3/8/06)
- Authority to Act for the Chancellor (7/1/2005)

2.6 Funding/Budget

The Office of Emergency/Continuity Management at UC Davis is funded through normal University funding channels. Additional funding is provided through special internal and external programs, and securing external grants for specific projects.

2.7 Plan Approval, Distribution, Organization, and Maintenance

This plan, along with its annexes and appendices, establishes procedures and protocols for the UC Davis main campus. It is distributed to the campus at <http://prepare.ucdavis.edu>.

This Plan is organized and maintained as follows:

Base Plan

The base plan is a public document that covers the site description, policy and administration, hazard analysis and assessment, resource management and training. These chapters are provided for general review and knowledge and are an official UC Davis publication. The base plan will be reviewed annually and updated, if required, no later than 30 June of each year.

Annex

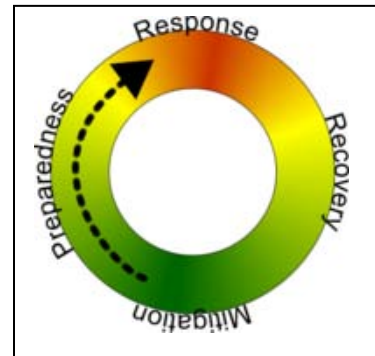
Each annex is a part of the base plan and, as such, is considered a public document. Each annex describes a specific planning function and its associated policies, operating procedures, plans and other materials. Annexes cover: activation, emergency operations, communication, recovery, mitigation, continuity of operations and other hazard specific plans. Annexes are developed as procedural guidelines and are intended to be reviewed and updated as often as necessary to keep them current.

Appendices

Appendices include specific information for use by staff or employees during an emergency situation, describing specific steps. Appendices cover actions specific to evacuation, sheltering, pandemics, POD's and prolonged power outages. Appendices are not considered part of the public plan and may not be available to the public.

2.8 Phases of Emergency Management

The most widely adopted model of emergency management activities describes the phases of emergency management in four phases: Mitigation, preparedness, response, and recovery, with each phase overlapping the next, consistent with the nature of emergency situations (see graphic on right). This model was developed by the National Governors Association in the early 1970s and adopted by FEMA in the early 1980's soon after it was established:



- Mitigation/Prevention: includes activities that eliminate or reduce the occurrence or effects of an emergency (e.g., hazard identification, seismic reinforcement or land use planning).
- Preparedness involves planning how to respond when an emergency occurs and marshalling the physical and human resources to respond effectively (e.g., establishing authorities, planning, training, exercising, acquiring and maintaining resources).
- Response is providing immediate assistance to victims during the emergency and taking steps to reduce the likelihood of further damage

(e.g., alerting and warning, search and rescue, emergency medical care, security, providing shelter, restoring vital services, removing debris).

- Recovery involves the short-and long-term actions necessary to return all systems to normal conditions (e.g. continuing to restore vital services, shoring up or demolishing buildings, redevelopment of damaged areas).

3. Site Description

Detailed information about the UC Davis main campus infrastructure is available from the UC Davis Office of Resource Management and Planning at <http://www.ormp.ucdavis.edu>. Additional facts about the faculty, staff and student population are available at <http://facts.ucdavis.edu/>.

3.1 General Location

UC Davis main campus covers approximately 5,300-acre in Yolo and Solano counties. The campus is adjacent to the City of Davis, population 64,000, which is approximately 72 miles northeast of San Francisco, and 15 miles west of the City of Sacramento. UC Davis is one of 10 campuses in the University of California system. It was chartered as a land grant college in 1868, enrolled its first students in 1908, and designated as a general campus in 1959.

As of the 2001-02 academic year, the campus had a total of approximately 4,400,000 assignable (usable) square feet of academic and administrative space, with an additional 615,000 ASF, approved but not yet completed for occupancy. Facilities include classrooms, labs, offices, resident halls and other housing, dining halls, restaurants and retail facilities, recreational facilities, stadiums and sports arenas, concert halls and other entertainment venues, as well as large- and small-animal facilities that support teaching and research programs in the School of Medicine and Veterinary Medicine, and the College of Agricultural and Environmental Sciences.

3.2 Transportation

The campus is easily reached by two freeways, I-80 (east/west access at Old Davis Road) and SR 113 (north/south access at Hutchinson Drive) without passing through local community street systems. Vehicular access for the Davis community is via the local street network to the north and east.

Bicycle is by far the most popular form of transportation on campus. In keeping with the City of Davis claim of being the “Bicycle Capital of the World,” on any given day during the academic year, there are likely to be more bicycles than automobiles on the Davis campus.

The primary local public transportation option is provided by Unitrans, which is owned and operated by the University through the Associated Students, University of California, Davis (ASUCD) with the support of the City of Davis. Unitrans is largely a student-run system, and is a national model of successful campus-based transit.

UC Davis also owns and operates the University Airport on the West Campus, which provides airport facilities to the Davis campus, the City of Davis, and to the general public.

3.3 Students, Staff, Faculty and Academic Programs

Fall 2008 enrollment on the main campus was 31,426. UC Davis students come from at least 57 California counties, 46 states and 118 foreign countries.

UC Davis offers nearly 100 undergraduate majors and more than 70 graduate programs in the College of Agricultural and Environmental Sciences, the College of Engineering, the College of Letters and Science, and the Division of Biological Sciences. In addition, UC Davis has five professional schools: the School of Law, the Graduate School of Management, the School of Medicine, the School of Veterinary Medicine, and the School of Education.

Typically, approximately 85 percent of students live on campus or in the City of Davis, and approximately 15 percent of students live outside of Davis. Student housing is provided on campus for all eligible freshmen and upper class students, graduate student housing and family housing. The University of California is planning to accommodate an additional 63,000 students by 2010 – an increase of 43 percent.

In the fall of 2008, the faculty and staff numbered 30,201 with approximately 52 percent living in the City of Davis, and the remaining 48 percent living elsewhere. Academic positions numbered 8,463 and include faculty, research staff, medical interns and students assistants. Staff positions numbered 21,738 and include health care, clerical, operations and management.

3.4 Geologic Features

The UC Davis campus is located in the Sacramento River Basin. This basin encompasses some 26,500 square miles, bounded by the Sierra Nevada to the east, the Coast Range to the West, the Cascade and Trinity Mountains to the north, and the Delta-Central Sierra area to the south. Putah Creek, the principal stream course in the Davis region, originates in the Mayacamas Mountains approximately 60 miles northwest of Davis. The Creek flows in an easterly direction through Lake Berryessa and Monticello Dam, partially diverts west of Winters into Solano County, and ultimately enters the Sacramento River system as it empties into the Yolo Bypass east of Davis.

The South Fork of Putah Creek is a naturalized diversion constructed by the citizens of Davisville in 1880 to protect the town from seasonal flooding. In 1948, the Army Corps of Engineers constructed levees and diverted the entire flow of Putah Creek to the South Fork. The Arboretum Waterway is the section of the historic channel located in the Central Campus. It functions as a storm water basin for the Central Campus, retaining runoff until it is pumped to the South Fork of Putah Creek during periods of high water.

3.5 Campus Utilities

Three water supply systems serve the campus: the combined domestic/fire system, the utility system, and the field teaching and research water system. These three systems are independently operated, drawing water from different sources and containing water that is substantially different in quality.

The campus operates its own Wastewater Treatment Plant, which is permitted to discharge up to 2.7 million gallons a day of treated wastewater to the South Fork of Putah Creek. This is a major source of water in the eastern reaches of the South

Fork in periods of drought, and when water releases from Monticello Dam are reduced.

The campus owns and operates a Class III sanitary landfill for all non-hazardous solid waste, and provides solid waste collection and disposal services. All hazardous chemical and radioactive waste generated on the campus is packaged, labeled and collected at the campus Environmental Services Facility, where it is categorized for shipment to the appropriate off-campus disposal site.

Electrical service and natural gas are purchased by the campus from the Pacific Gas and Electric Company and the Western Area Power Association. The campus owns a substation and also has a cogeneration plant at the Central Heating and Cooling Plant.

The campus owns and operates its own telecommunications infrastructure, and includes facilities for its own Fire Department and Police Departments on the Central Campus.

4. Standards and Incident Management

The UC Davis Office of Emergency/Continuity Management operates in accordance with all state and federal regulations (section 3.5) and national standards. It is based on standards and practices set forth by the following:

4.1 NFPA 1600: Standard on Emergency Management and Business Continuity Programs

The National Fire Protection Association (NFPA) 1600: Standard on Disaster/Emergency Management and Business Continuity Programs is used to evaluate the UC Davis emergency/continuity management programs. Results of the annual evaluation are part of the Annual System Wide Emergency Management Status Report published by the University of California Office of the President.

4.2 SEMS, NIMS and ICS

The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a) is the standard 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 and ranges of complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

5. Organization of Emergency/Continuity Management Programs

Emergency and continuity programs at UC Davis are facilitated by the Office of Emergency/Continuity Management and integrated throughout the University. The organization consists of policy and oversight groups as well as teams that are mobilized for emergency response:

Policy and Oversight Groups:

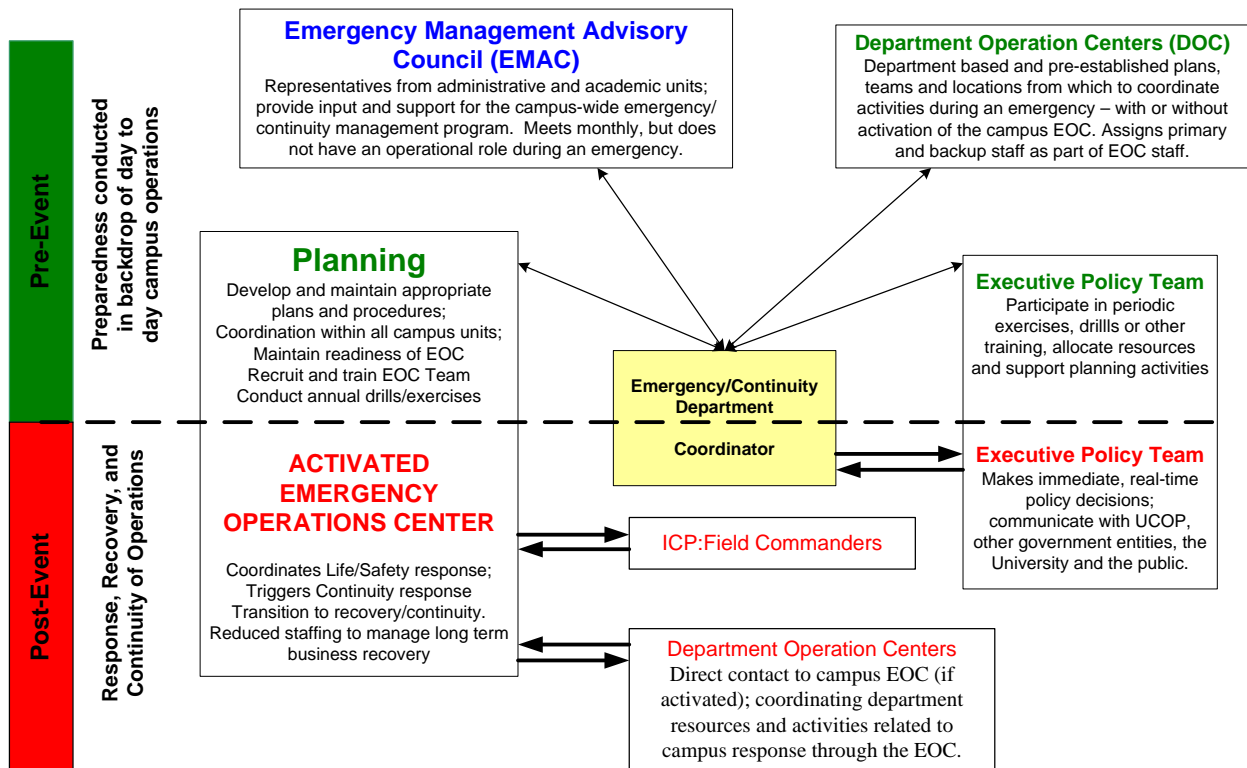
1. Emergency Management Advisory Council (EMAC)
2. Department Safety Coordinators

Response Groups:

1. The EOC Executive Policy Group;
2. The Emergency Operations Center (EOC)
3. The EOC Team
4. The Department Operations Centers (DOCs)
5. Field Commanders / campus response units

These elements are coordinated as depicted below and described on the next page.

UC Davis Emergency/Continuity Management Overview



5.1 Emergency Management Advisory Council (EMAC)

The Emergency Management Advisory Council (EMAC) is composed of senior representatives from a variety of departments, programs and constituencies on campus. This group provides vital campus-wide perspective in guiding and supporting all policy aspects of emergency management and business continuity planning. It has an ongoing day-to-day advisory role.

5.6 Department Operation Centers (DOC)

Department Operation Centers (DOC) are established and activated by individual departments to coordinate and control actions specific to that department during an emergency event. Instructions and templates for developing a DOC is in Annex A-D of this document.

5.3 EOC Executive Policy Team

The EOC Executive Policy Team is staffed and appointed by the Chancellor. It has ultimate responsibility for oversight and direction of the Emergency Operations Center (EOC) and all response or recovery activities on campus. Their primary role is to advise and assist the Office of Emergency/Continuity Management (before an emergency) and the EOC (after an emergency) in making strategic policy decisions.

5.4 Emergency Operations Center (EOC)

The EOC is a physical or virtual location that serves as a command hub during incidents that overwhelm the campus's day-to-day response capabilities. It is activated by the Chancellor and/or designee in consultation with other emergency authorities during, or in anticipation of, any incident that threatens the campus, requires the campus to provide significant aid to others, or requires close and intense coordination between multiple campus departments or units.

5.5 Emergency Operations Center Team

The EOC is staffed by a team of trained campus personnel who provide the expertise through which incidents are coordinated and controlled within the campus Department Operation Centers.

In addition to these elements, the Emergency/Continuity Management Program coordinates closely with related units on campus.

Campus Emergency Response Units

UC Davis supports a campus Police Department and a campus Fire Department, both of whom support the campus and maintain agreements for joint response with surrounding jurisdictions.

Department Safety Coordinator

Department Safety Coordinators are individuals appointed by department heads to oversee implementation of the Safety Management Program, and functions in that capacity on behalf of their department.

6. Policy, Administration and Strategic Direction

6.1 Policy

UC Davis policy requires that an organized effort be made during an emergency to protect personnel from injury, minimize disruption to research and minimize damage to facilities and the natural environment. All campus resources may be made available to accomplish this objective. Once the primary goal of protection is achieved, the policy directs that emergency activity shifts to accomplishing continuity and a swift recovery of operations.

6.2 Program Coordinator

The Office of Emergency/Continuity Manager has campus-wide responsibility for developing and implementing the Comprehensive Emergency Management plan. Functions include but are not limited to: developing and updating this plan, planning and conducting emergency drills and exercises, guiding and coordinating department continuity planning, providing appropriate training, coordinating and collaborating with state and local jurisdictions and agencies, maintaining and activating the Emergency Operations Center in consultation with the Chancellor and other emergency authorities during, or in anticipation of, an emergency.

4.3 Succession Planning/Delegation of Authority

The UC Davis Comprehensive Emergency Management Plan was developed to ensure that the university and its individual colleges, schools and units can continue to perform their critical and essential functions at all times. Campus policy requires each campus department to develop and maintain a local business continuity plan that identifies critical functions and positions, critical interdependencies, alternate work locations and resources and other information necessary to enable continuation and restoration of the department after an emergency. In addition, certain authorities for emergency operations can be delegated by the Chancellor, and further delegated within each department.

Each vice chancellors', vice provosts', and deans' office is required to maintain copies of the UC Davis Policy and Procedure manual and each unit maintains a list of all authorities that have been delegated to individuals within department.

The ultimate responsibility for response, recovery and continuity of operations at UC Davis rests with the Chancellor. If the Chancellor is not available, the authority to act for the Chancellor is in the document 'Authority to Act for the Chancellor (7/1/2005), which defines that authority in sequence:

- Chancellor
- Provost and Executive Vice Chancellor
- Vice Chancellor – Resource Management and Planning
- Vice Chancellor – Office of Research
- Vice Chancellor – Student Affairs
- Vice Chancellor – Office of Administration
- Vice Chancellor – University Relations

6.4 Vital Records

UC Davis recognizes the importance of appropriate treatment of records. Each UC Davis employee has a responsibility for University records as described in the UC Davis Policy and Procedure Manual 320-10, and the University of California Records Disposition Manual.

6.5 Collaborative Relationships

Developing and coordinating relationships with offsite agencies, jurisdictions and other groups is vital to a successful multi-agency response to an emergency. UC Davis maintains close working relationships with all surrounding entities, including the Yolo County and the City of Davis.

On behalf of UC Davis, the Emergency Manager maintains active membership in various forums and professional organizations, including the California Emergency Services Association and the International Association of Emergency Managers.

6.6 Strategic Direction

The Office of Emergency/Continuity Management at UC Davis operates under an overall strategy of creating a ‘culture of safety’ institutionalizing and sustaining the concept of emergency preparedness, planning and recovery throughout the campus.

7. Hazard Analysis and Assessment

In fall 2003, the University of California Office of the President assigned a system wide Safety, Security, and Anti-Terrorism Committee to assess the University's overall security, potential exposure and ability to respond to physical hazards ranging from natural disasters, human-caused events, technological hazards and terrorist acts. As part of this program, UC Davis conducted a formal Hazard Vulnerability Assessment in 2005. The goal of this assessment was to assess and rank potential campus threats or hazards and identify potential campus vulnerabilities and mitigation measures.

Access to this assessment is restricted through the Office of Emergency/Continuity Management.

8. Resource Management

Resource management involves developing a methodology for promptly and effectively identifying, acquiring, distributing, accounting, and use of personnel and major items of equipment for essential functions at the time of an emergency.

Resource Management Objectives

The objectives of resource management at UC Davis are to maintain accurate and accessible information on equipment and trained personnel available on the UC Davis campus, as well as appropriate contracts and vendors for other resources. Resource management and acquisition objectives are based on the hazard vulnerability analysis.

Resource Identification

During an emergency, all equipment on site will be made available for response and recovery operations.

While a major event is likely to require additional expertise and knowledge, UC Davis personnel include a variety of professional engineers, skilled craft persons, and safety personnel, as well as considerable stocks of emergency supplies and rescue equipment. It is expected that all employees will ensure the safety of their families and homes in a major event. In an event that occurs during normal work hours, most of employees are expected to be available – after affirming the safety of the families and homes.

Resource Ordering

A major event is likely to require outside expertise and knowledge to supplement campus resources.

Anticipating potential needs (i.e. debris removal), EOC operations, logistics and finance sections maintain relevant lists, pre-incident agreements and contracts, approved vendor lists and other relevant information in the EOC. They also maintain templates for purchase orders and contracts and copies of procurement cards and other financial instruments available to EOC personnel. During an emergency requiring activation of the EOC, those resources would be used to locate and acquire necessary resources for the response and recovery operations. If necessary, resources can be requested through the existing SEMS and NIMS mutual aid channels via the Yolo County Operational Area.

Resource Tracking

Accounting for resources (equipment and personnel) is a function of the EOC Logistics section. Internal resources are tracked through available in-house methods. External resources are tracked as described in the EOC standard operating procedures for the Logistics section.

9. Training, Exercises and Corrective Actions

9.1 Training

The goal of training for the Office of Emergency/Continuity Management is to enhance the campus's ability to successfully weather a natural or man-made emergency. Training is key to the overall development and implementation of this plan. Mandatory training focuses on skills required to execute this plan in credible emergency situations. All personnel assigned as part of the emergency response/recovery teams will receive training appropriate to their level of participation. Awareness training will be provided to the general campus population as appropriate and necessary. Training is documented in various campus software programs that support training and/or within the Office of Emergency/Continuity Management.

9.2 Exercise Program

The Department of Homeland Security, Federal Emergency Management Agency, describes a program exercise program in a building block approach (see graphic on right).

SEMINAR: A seminar involves brief discussions of preparedness strategies and goals. It helps orient participants to new plans, policies or procedures, research, assess interagency capabilities, and construct a common framework.

WORKSHOP: A workshop involves more participants and often includes breakout sessions to develop new ideas, processes or procedures, and can be used to develop and obtain consensus for written plans.

TABLETOPS: A tabletop exercise gathers participants with an experienced facilitator to identify strengths and shortfalls in existing plans, present new concepts, and features a slower paced problem solving process.

GAMES: A game features a realistic scenario in a tabletop exercise to test existing and potential strategies, and prepare for more complex exercises.

DRILL: A drill is a supervised activity that tests a specific operation or function or maintains a specific operational or emergency response capability.

FUNCTIONAL EXERCISE: A functional exercise is a single or multi-agency activity designed to evaluate capabilities and multiple functions using simulated response. It can be used to evaluate management of EOC's, command posts and headquarters, and assess the adequacy of response plans and resources.

FULL-SCALE EXERCISE: A full-scale exercise is a high-stress, multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response. It includes mobilization of units, personnel and equipment and scripted exercise scenarios.



Conducting Drills/Exercises

Major exercises require the participation of the designated incident management/response teams on a regular basis. Annual drills and exercises are coordinated with all campus units as well as the surrounding jurisdictions.

The safety of personnel and the facility is paramount during all drills and exercises. The planning and management of drills and exercises ensure that sufficient precautions and limitations are established and adhered to for their safe conduct.

9.3 After Action Review

One of the most effective ways for learning from experience is the After Action Review (AAR). Evaluating drills and exercises often lead to ways for resolving deficiencies and incorporate improvements into the emergency management program. During an AAR, actions are appraised by participants, observers and evaluators. Their comments are incorporated into findings and corrective actions which are distributed to all participants. Corrective actions identified are assigned to specific personnel, and their completion is tracked within the Office of Emergency/Continuity Management.

8.0 Glossary and Acronyms

Acronyms

ARC	American Red Cross
CEM	Comprehensive Emergency Management
DHS	Department of Homeland Security
DOC	Department Operations Center
DSW	Disaster Service Worker
EH&S	Environment, Health and Safety
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
OES	Office of Emergency Services
ORMP	Office of Resource, Management and Planning
PIO	Public Information Officer
REOC	Regional Emergency Operations Center
SAR	Search and Rescue
SEMS	Standardized Emergency Management System

Glossary

Activation Levels: Events that could trigger an EOC activation. There are four levels: Management Watch, Level 1 (standby/alert), Level 2 (partial activation), Level 3 (full activation).

Activation: When all or a portion of the Emergency Operations Plan has been put into motion by activating the Emergency Operations Center.

Business Continuity Planning (BCP): An interdisciplinary concept used to create and validate a practiced logistical plan for how an organization will recover and restore partially or completely interrupted critical function(s) within a predetermined time after a disaster or extended disruption. The logistical plan is called a ***Business Continuity Plan***.

Continuity of Operations: A plan of action to continue business functions of a business after a disaster threatens to prevent them from resuming and/or continuing.

Damage Assessment: The process of assessing damage, to campus facilities, infrastructure, computer hardware, vital records, etc. and determining what can be salvaged or restored and what must be replaced. Damage assessment has two components: initial damage assessments and preliminary damage assessments.

Department Operations Center: An incident management team and location within a department which can liaison with the Emergency Operation Center.

Emergency Management: The process of coordinating available resources to effectively manage emergencies or disaster that threaten the entity or institution, thereby

saving lives, avoiding injury and minimizing economic loss. This involves four phases: mitigation/prevention, preparedness, response, recovery.

Emergency Operations Center (EOC): A centralized location from which emergency operations can be directed and coordinated with the campus and community.

Emergency: an unusual event that overwhelms or comes close to overwhelming day-to-day resources, plans, and personnel in place to manage them, *and* causes significant disruption of normal business in all or a portion of the campus.

Exercise Program: a graduated series of meetings, drills, and exercises to acquaint EOC/DOC participants with the skills necessary to respond to campus emergencies.

Hazard Assessment/Analysis: The process of identifying the exposures to threats that an institution or jurisdiction may experience.

Hazard: Any source of danger or element of risk to people or property.

Incident Action Plan (IAP): The statement of objectives and priorities for supporting activities during a designated period.

Incident Command System: A nationally used standardized on-scene emergency management concept. ICS forms the basis for both SEMS and NIMS.

Mutual Aid: A system designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation. UC Davis is part of the California Master Mutual Aid Agreement.

National Incident Management System (NIMS): The group of principles that are legislated for all entities to assist in coordinating national emergency response functions.

Public Information Officer (PIO): The EOC position responsible for information management during an event.

Standardized Emergency Management System (SEMS): The group of principles that are legislated for all entities to assist in coordinating State and local emergency response in California.