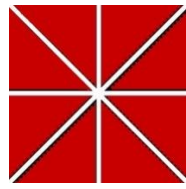


# CHAPMAN UNIVERSITY



# EMERGENCY OPERATIONS PLAN

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# CHAPMAN UNIVERSITY

## Emergency Operations Plan

**Plan Contact  
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*Working Document*

**This Emergency Operations Plan (EOP) for Chapman University has been reviewed and approved by the appropriate authorities to ensure its compliance, accuracy, and effectiveness. It has been deemed suitable for implementation and complies with the State of California's Standardized Emergency Management System and meets or exceeds all standards set by the California Emergency Services Act.**

**Since events during an emergency or disaster are not predictable, this emergency operations plan will serve as a guide and that on-the-scene judgment based on actual circumstances must be the final guide for protecting lives, property and the environment.**

**PROMULGATION STATEMENT**

Officials of Chapman University, in conjunction with the State of California Department of Education, the California Department of Safety, Division of Homeland Security and Emergency Management, and local partners have developed an emergency operations plan that will enhance their emergency response capability. This document is the result of that effort.

It is designed to promote the coordination of district wide and site-specific emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the schools, faculty, staff, and students of Chapman University. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS) and was developed using the guidance from the Comprehensive Planning Guide (CPG) 101 ver 2 from the Federal Emergency Management Agency.

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its' provisions will become official when it has been signed and dated below by the concurring government officials.

\_\_\_\_\_

Dr. Daniele Struppa  
President, Chapman University

\_\_\_\_\_

Date

\_\_\_\_\_

Harold Hewitt  
COO, Chapman University

\_\_\_\_\_

Date

\_\_\_\_\_

Dr. Norma Bouchard  
Provost, Chapman University

\_\_\_\_\_

Date

\_\_\_\_\_

Megan Murphy  
Emergency Manager

\_\_\_\_\_

Date



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# General Information

## Introduction

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To be eligible for federal reimbursement of qualifying emergency expenditures, the Chapman University is required to use the California Standardized Emergency Management System (SEMS) when the University's Emergency Operations Center is activated, or a Local Emergency is declared or proclaimed. This Emergency Operations Plan meets or exceeds the requirements of these laws.

This Plan is designed to establish the framework for implementation of SEMS for the Chapman University, which is located within the Orange County Operational Area and the Governor's Office of Emergency Service's Southern Administration Region and Mutual Aid Region I. This Plan is divided into the following parts:

**Section I** -- focuses on the preparedness phase which describes the structure of Chapman University's emergency management organization and its responsibilities; the operational concepts for multi-hazard emergency preparedness, response, recovery, and mitigation; and the role and responsibility of coordination at the University Emergency Operations Center.

**Section II** -- focuses on initial emergency response. It is a basic field operations guide containing a series of hazard-specific checklists designed to provide field-level responders with the considerations and emergency response actions anticipated prior to the event. It also provides field-level responders with the framework to implement SEMS.

**Section III** -- addresses extended emergency operations (response), outlining the operational procedures for Chapman University's emergency management staff to conduct extended emergency response operations, coordinated through the University Emergency Operations Center (EOC). It also addresses the transition to the recovery phase and the framework to implement SEMS.

**Section IV** -- addresses recovery and mitigation activities. It describes the procedures for recovery operations for the University and procedures for obtaining federal disaster assistance funds for damage restoration and mitigation projects.

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## **Plan Purpose**

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The Chapman University Emergency Operations Plan (EOP) provides authority during an emergency for coordinating response and recovery operations throughout the university campus and off-site locations. The purpose of the EOP is to ensure an effective, professional, and well-organized response to a natural disaster or major incident. The primary objectives of the plan are to protect public safety and property and assure overall well-being of the population.

The planning, training, response and recovery priorities for the University are:

1. Life saving
2. Life safety
3. Environmental protection
4. Real and intellectual property protection
5. Resumption of normal business activities

This Emergency Operations Plan addresses the coordinated response to, the management of, and recovery from extraordinary emergency situations associated with natural disasters, technological incidents and security emergencies affecting the University. These potential disasters and emergencies have been identified through a hazard assessment process.

This Plan accomplishes the following:

- Establishes the emergency management organization required to mitigate a significant emergency or disaster affecting Chapman University.
- Identifies the policies, responsibilities and procedures required to protect health and safety, University property, and mitigate the environmental effects of natural, technological or human caused emergencies and disasters.
- Establishes the operational concepts and procedures for the coordination of field response with Chapman University's Emergency Operations Center activities.

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## **Plan Scope**

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The Emergency Operation Plan applies to all Chapman University personnel, and all buildings, grounds, and properties owned and operated by the University.

## **Plan Assumptions**

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

- Responsibility for emergency preparedness rests with all faculty, staff, and students of the University.
- Warning time and alert notification, when used effectively, will decrease life and property losses.
- Organizational preparedness and training is essential to effective emergency operations.
- Adequate pre-emergency testing of facilities and equipment will increase their reliability during emergencies.
- The nature and extent of an emergency will govern which elements of the emergency organization will mobilize, activate and/or respond.
- Individual employee and student levels of personal preparedness will affect the overall preparedness of the University.
- Building Coordinators will direct building evacuations. Faculty leading classes will verify their classrooms are cleared and equipment/processes that could create a hazard are shut down before meeting their students at the evacuation assembly point or shelter-in-place location.
- A majority of faculty, staff, and students will be able to leave campus and go home until the emergency is declared over and the campus becomes operational.

This Plan also assumes that:

- An emergency or disaster can occur at any time with little or no warning.
- Disasters may affect widespread areas; therefore, city, county, and federal emergency assistance may not be available for as long as 96 hours.
- Since events during an emergency or disaster are not predictable, published emergency plans will serve as a guide and that on-the-scene judgment based on actual circumstances must be the final guide for protecting lives, property and the environment.
- Chapman University may provide shelter for disaster victims from the surrounding community until other arrangements can be made.

## **Authorities and References**

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This Plan is based on Federal and State laws and on Chapman University policies and procedures. A listing of Authorities and References can be found in Appendix F.

## **Protection Of Vital Records**

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Data is backed up on the following every two minutes and stored in a secure offsite location. Every system would be up within 24-48 hours.

BlackBoard

Datatel

Financial Programs (PeopleSoft)

Image Now

Email Exchange

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## **Plan Modifications**

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The University's Emergency Operations Plan will be reviewed annually and revised, if necessary, by the Emergency Manager. The Plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules or regulations pertaining to emergency management and operations change. A record of modifications to this Plan is maintained by the Emergency Manager and recorded in Appendix E.

Every five years, the entire Emergency Operations Plan will be reviewed, updated, republished, and redistributed.

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## **Emergency Operations Plan Distribution**

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The Chapman University's Emergency Operations Plan is distributed to all administrators, deans, department heads and any University staff that has a function in the EOC or as emergency responders, as designated in this Plan. A copy of the Plan will also be distributed to City of Orange Police and Fire Departments and the Orange County Office of Emergency Services. The Plan Distribution list can be found in Appendix E.

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## **Training and Exercising**

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### ***Training***

Every administrator, dean and department head has the following general responsibilities prior to an emergency:

- Submit an annual Department Emergency Action and Evacuation Plan (EAP), which supports the broader Emergency Operations Plan, to the Emergency Manager. A Contact List for notifying all staff in case of an emergency should be maintained and should be sent to the Director of Public Safety prior to the beginning of each semester and updated when a name or contact number changes. Have instructors maintain current roll list.
- Allow time for training staff in emergency techniques such as first aid, CPR and building evacuation procedures (contact Fire & Life Safety for information about these trainings).
- Educate students and/or staff members concerning the University's emergency procedures as well as evacuation procedures for their building and/or activity contained in the EAP.
- Inspect and evaluate your assigned building facility or activity to determine the impact a fire or earthquake could have. Report all immediate safety hazards to Public Safety. Submit work orders to correct hazards to Facilities Management.

### ***Exercising***

The best method of training for emergencies is through exercises. Exercises allow the University staff to become familiar with the procedures, facilities, equipment and systems that they will actually use in emergency situations. The Chapman University will conduct an EOC exercise on an annual basis.

# Section I

## Concept of Operations

### Levels Of Emergencies

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The Governor's Office of Emergency Services has established three levels of emergencies, based on the severity and duration of the event and the impact on local and regional response resources.

- Level I*      **MINOR TO MODERATE:** An event that occurs on the campus and is mitigated in a routine manner. The event can be handled with existing University resources or with limited outside help with little or no impact on University operations. The Emergency Operation Center (EOC) is usually not activated and a Local State of Emergency is not proclaimed.
- Level II*      **MODERATE TO SEVERE:** An event or events that cannot be handled with existing University resources, and requires considerable outside assistance. Depending on the severity and duration of the event, and its impact on University operations, the EOC may be activated and a Local State of Emergency may be proclaimed.
- Level III*      **MAJOR:** An area-wide catastrophic event. University resources are overwhelmed. Local resources are overwhelmed and may not be available for a prolonged period of time. All normal campus activities are shut down. The EOC is activated. A Local State of Emergency is proclaimed.

### Activation Of The Emergency Operations Center

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The Emergency Operations Center is where emergency management activities take place. The role of the EOC is to manage resources and communications in the support of University staff and others responding to incidents on the campus.

The Emergency Operation Center (EOC) is officially activated when the University president or his designee proclaims a State of Emergency for the University. The EOC will be automatically activated to a staffing level appropriate to the scope of the emergency, when:

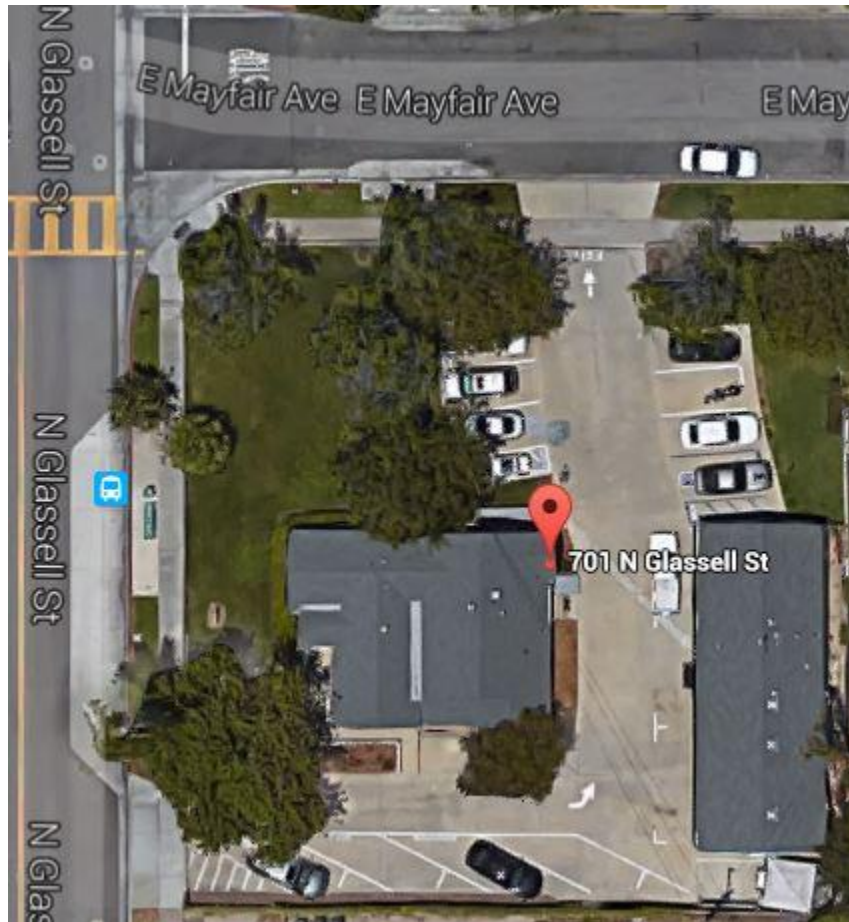
- There is the existence or threatened existence of a Level II or III emergency that affects the University; or
- When Orange County declares a State of Emergency; or
- When the Governor has proclaimed a State of Emergency for an area that includes the University; or
- When the U.S. President declares a national emergency for an area that includes the University.

The Emergency Operations Center (EOC) can be activated in whole or in part, as the needs of the emergency dictate. The EOC Activation List can be found in Appendix B. Each EOC position has an associated checklist of suggested actions, which can be found in Appendix A.

**Emergency Operations Center Location**

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**PRIMARY LOCATION:  
701A North Glassell Street**



If the primary location is unavailable for any reason, the EOC will be set up in a secondary location.

**SECONDARY LOCATION:**  
**625 West Palm Avenue**



If neither EOC location is usable, then the Incident Commander will designate a location for the EOC.

**Chain Of Succession**

In the event that the President is not present or is disabled, the authority and responsibility to proclaim a State of Emergency and activate the Emergency Operation Center shall follow this chain of succession:

1. University President
2. Provost
3. Executive Vice President and Chief Operating Officer
4. Chief of Public Safety

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## **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM**

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### **Purpose**

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All emergency response and management agencies in the State of California use the Standardized Emergency Management System (SEMS) to respond to, manage and recover from disasters. Using a common system results in coordinated management and teamwork. The system is based on simplicity, flexibility, and common terminology.

The State has mandated that all counties, cities, special districts and other organizations use SEMS in a disaster. Failure to use the SEMS may render the University ineligible for Federal reimbursement funds.

SEMS requires the University to use basic principles and components of emergency management, including the Incident Command System (ICS), multi-agency or inter-agency coordination, the Operational Area concept, and established Mutual Aid systems.

### **Incident Command System (ICS)**

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#### **General Information**

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The Incident Command System (ICS) is a nationally used, standardized, on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by agency or jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure to effectively accomplish stated objectives critical to the mitigation of the incident.

#### **ICS Functions**

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The five functions of the ICS organization are Command (Management), Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Command (Management) is responsible for directing, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.

Planning/Intelligence is responsible for the collection, evaluation, documentation, and use of information about the development of the incident.

Logistics is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident.

Finance/Administration is responsible for all financial and cost analysis aspects of the incident, and/or any administrative aspects not handled by the other functions.

### **Incident Command System Principles**

The principles of ICS provide for the following kind of operations:

- Single jurisdictional/agency involvement.
- Single jurisdictional responsibility with multiple agency involvement.
- Multiple jurisdictional responsibilities with multiple agency involvement.

The system's organizational structure adapts to any incident to which emergency response agencies would expect to respond. The system is applicable and acceptable to all user agencies. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease. The system has basic common components in organization, terminology and procedures.

### **Components**

The components of ICS are:

- Common terminology.
- Modular organization.
- Unified command structure.
- Consolidated Action Plans.
- Manageable span-of-control.
- Comprehensive resource management.
- Integrated communications.

***Common Terminology*** Common terminologies are the established common titles for organizational functions, resources, and facilities.

***Modular Organization*** Modular organization is the method by which the ICS organizational structure develops, based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander.

At all incidents there will be five functions: Management; Operations; Planning/Intelligence; Logistics; and Finance/Administration. These may, as the incident grows, be organized and staffed into Sections. Initially, the Incident Commander may be performing all five functions. Then, as the incident grows, each function may be established as a Section with Branches and Units under each Section.

<b><i>Unified Command</i></b>	Unified Command structure is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.
<b><i>Consolidated Action Plans</i></b>	Consolidated Action Plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the University.
<b><i>Span-of-Control</i></b>	Manageable span-of-control within ICS is a limitation on the number of emergency response or management personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.
<b><i>Resource Management</i></b>	Comprehensive resource management is the identification, grouping, assignment and tracking of resources.
<b><i>Integrated Comm.</i></b>	Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

## **Incident Action Plan**

The Incident Action Plan is a plan, developed at the EOC, which contains objectives reflecting the overall incident strategy, specific tactical actions and any supporting information.

The plan is developed for a specified duration of time called an Operational Period, and will state the objectives to be achieved and describe the strategy, tactics, resources and support required to achieve the objectives within the time frame. Generally, the length of the Operational Period is determined by the length of time needed to achieve the objectives.

It is important that all incidents have some type of an Incident Action Plan. The plan may be oral or written. Short-term, and single agency incidents do not require written Incident Action Plans. As incidents become larger, or require multi-agency involvement, the Incident Action Plan should be written.

Incident Action Plans will vary in content and complexity depending upon the kind and size of the incident. An Incident Action Plan form can be found in Appendix C.

Incident Action Plans have four main elements that should be included:

- **Incident Objectives** - Statement of what was accomplished in the last Operational Period and what is expected to be achieved in the next Operational Period. Objectives must be measurable.
- **Tactics and Assignments** - Describes general objectives and tactics for controlling the incident including a safety message and the current assignments in the EOC.
- **Organization** - Describes what elements of the ICS organization will be in place for the next Operational Period.
- **Supporting Material** - Examples could include an incident map, a summary of resources that have been ordered or used, a communications plan, weather data and special precautions.

### **Multi-Agency/Inter-Agency Coordination**

The multi-agency or inter-agency coordination is the decision-making system used by all member jurisdictions of the Orange County Operational Area, including Chapman University. Multi-agency or inter-agency coordination involves agencies and disciplines, incorporated at any level of the SEMS organization, working together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

### **SEMS Levels**

There are five designated levels in the SEMS organization: field response, local government, Operational Area, regional, and state. Each level is activated as needed.

Field response level is emergency response personnel who make tactical decisions in the field to mitigate an incident or threat.

The local government level manages and coordinates the overall emergency response and recovery activities within its jurisdiction.

The Operational Area level manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level. The Operational Area includes all the jurisdictions and special districts within the County geographical area. The Orange County Sheriff's Department is the lead agency for the Orange County Operational Area.

The Regional level manages and coordinates information and resources among Operational Areas within the Mutual Aid Region designated and between the Operational Areas and the State level.

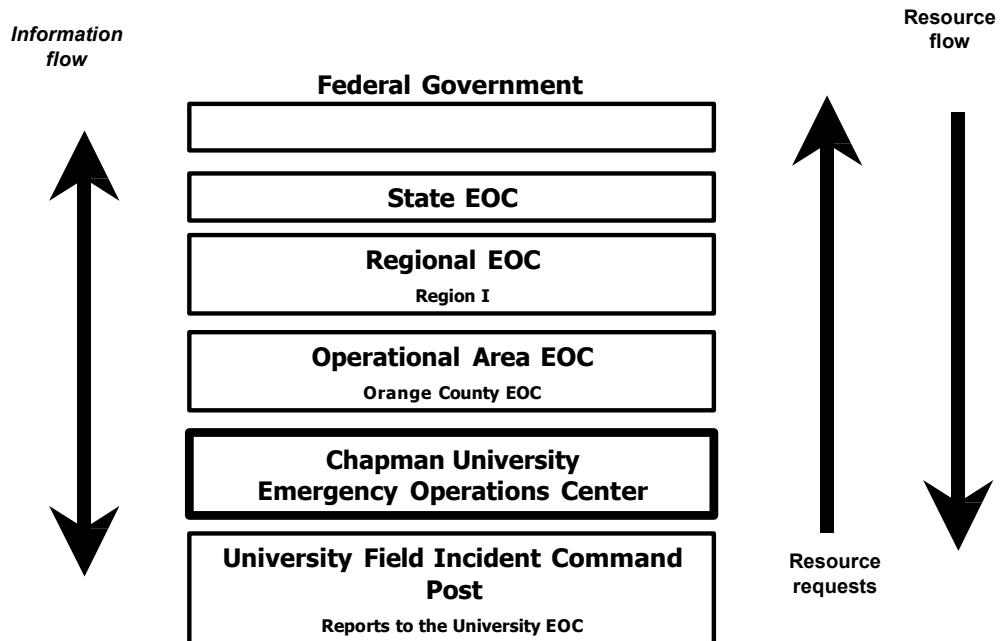
The State level manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

Chapman University and the Orange County Operational Area are in State Mutual Aid Region I.

**Coordination with Other Levels of Government**

The diagram below shows how the University will coordinate with other levels of government.

**Information/Resource Flow**



Chapman University, as a nonprofit educational institution, reports to and receives information and resources from the Orange County Operational Area EOC.

## **Mutual Aid**

---

Chapman University is located within the Orange County Operational Area. Requests for and coordination of mutual aid support will normally be accomplished through the Orange County Operational Area Emergency Operations Center. The request should specify, at a minimum the following information:

- Number and type of personnel needed.
- Type and amount of equipment/supplies needed.
- Reporting time and location.
- Who resources should report to.
- Access routes.
- Estimated duration of operations.

A Resource Request Form can be found in Appendix C.

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# Section II

## Initial Response

### **Introduction**

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This section of the Plan addresses the initial response by field responders to emergencies, allowing for transition from routine emergencies and a disaster. Experience has shown that the outcome of many emergencies can be greatly mitigated by effective initial response actions. At Chapman University, the Incident Command System (ICS) will be used on all incidents. Campus emergency responders will organize the field response using the ICS.

In order for ICS to be used at all incidents, the first emergency responder on scene will always take the following basic actions:

- Establish the Incident Command Post (ICP).
- Determine the size and scope of the incident.
- Determine the ICS organizational elements required.
- Request additional resources necessary to mitigate the incident.
- Delegate authority within the ICS organizational structure.
- Develop the Incident Action Plan, incorporating the incident objectives and strategies.

By taking these basic actions, the change from a one-person response to a several hundred person response involves no change in the management system. The built-in capability for modular development helps to shape the organization based on the functional needs of the incident.

### **Field Response**

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In the event of a disaster that requires EOC activation, the senior Public Safety Officer will become the Field Incident Commander (IC) and establish an Incident Command Post to direct field operation.

Communications will be by means of Public Safety radios, Nextel radios, cell phones, family service radios or by message forms and runners if the other systems are not operating. Field ICs will communicate and coordinate directly with the EOC's Operations Section Chief, if the position has been established, or the EOC Manager.

The Field IC will establish a field response organization using ICS principals to manage the event. This field response organization should include Command, Operations, Planning/Intelligence and Logistics and the supporting Units as needed. Finance and Administrative issues will be addressed and managed at the EOC level.

## **Field Response Positions**

---

**Field Incident Commander**  
*Command* The Field Incident Commander is the individual on the scene who is in charge of the incident and is responsible for tactical decisions at the scene.

**Safety Officer**

The Safety Officer monitors the incident field operations and develops protective measures to assure the safety of the people working at the scene.

**Operations Section**  
*Operations* The Operations Section Leader is responsible for the overall management of the Operations Section and coordinates the activities of the emergency teams operating in the field. The Operations Section is responsible for carrying out all field response during the disaster.

**Fire/Search & Rescue Branch**

Conducts disaster medical and search & rescue operations on the campus.

**Public Safety Branch**

Provides security, crowd control and directs evacuations campus.

**Hazardous Materials Group**

Identifies and controls to the extent possible, hazardous materials spills on campus.

**Maintenance Operations Branch**

Conducts a survey of campus buildings and facilities assessing damage. And shuts off gas, water and electrical services were needed on the campus.

### **Planning/Intelligence Section**

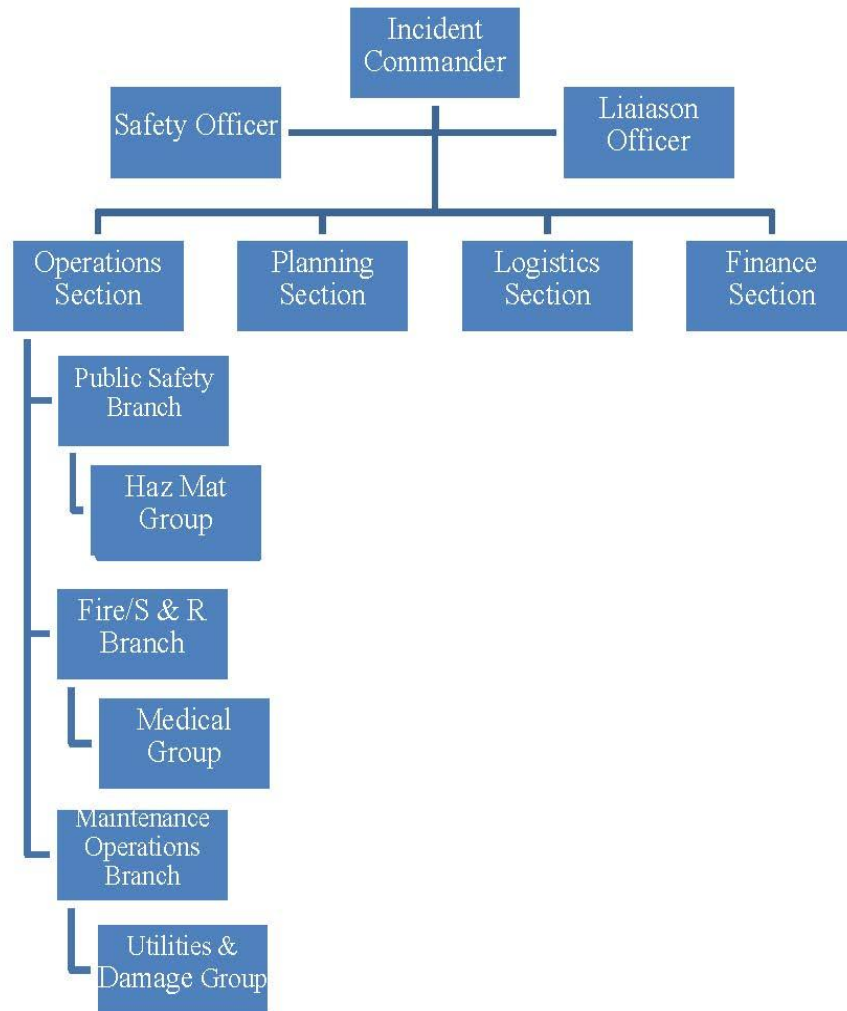
*Planning/Intel.* The Planning Section collects, analyzes, displays and disseminates incident information and summarizes data regarding possible developments and their effects and maintains all documentation.

**Logistics Section**  
*Logistics* The Logistics Section provides and tracks all resources needed for responding to the disaster including on-scene staffing and volunteers, equipment, facilities, materials, supplies, and food and water.

**Care and Shelter Branch**

Responsible for evacuations from student housing, the safety and accountability of evacuated campus population, setting up emergency shelters, and the care and feeding of the campus population and others.

### FIELD RESPONSE ORGANIZATION



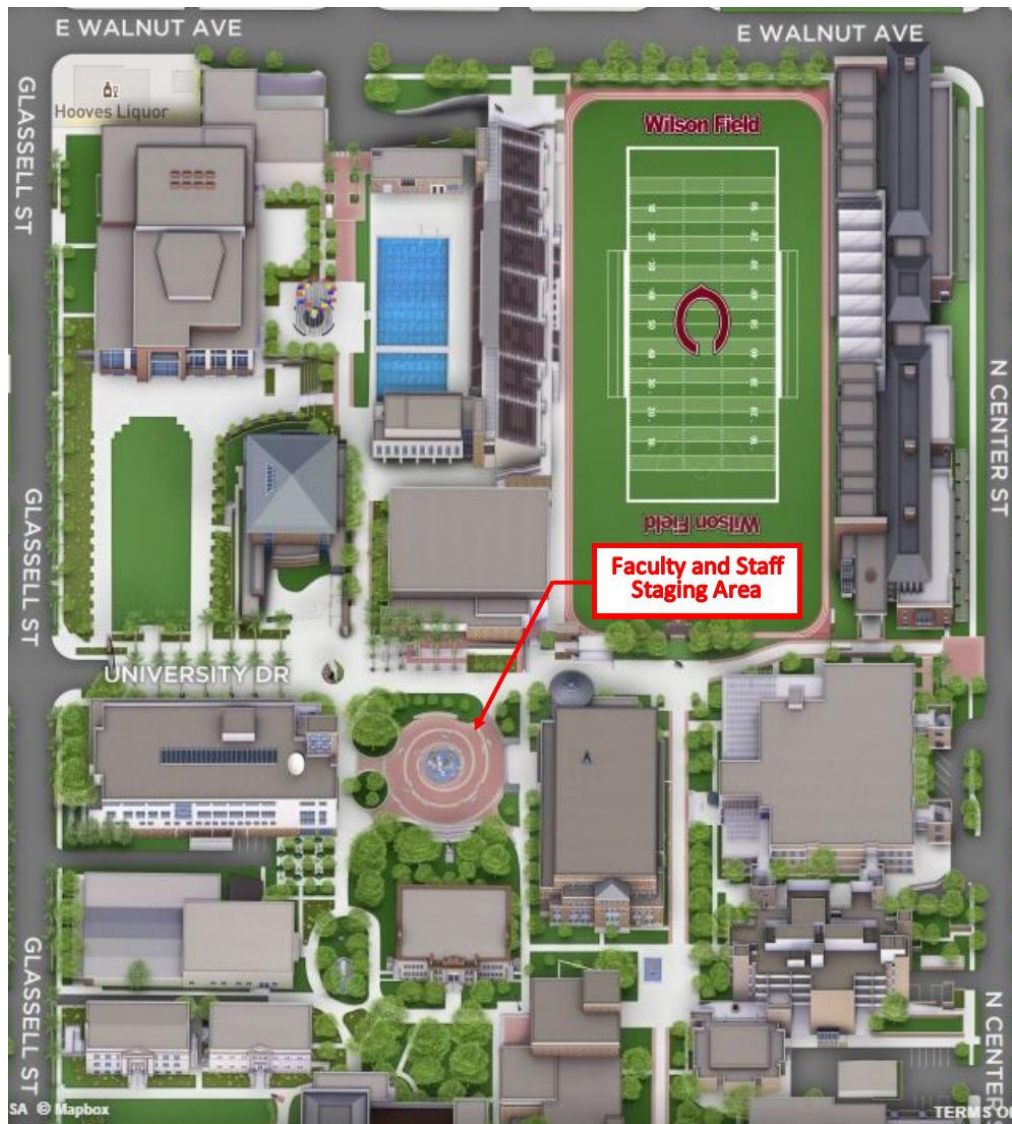
The lead groups for each of the ICS Response Sections for each campus are listed below.

ICS Section	Field Staff
<b>Field Incident Commander</b>	Senior Public Safety Officer
<b>Safety Officer</b>	EH&S Staff
<b>Operations Section</b>	Public Safety Officers Fire & Life Safety Officers Facilities Management Staff Nursing Staff EH&S Staff
<b>Logistics Section</b>	Human Resources
<b>Planning/Intelligence Section</b>	Campus Planning

## Staging Area Locations

Following a sudden-onset, major disaster and after buildings and facilities have been evacuated, faculty and staff that are not assigned to the EOC, field response or other emergency positions shall respond to a central staging area, if this area is safe, to assist in emergency field response as needed. The location of the central staging area is:

**Attallah Piazza**



## **About Field Response Checklists**

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The following checklists are guidelines for the University Public Safety and Facilities Management Departments, the two University Departments that have day-to-day field responsibilities. These checklists are not intended to substitute for an individual field responder's judgment based upon training, experience, the incident or circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guide; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.
- The checklists are designed to flow from increased readiness actions to general response actions for all incidents, and finally to actions taken in direct response to the specific hazards facing the University.

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<b>Chapman University Public Safety Department</b>
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**Increased Readiness Checklist**

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1. Upon notification of a potential emergency/disaster situation, advise the Chapman University President of the potential emergency.
2. Adopt an increased readiness posture by reviewing appropriate plans, guidelines and checklists.
3. Consider alerting and/or recalling off-duty personnel.
4. Prepare an emergency work schedule and staffing patterns (i.e., two officers in buddy teams, extra staffing in the evening, etc.).
5. Assess the availability and condition of resources (i.e. number of on-duty officers, vehicle status, etc.).
6. Assess and determine the necessity of specialized equipment and resources.
7. Provide resource status report to the Chief of Public Safety.
8. Stage equipment and personnel in strategic locations, as deemed necessary.

<b>Chapman University Public Safety Department</b>
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**General Response Checklist**

1. Upon notification, respond to the incident, assume Incident Command and notify Public Safety Dispatch and the Operations Section of the University EOC (if activated) of the nature of the incident, its location and the location of the Incident Command Post.
2. Determine the extent of assistance required by other University departments and local first responders, including personnel and equipment. Request additional resources as needed.
3. If authorized by the President or his designee, Public Safety Dispatch will begin the process of activating the EOC by contacting faculty and staff that have EOC responsibilities using the EOC Notification list found in Appendix B.
4. Ensure the safety of all personnel involved with the incident.
5. If needed, isolate and deny entry to the incident site.
6. Once activated, provide periodic status reports to the Operations Section at the University EOC. Provide information regarding response activities, injuries, and sustained damage.
7. Coordinate all emergency public information with the Public Information Officer.
8. Forward all incident documentation, including reports, to the Documentation Unit at the EOC for the preparation of the After-Action Report.

<b>Chapman University Public Safety Department</b>
--

**Transportation Emergencies Checklist**

**\*\*\* Review and complete all the required actions on the General Response Checklists \*\*\***

1. Relay initial assessment of incident to Public Safety Dispatch, and the Operations Section at the University EOC (if activated). The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
  
2. If needed, take the following actions:
  - Establish a perimeter to isolate the incident site.
  - Control access to the accident site, restricting it to emergency responders only.
  
3. If evacuation of affected areas is required, take the following actions:
  - Identify safe evacuation routes, develop and implement a traffic control plan in coordination with local law enforcement.
  - Provide for campus crowd control.
  - Identify and establish adequate evacuation reception areas, if needed.
  - Provide security for evacuated areas, if needed.
  
4. Safeguarding all evidence for incident investigators.

<b>Chapman University Public Safety Department</b>
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**Hazardous Materials Checklist**

**(Approach incident from UPWIND, UPHILL AND UPSTREAM!!!)**

**\*\*\* Review and complete all the required actions on the General Response Checklists \*\*\***

1. Relay initial assessment of incident to Public Safety Dispatch, and the Operations Section at the University EOC (if activated). The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
2. Notify the University Environmental Health and Safety Manager for spill identification.
3. If needed, take the following actions:
  - Establish a perimeter to isolate the incident site.
  - Control access to incident site, restricting it to emergency responders only.
4. If the identity of spilled chemical is known, check the DOT Emergency Response Guidebook for appropriate action.
5. If evacuation of the affected areas is required, take the following actions:
  - Identify safe evacuation routes, develop and implement a traffic control plan in coordination with local law enforcement.
  - Provide for campus crowd control.
  - Identify and establish adequate evacuation reception areas if needed.
  - Provide security for evacuated areas, if needed.

<b>Chapman University Public Safety Department</b>
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**Earthquakes Checklist**

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**(DUCK, COVER, AND HOLD ON until the shaking stops)**

**\*\*\* Review and complete all the required actions on the General Response Checklists \*\*\***

1. After the initial shaking stops, immediately perform the following actions:
  - Check for injured Public Safety personnel, providing first aid as necessary.
  - Check for damage sustained by the Public Safety Communications Center.
  - Start backup generator if power is out.
  - Test communications (radios, telephones, etc.).
  
2. Determine the availability and relay the following information to the Public Safety Dispatch or the Chief of Public Safety, and the Operations Section at the University EOC (if activated):
  - Personnel availability.
  - Vehicle and equipment availability.
  - Communications availability.
  - Fuel availability.
  
3. Consider recalling all personnel, if earthquake occurs during non-working hours.
  
4. The senior Public Safety Officer on duty will proceed immediately to the campus Staging Area and take the following actions:
  - Assume Incident Command.
  - Establish an Incident Command Post.
  - Set up an Incident Command System organization.
  - Initiate responses to the most severe incidents.
  
5. Initiate windshield surveys with available officers and coordinate with Facilities Management to conduct a Damage/Safety Assessment as quickly as possible and forward the information obtained to the Operations Section at the EOC.

<b>Chapman University Public Safety Department</b>
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**Extreme Weather/Storm Checklist**

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**\*\*\* Review and complete all the required actions on the General Response Checklists \*\*\***

1. Relay initial assessment of incident to Public Safety Dispatch, and the Operations Section at the University EOC (if activated). The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
  
2. If needed, take the following actions:
  - Establish a perimeter to isolate the incident site.
  - Control access to the affected area, restricting it to emergency responders only.
  
3. If evacuation of affected areas is required, take the following actions:
  - Identify safe evacuation routes, develop and implement a traffic control plan in coordination with local law enforcement.
  - Provide for campus crowd control.
  - Identify and establish adequate evacuation reception areas.
  - Provide security for evacuated areas, if needed.
  
4. Assist the Facilities Management Department in flood fighting, removing water from buildings and storm debris removal.

## Chapman University Public Safety Department

### Civil Disturbances Checklist

**\*\*\* Review and complete all the required actions on the General Response Checklists \*\*\***

1. Relay initial assessment of incident to Public Safety Dispatch, and the Operations Section at the University EOC (if activated). The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
2. Ensure that the following agencies have been notified or are on scene:
  - Orange Police Department.
  - Orange Fire Department.
  - Orange County Operational Area OES.
3. If needed, take the following actions:
  - Establish a perimeter to isolate the incident site.
  - Control access to the incident site, restricting it to emergency responders only.
4. Provide crowd control at the incident site.
5. Safeguard all evidence for incident investigators.

<b>Chapman University Public Safety Department</b>
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**Terrorism Checklist**

**\*\*\* Review and complete all the required actions on the General Response Checklists \*\*\***

1. Relay initial assessment of incident to Public Safety Dispatch, and the Operations Section at the University EOC (if activated). The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
2. Ensure that the following agencies have been notified or are on scene:
  - Orange County Fire Department.
  - Orange County Police Department.
  - Orange County Operational Area OES.
  - Federal Bureau of Investigations (FBI).
  - Alcohol, Tobacco and Firearms (ATF) Agency.
3. If needed, take the following actions:
  - Establish a perimeter to isolate the incident site.
  - Control access to the affected area, restricting it to emergency responders only.
4. If evacuation of affected areas is required, take the following actions:
  - Identify safe evacuation routes, develop and implement a traffic control plan in coordination with local law enforcement.
  - Provide for campus crowd control.
  - Identify and establish adequate evacuation reception areas.
  - Provide security for evacuated areas, if needed.

**Chapman University Facilities Management Department**

**Increased Readiness Checklist**

1. Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines and emergency checklists.
2. Consider alerting and/or recalling off-duty personnel.
3. Prepare an emergency work schedule, and staffing patterns (i.e., two person buddy teams, personnel stationed at various campus locations, etc.).
4. Assess the availability and condition of resources, including the number of on-duty personnel, vehicle status, and communications systems.
5. Assess and determine the necessity of specialized equipment and resources, such as barricades, heavy equipment, generators, portable lighting, traffic cones, etc.
6. Provide resource status report to Public Safety Dispatch.
7. Stage equipment and personnel in strategic locations, as deemed necessary.

## Chapman University Facilities Management Department

### General Response Checklist

1. Upon notification and request to respond to any incident, report to the Field Incident Commander and obtain an incident briefing.
2. Determine the extent of assistance required by the Facilities Management Department, including personnel and equipment.
3. Through Operations Section at the University EOC, request that off-duty Facilities Management personnel be recalled to work, as needed.
4. Assist Public Safety and Orange Police Department with the utilization of barricades and cones to close off streets and hazardous areas.
5. Coordinate all emergency public information with the Public Information Officer.
6. Forward all incident documentation, including reports, to the Documentation Unit at the EOC for the preparation of the After-Action Report.

## Chapman University Facilities Management Department

### Earthquakes Checklist

**(DUCK, COVER, AND HOLD ON until the shaking stops)**

**\*\*\* Review and complete all the required actions on the General Response Checklists \*\*\***

1. After the initial shaking stops, immediately perform the following actions:
  - Check for injured Facilities Management Department personnel and provide first aid as necessary;
  - Check for any damage sustained by Facilities Management Department facilities;
  - Test communications equipment; and
  - Check the availability and status of all Facilities Management Department equipment and other materials.
2. Establish communications with Operations Section at the University EOC, or the Public Safety Dispatch if the EOC is not yet activated, and provide an initial status report, which should include:
  - Facilities Management Department personnel available
  - Equipment and materials available
  - Status of fuel supplies
  - Status of campus utilities
3. Consider recalling all personnel, if earthquake occurs during non-working hours.
4. Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas systems), and provide status report to the EOC, or Public Safety if the EOC is not yet activated.
5. Conduct a Damage/Safety Assessment of all campus buildings and facilities, to include:
  - Dispatch crews to inspect the structural stability of all campus buildings
  - Dispatch crews to inspect the status of utilities for all campus buildings
  - Dispatch crews to determine the capacity and safety of campus walkways and roads
  - Dispatch crews to clear debris
6. Advise the Operations Section Chief of the need to evacuate buildings or facilities and the need to close or restrict access to campus roadways, based on inspections and surveys.
7. Assist the Public Safety and local law enforcement with the utilization of barricades and cones to close off streets and hazardous areas.
8. Coordinate with utility companies to repair and/or restore services.

## Chapman University Facilities Management Department

### **Extreme Weather/Storm Checklist**

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**\*\*\* Review and complete all the required actions on the General Response Checklists \*\*\***

1. Upon notification and request to respond to any flood incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
  
2. Determine the extent of assistance required by the Facilities Management Department, including personnel and equipment.
  
3. Mobilize crews for flood fighting operations, including:
  - Diverting floodwaters;
  - Sandbagging operations;
  - Removing water from buildings; and
  - Storm debris removal.
  
4. Assist the Public Safety and local law enforcement with the utilization of barricades and cones to close off streets and hazardous areas.

# Section III

## Extended Operations

### **CONCEPT OF OPERATIONS**

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During a disaster/emergency, the University's Emergency Operations Center (EOC) will support field response operations in mitigating incidents on the campus. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment.

The University EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will implement the action planning process to develop an EOC Incident Action Plan, identifying and implementing specific objectives for each Operational Period. The University EOC will also serve as the coordination and communications link between the University and the Orange County Operational Area EOC.

### **EMERGENCY OPERATIONS CENTER STANDARD OPERATING PROCEDURES**

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#### **Introduction**

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The Emergency Operations Center is where emergency management activities take place. The role of the EOC is to manage resources and communications in the support of University staff responding to incidents on campus. The level of EOC staffing will vary with the specific emergency situation.

#### **Primary and Alternate Locations**

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**Primary location: 701A North Glassell Street**

**Secondary location: 625 West Palm Avenue**

## **Activation Policy**

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The Emergency Operation Center (EOC) can be activated at any time circumstances warrant by order of the President or his/her designee. The EOC will be automatically activated to a level appropriate to the scope of the emergency, when:

- There is the existence or threatened existence of a Level II or III emergency that only affects the University; or
- When the Orange County Operational Area declares a State of Local Emergency; or
- When the Governor has proclaimed a State of Emergency for an area that includes the University; or
- When the U.S. President declares a national emergency for an area that includes the University.

The Emergency Operations Center (EOC) can be activated in whole or in part, as the needs of the emergency dictate. The EOC Activation List can be found in Appendix B.

### **EOC Activation Levels And Minimum Staffing Guide Per Level**

The University has developed criteria that identify the events/situations that might require EOC activation. The University has established three levels of activation. For each level, a minimum staffing guide has been developed and depicted below.

Since events during an emergency or disaster are not predictable, this staffing guide is a suggestion; on-the-scene judgment based on actual circumstances must be the final guide for the EOC staffing level.

<b>Suggested Level I Activation</b>	
<b>Activation Event or Situation</b>	<b>EOC Staffing</b>
Severe weather advisory	Incident Commander, EOC Manager, Documentation Unit, Public Information Officer
Campus wide power failure	Incident Commander, EOC Manager, Documentation Unit, Public Information Officer

<b>Suggested Level II Activation</b>	
<b>Activation Event or Situation</b>	<b>EOC Staffing</b>
Moderate earthquake below 5.0 Richter	Incident Commander, EOC Manager and Staff as needed, PIO, Documentation Unit
Major fire	Incident Commander, EOC Manager, Staff as needed, PIO, Documentation Unit
Major wind or rain storm	Incident Commander, EOC Manager, PIO, Documentation Unit

<b>Suggested Level III Activation</b>	
<b>Activation Event or Situation</b>	<b>EOC Staffing</b>
Major earthquake damage	All EOC positions as needed
Major city-wide or regional emergency	All EOC positions as needed
Wide spread terrorism	All EOC positions as needed

## **EOC POSITIONS**

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Below is a list of positions found in the Emergency Operations Center. Checklists of suggested activities and actions for each of these positions can be found in Appendix A. The list of personnel responsible for these positions can be found in Appendix B.

### **Management Section**

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#### **Incident Commander (IC)**

The IC, with input from the Policy Group, is responsible for determining the overall priorities for responding to and recovering from a disaster.

#### **Executive Policy Group**

The responsibility of the Executive Policy Group is to assist the Incident Commander in setting overall priorities for response and recovery operations, after considering the social, economic, legal and political ramifications of the proposed activities. They also approve policies regarding emergency operations prior to an event.

#### **Emergency Operations Center Manager**

The EOC manager is responsible for the overall management of the EOC. The EOC Manager assures that the priorities of the Incident Commander are fully understood and addressed by all Sections in the EOC. The Manager also oversees the general safety of EOC operations.

#### **Public Information Officer**

Provides information about the emergency to the campus and the news media.

#### **Safety Officer**

Provides a safe and hazard free working environment at the EOC.

#### **Liaison Officer**

Coordinates with representatives from cooperating and assisting agencies or organizations.

### **Operations Section**

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#### **Operations Section Leader**

The Operations Section is responsible for managing all field response to the disaster. The Operations Section carries out assignments prioritized by the Incident Commander.

## **Planning /Intelligence Section**

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### **Planning/Intelligence Section Leader**

The Planning Section collects, analyzes, displays and disseminates incident information. The Planning Section is responsible for creating an Incident Action Plan with input from the other EOC Sections. The Planning Section also summarizes information regarding possible developments and their effects and maintains all documentation.

### **Resources Unit**

Tracks personnel and resource assignments and identifies potential shortages.

### **Situation/Status Unit**

Gathers, evaluates and displays emergency information. Makes projections on future needs and problems.

### **Documentation Unit**

Documents all action in the Emergency Operations Center.

### **Advanced Planning Unit**

Prepares an Advance Plan considering the potential response and recovery related issues likely to occur beyond the next operational period. Plans for demobilization.

## **Logistics Section**

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### **Logistics Section Leader**

The Logistics Section provides and tracks all resources needed for managing the disaster including staff and volunteers, equipment, facilities, materials, supplies, food and water, and contracted services. The Logistics Section also sets up and maintains emergency communications.

### **Care and Shelter Branch**

Provides for the shelter, feeding, health and welfare of the campus population.

### **Supply Unit**

The Supply Unit is responsible for ordering, receiving, processing and storing all incident-related resources such as food, water, fuel, tools, equipment and transportation, and keeps an up-to-date listing of what resources are currently available, what resources have been ordered, and what resources are being or have been used.

**IS&T & Communications Unit**

Installs and maintains communications supplies and equipment.

**Personnel Unit**

Provides staff and volunteers to support response and recovery operations.

**Finance/Administration Section**

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**Finance Section Leader**

The Finance Section provides financial and cost analysis services. This section supervises negotiation and administration of vendor contracts. It will start special payroll services if necessary and maintain records for State and Federal reimbursement.

**Purchasing & Accounting Unit**

Coordinates with the Supply Unit and administers vendor contracts and orders.

**Cost Recovery Unit**

Monitors cost information, provides cost estimates, and authorizes equipment and supply purchase and rental contracts. Gathers cost data of disaster response and recovery and files State and Federal claims as appropriate.

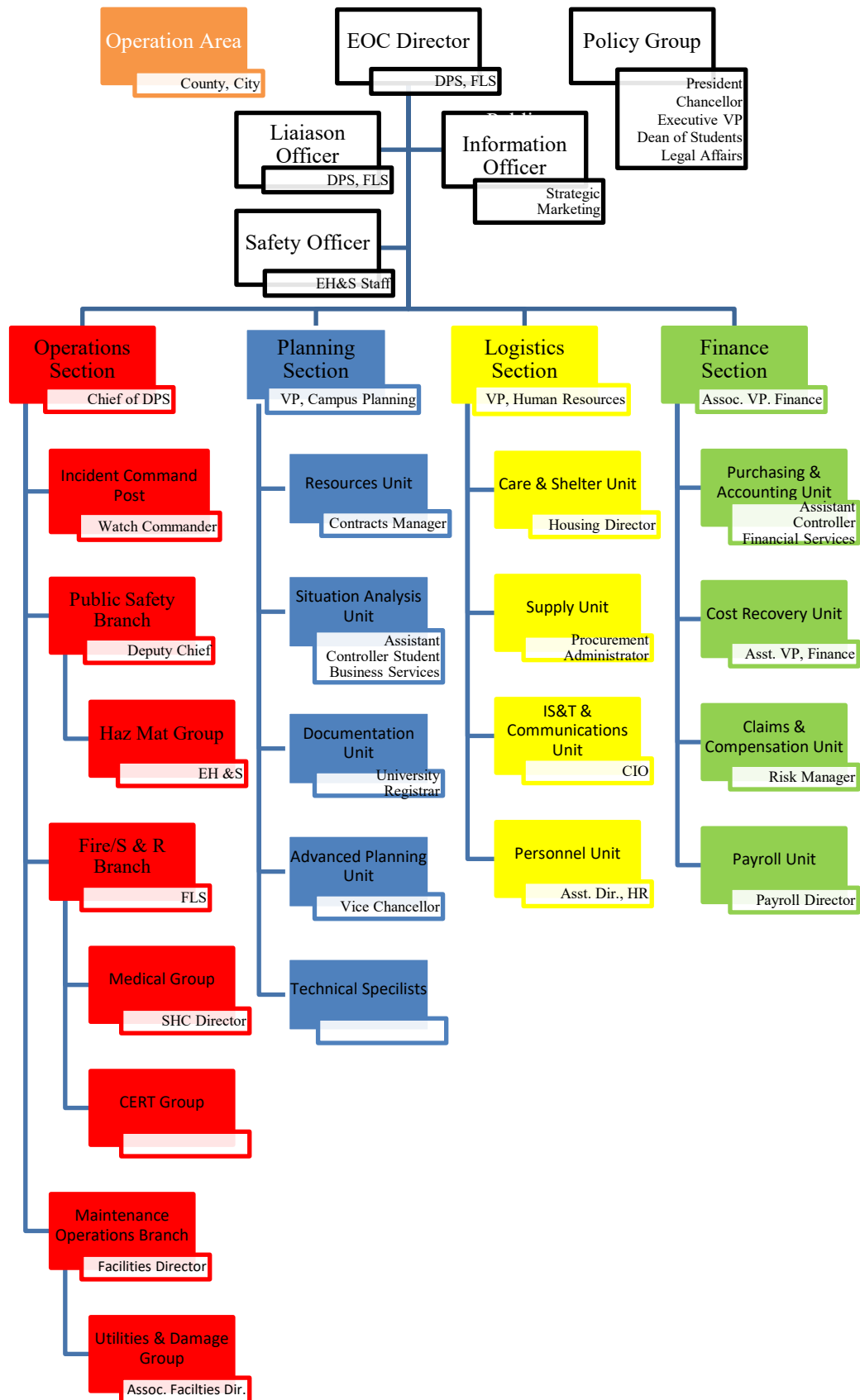
**Claims & Compensation Unit**

Maintains records of property damage and injuries arising out of the emergency.

**Payroll Unit**

Manages, monitors, and maintains personnel time records.

### Chapman University Emergency Operations Center Organization



## **Action Planning**

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The use of Incident Action Plans in the University EOC provides a clear and measurable process for identifying objectives and priorities for a given event. The action planning process should involve the EOC Manager and Section Leaders, along with other EOC staff, as needed. Action planning is an important management tool that involves:

- A process for setting objectives for emergency response or recovery efforts based on priorities set by the Incident Commander.
- A process to document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Planning/Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the Incident Action Plan. Incident Action Plans are developed for a specified Operational Period, which may range from a few hours to 24 hours. The Operational Period is determined by first establishing a set of priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions.

Incident Action Plans have four main elements that should be included:

- **Incident Objectives** - Statement of what was accomplished in the last Operational Period and what is expected to be achieved in the next Operational Period. Objectives must be measurable.
- **Tactics and Assignments** - Describes general objectives and tactics for controlling the incident including a safety message and the current assignments in the EOC.
- **Organization** - Describes what elements of the ICS organization will be in place for the next Operational Period.
- **Supporting Material** - Examples could include an incident map, a summary of resources that have been ordered or used, a communications plan, weather data and special precautions.

An Incident Action Plan form can be found in Appendix C.

## **Information And Resource Management**

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### *Messages*

Within the University EOC, the EOC Message Form will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch, and Unit will use this form to record information to be transmitted to other Sections/Branches/Units.

The message system provides an audit trail of all pertinent information necessary to document the actions taken by the University during the response to a disaster. A sample of this form can be found in Appendix C.

The EOC message form will not replace face-to-face communications but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs.

**Op Area** Orange County, acting as the Operational Area (Op Area) EOC, coordinates emergency activities within the Operational Area or county, augmenting, not replacing, the University's EOC. The Op Area EOC also serves as the communications link between the State's Southern Region Emergency Operating Center and the University EOC. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

**Critical Information** Critical information from the University EOC will be submitted to the Orange County Operational Area EOC by means of a Situation/Status Report. This Report is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. The Situation/Status can be found in Appendix C.

**Resource Requests** Resource requests will be made through the Logistics Section at the University EOC to the Logistics Section at the Operational Area EOC. Resource requests may be made via WebEOC.

Resource requests from the University EOC and other jurisdictions and organizations within the Operational Area will be coordinated at the Operational Area EOC to determine if the resource is available from other local governments or other sources within the Operational Area.

The Operational Area EOC will allocate available resources. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. Resources that are not available within the Operational Area will be requested through the regional level, the State's Southern Region EOC.

### **Coordination With Field Response Level**

Since the University EOC is the center for emergency management activities, communications and coordination must be established with field responders. Incident Commander(s) operating in the field will report directly to the Operations Section Leader in the University EOC, via Public Safety radio, cell phone, or by message form and runner if the radio and phone systems are not operating.

## **Damage Assessment And Situation Reporting**

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation, and to report the information through established channels. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the University.

*Assessment* An initial assessment will be conducted by field responders. The Facilities Management Department, along with available Public Safety officers will conduct a systematic survey of all facilities, searching for life-threatening situations and building/infrastructure damage. The Facilities Management Department will report their findings to the Field Incident Commander and to the Operations Section at the University EOC.

*Reporting* The Planning/Intelligence Section, in coordination with the Operations Section of the University EOC, will complete the Damage/Safety Assessment Survey with the information received from field responders.

When the Damage/Safety Assessment Survey is completed, an Incident Summary should be completed (both forms can be found in Appendix C). Both forms should be forwarded to the Operational Area EOC where it will be compiled with other information from the Operational Area and sent on to the State's Southern Region EOC. The Incident Summary should include the location and description of the damages and provide a rough estimate of the associated dollar loss. This compiled information will be used to justify a State of Emergency and to request a Presidential Declaration of Emergency.

A detailed assessment of damage to buildings and facilities, with more precise dollar loss estimates, will be formulated and forwarded to the Operational Area EOC later, as recovery operations begin.

Prior to the re-occupation of any of the campus buildings the Facilities Management Department in coordination with the Operations Section at the EOC will manage and coordinate a team of Structural Engineers to survey all campus buildings and mark all buildings using ATC 20 guidelines and standards.

## **Public Information**

Emergency public information to both the campus population and the media will only be provided through the Public Information Officer at the University EOC, unless the EOC is not yet activated, in which case the Field Incident Commander may release information based on the facts of the incident. All other individuals

working at either the field response level or the EOC will refer inquiries from the media or general public to the Public Information Officer at the EOC.

### **Transition Into Recovery Operations**

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As the threat to life, property, and the environment dissipates, the EOC Manager will consider deactivating the EOC. The EOC Manager will direct Section Leaders to deactivate their Sections, ensuring that each Unit/Branch/Section that was activated provides its logs and files to the Cost/Recovery Unit. The Cost/Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process.

The Recovery Manager will coordinate the recovery effort, ensuring that all damaged buildings, facilities and services are restored. In coordination with the Recovery Manager, the Cost/Recovery Unit will prepare the After-Action Report, submitting it to the Operational Area Office of Emergency Services within 90 days of the disaster/event.

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# Section IV

## Recovery Operations

### CONCEPT OF OPERATIONS

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Chapman University will be involved in recovery operations following a disaster. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to University property and infrastructure
- Repair of damaged infrastructure and property
- Restoration of services generally available prior to the disaster

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency.

#### **Short-Term Recovery**

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The goal of short-term recovery is to restore the University to at least a minimal capacity. Short-term recovery includes:

- Infrastructure restoration
- Re-establishment of the University's administrative responsibilities
- Debris removal
- Cleanup operations
- Abatement and demolition of hazardous structures
- Restoring critical business functions

#### **Long-Term Recovery**

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The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of facilities, and disaster response cost recovery.

The major objectives of long-term recovery operations include:

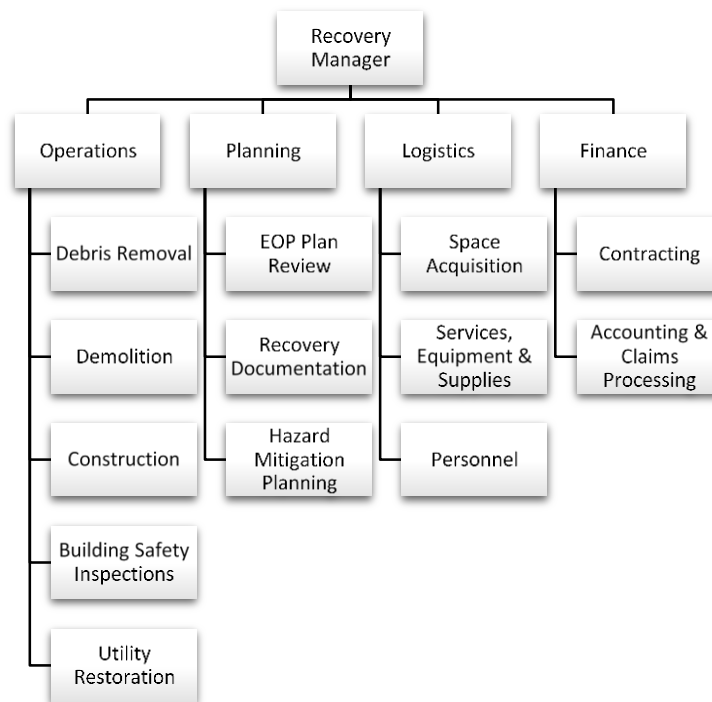
- Returning University business to pre-disaster levels
- Improving the University's Emergency Operations Plan
- Reimbursement for qualifying disaster costs
- Effective integration of mitigation strategies into recovery planning and operations

In coordination with the American Red Cross and the Orange County Operational Area OES, the University may provide sheltering for disaster victims until housing can be arranged. This must be taken into consideration in both short- and long-term recovery planning.

### **Recovery Operations Organization**

The Recovery Manager for the University will be the Vice President of Finance. The recovery operations organizational chart is depicted below.

CHAPMAN UNIVERSITY RECOVERY OPERATIONS ORGANIZATION CHART



## **Recovery Operations Responsibilities**

The University has specific responsibilities in recovering from a disaster. The chart, listed below depicts the functional responsibilities assigned to departments and/or key personnel.

<b>Function</b>	<b>Departments</b>
Political process management; interdepartmental coordination; policy development; decision making; and public information.	University President, Policy Group, PIO
Building and safety inspections	Recovery Manager, Operations Section, Facilities Management, Structural Engineers
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	Recovery Manager, Operations Section, Facilities Management
Finance; budgeting; contracting; recovery of disaster related costs, accounting and claims processing; and insurance settlements.	Recovery Manager, Finance Section
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinion.	University President, Policy Group
University operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	Recovery Manager, Planning Section, Logistics Section

## **Recovery Damage/Safety Assessment**

The recovery Damage/Safety Assessment is the basis for determining the type and amount of Federal financial assistance necessary for recovery. Under the University's Standard Operating Procedures, an Initial Incident Summary is developed, during the emergency response phase, to support a request for a county and gubernatorial proclamation of a State of Emergency, and for the State to request a presidential declaration.

During the recovery phase, this assessment is developed to a more detailed level with the input from structural engineers and financial analysts. This detailed Assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities will need to be developed by the University.

The detailed Damage/Safety Assessment Summary and Incident Summary will be completed by the University's Recovery Organization and sent to the Orange County Operational Area.

## **Documentation**

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Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to the following:

- Public buildings;
- Levees;
- Flood control works;
- Irrigation works;
- County roads;
- City streets;
- Bridges; and
- Other public works.

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational institutions; and
- Certain private non-profit facilities.

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs.

The documenting information should include the location and extent of damage, and estimates of costs for the following:

- Debris removal
- Emergency work
- Repairing or replacing damaged facilities to a non-vulnerable and mitigated condition.

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. Documentation must begin initial field response and continue throughout the operation of the EOC as the disaster unfolds.

### **After-Action Reporting**

The Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report to OES within 90 days of the close of the incident period.

The After-Action Report will provide, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to date.

The After-Action Report will serve as a source for documenting the University's emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

The Recovery Manager will be responsible for the completion of the University's After-Action Report, including sending it to the Orange County Operational Area within the required 90-day period.

Guidance in the development of an After-Action Report may be obtained at the Orange County Operational Area.

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# **CHAPMAN UNIVERSITY**

## **EMERGENCY OPERATIONS PLAN**

# **APPENDIX A**

## **Emergency Operations Center Position Checklist**

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## **GENERIC CHECKLIST (to be used by all positions)**

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### **Activation Phase**

- Check in with the Logistics Section upon arrival at the EOC.
- Report to EOC Manager, Section Leader or other assigned supervisor.
- Set up workstation and review position responsibilities.
- Establish and maintain a position log that chronologically describes actions to be taken during shift.
- Determine resource needs, such as computer, phone, Plan copy and other reference documents.

### **Demobilization Phase**

- Deactivate assigned position and close out logs when authorized by the EOC Manager.
- Complete all required forms, reports and other documentation. All forms should be submitted through your supervisor to the Documentation Unit in the Planning/Intelligence Section prior to departure.
- Be prepared to provide input to the After-Action Report.
- Clean up work area before leaving.
- Leave a forwarding phone number where you can be reached.

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## **INCIDENT COMMANDER**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Activate the EOC and establish the appropriate staffing level for the EOC.
2. Establish overall priorities for response and recovery efforts.
3. Leader of Policy Group.

### **Activation Phase**

- Respond immediately to EOC.
- Obtain briefing from EOC Manager and others and assess situation.
- Consider/approve protective or precautionary actions, as needed:
  - Evacuation.
  - Sheltering in place.
  - Campus closure.
  - Release/callback of faculty and staff.
  - Student notification.
- Review the procedures for any emergency powers, policies and procedures that are applicable.
- If required, proclaim a campus State of Emergency.
- Notify the Board of Trustees, Policy Group, legal council and others as needed.

### **Operational Phase**

- Meet with Policy Group to determine policy directives for response and recovery.
- Establish policy directives for response and recovery using the following of overall priorities:
  1. Life saving.
  2. Life safety.
  3. Environmental protection.
  4. Property protection.
  5. Resumption of normal business activities.

- Meet with EOC Manager and EOC Section Leaders and communicate policy directives concerning response and recovery.
- Approve all media releases.
- Make public statements concerning campus response and recovery activities, as necessary.

### **Demobilization Phase**

- In coordination with the EOC Manager and the Situation/Status Unit in the Planning/Intelligence Section, develop a demobilization plan.
- Deactivate the EOC at the designated time and proceed with recovery operations.
- Ensure that the recovery organization is set up prior to demobilization of the EOC.
- Provide input to the After-Action Report.

## EOC MANAGER

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### Responsibilities

1. In conjunction with the Incident Commander, establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between campus emergency response, professional emergency response and the EOC.
3. In conjunction with Section Leaders, set priorities for response efforts at the University. Ensure that all actions are accomplished within the priorities established by the Incident Commander.

### Activation Phase

- Respond immediately to EOC and determine the site's structural safety and operational status. Ensure that the EOC is properly set up and ready for operation.
- Determine the status of the University President. If, necessary, assume Incident Command position until the President or designated successor arrives.
- Obtain information briefing and Damage/Safety Assessment Report from the Operations Section leader or whatever sources are available. Based on these reports, establish initial strategic objectives for the EOC.
- Determine appropriate level of EOC activation based on situation as known and mobilize appropriate personnel for the initial activation.
- In conjunction with the Incident Commander, determine which Sections are needed, assign Section Leaders as appropriate and ensure they are staffing their sections as required.
  - Operations Section Leader.
  - Logistics Section Leader.
  - Planning/Intelligence Section Leader.
  - Finance/Administration Leader.

- Determine which Management Section positions are required and ensure they are filled as soon as possible.
  - Public Information Officer.
  - Safety Officer
  - Security Officer.
  
- Ensure that the Incident Commander has information on the following issues:
  - Mutual Aid request procedures.
  - The process for contacting the Operational Area EOC.
  - The required EOC meetings and briefings, the timing of these events.
  - Any other emergency powers, policies and procedures that are applicable.
  
- Recommend to the Incident Commander any protective or precautionary actions that may be needed:
  - Evacuation
  - Sheltering in place
  - Campus closure
  - Release/callback of faculty and staff
  - Student notification
  
- Ensure that radio communications with campus emergency response teams are established and functioning.
  
- Schedule the initial Action-Planning meeting.
  
- Ensure that the Orange County Office of Emergency Services is notified of the campus EOC activation.

### **Operational Phase**

- Monitor Section activities to ensure that all appropriate actions are being taken.
  
- Convene the initial Action-Planning meeting. Ensure that all Section Leaders, Management Staff and key agency representatives are in attendance. Ensure that appropriate Action-Planning procedures are followed.
  
- Develop an Incident Action Plan that includes the following:
  - Overall strategy (offensive and defensive).
  - Need for evacuation.
  - Priorities for the procurement and allocation of available resources.
  - Estimated duration of incident.

- Once the Incident Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- Ensure that a Damage/Safety Assessment survey of campus facilities has been conducted on campus for damage, flooding, fire or other hazards.
- Following a major earthquake, ensure that emergency equipment is protected from possible aftershocks.
- With the authorization of the Incident Commander and in conjunction with the Public Information Officer, issue the necessary public statements.
- Coordinate with outside agency representatives responding to the EOC, as necessary.
- Periodically check EOC staff for signs of agitation or fatigue. Reassign or relieve them as necessary.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, all Section objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- In coordination with the Incident Commander and the Situation/Status Unit in the Planning/Intelligence Section, develop a demobilization plan.
- Authorize deactivation of Sections, Branches, and Units when they are no longer required.
- Notify the campus emergency teams and other appropriate organizations of the planned EOC demobilization time.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input for the After-Action Report.
- Ensure that all campus responders and volunteers receive a debriefing and counseling, as needed.
- Ensure that the EOC is demobilized at the designated time and recovery operations are begun.

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## **Public Information Officer**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Serve as the coordination point for all internal and external campus information and media releases and represent Chapman University as the Public Information Officer.
2. Ensure that the campus community receives complete, accurate, and consistent information about life safety procedures, public health advisories and other vital information.
3. Coordinate media releases with the Orange County Operational Area and/or the City of Orange Public Information Officer.
4. Organize, format and releases information in conjunction with the EOC Manager and with authorization from the Incident Commander.

### **Activation Phase**

- Follow generic Activation Phase Checklist.

### **Operational Phase**

- Obtain policy guidance from the Incident Commander and EOC Manager regarding media releases.
- Establish a media center location away from the EOC activities.
- In coordination with other EOC Sections, and as approved by the Incident Commander, issue timely and consistent advisories and instructions for life safety, health, and assistance to the campus population. Release information over the Panther Alert system, campus web page, recorded telephone messages, Chapman Radio, and if necessary, paper posting of information at appropriate locations around the campus.
- Update any Panther Alert messages hourly or as the situation changes.
- Provide the media with emergency contact information, as needed:
  - Media hotline number.
  - Campus staff hotline number.
  - Student and family hotline number.

- Prepare a description of the emergency situation, including injuries, property damage and deaths.
- Prepare a description of the University's response efforts, including medical, search and rescue, emergency repairs, debris clearance, flood/fire fighting, shelter operations, etc.
- Monitor the media for information concerning the impact of the disaster on the surrounding area and share all pertinent information with the EOC Director and the Operations and Planning/Intelligence Sections.
- Ensure that the official University spokesperson is thoroughly briefed on all aspects of the emergency situation prior to any formal statements.
- Develop and publish a media-briefing schedule, to include location, format, preparation, and distribution of handout materials, as needed.
- Interact with all EOC Sections and provide to and obtain from them information relative to public information operations.
- Ensure that advisories and emergency information are translated and/or prepared for special populations (foreign students, hearing impaired, etc.).
- Monitor published, broadcast, and social media for accuracy concerning campus activities and correct serious mistakes whenever possible. Keep the EOC Manager advised of actions taken.
- Provide copies of all information, instructions and advise releases to the EOC Manager and ensure that file copies are maintained of each release.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, public information objectives for the next Operational Period, and any other pertinent information.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

### **Demobilization Phase**

- Follow generic Demobilization Phase Checklist.

## **Safety Officer**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that the EOC building is in safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
3. Monitor EOC facility for any environmental threats - e.g., hazardous materials exposure, air contamination, non-potable water, etc.

### **Activation Phase**

- Follow generic Activation Phase Checklist.

### **Operational Phase**

- Tour the EOC facility and evaluate safety conditions. Advise EOC Manager of any conditions and/or actions that could be potentially dangerous.
- Develop a map of the EOC showing locations of exits, fire extinguishers, evacuation routes and emergency supplies.
- Ensure that the EOC facility is free from any environmental threats - e.g., hazardous materials exposure, air contamination, non-potable water, etc.
- Prepare and present security briefings for the EOC Manager and Section Leaders at appropriate meetings.
- Keep EOC Manager advised of any unsafe conditions, take action when necessary.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Safety objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

Follow the generic Demobilization Phase Checklist.

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## **Security Officer (if needed)**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Provide security for the EOC, as needed.
2. Control personnel access to the EOC in accordance with policies established by the EOC Manager.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Determine the current EOC security requirements and arrange for staffing, as needed.
- Determine needs for special access to EOC facilities.
- Provide VIP security as appropriate and required.
- Provide security recommendations to the EOC Manager, as needed.
- Prepare and present security briefings for the EOC Manager and Section Leaders at appropriate meetings.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Security objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

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## **OPERATIONS SECTION LEADER**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure the Operations Section's function is carried out. This function includes coordinating all field response to incidents on the University campus.
2. Coordinate and manage the allocation of available Operation Section resources to support field response in the affected area. Coordinate the mobilization and transportation of all resources through the Logistics Section.
3. Maintain detailed records on damaged areas and structures and provide detailed Damage/Safety Assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Ensure that operational objectives and assignments identified in the EOC Incident Action Plan are carried out effectively.
5. Conduct periodic Operations briefings for the EOC Manager, as required or requested.

### **Activation Phase**

- Follow generic Activation Phase Checklist.
- Establish radio or cell-phone communications with Incident Commander(s) operating in the field.
- Determine the need for Agency Representatives in the Operations Section.
- Make a list of key issues to be addressed by the Operations Section and identify objectives to be accomplished during the initial Operational Period.

**Operational Phase**

- Assess the impact of the disaster/event on campus field operational capability.
- Coordinate building damage/safety assessment surveys, obtain initial Damage/Safety Assessment information from field units and distribute this information to the Incident Commander, the EOC Manager and the Planning/Intelligence Section.
- Monitor and track the progress and status of each major field incident.
- Brief the Incident Commander and EOC Manager on all major incidents.
- Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires.
- Coordinate all resource requests from field units, through the Logistics Section.
- Coordinate the survey all campus buildings and facilities, assessing the damage to such facilities and coordinating the repairs of damage. Ensure that each structure and/or facility is inspected and clearly labeled, in accordance with ATC-20 standards and guidelines.
- Prepare detailed Damage/Safety Assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- Coordinate the survey of transportation routes surrounding the campus.
- Ensure that emergency equipment is protected from possible earthquake aftershocks.
- Coordinate with the Personnel Unit in the Logistics section to ensure that relief for field units is available, as necessary.
- Ensure that access controls are established into damaged, impacted or hazardous areas.
- Coordinate with utility companies to repair campus infrastructure.
- Coordinate with the Orange County Coroner regarding the collection of bodies.
- Begin debris clearance as soon as the situation permits.
- Ensure that the assignment of all field resources are closely monitored and coordinated, and that on-scene time is logged at the field level.

- Identify key issues currently affecting the Operations Section; develop Section objectives for upcoming Operational Period.
- Provide the Planning/Intelligence Section Leader with the Operations Section's objectives prior to each Action-Planning meeting.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Attend and participate in EOC Manager's Action-Planning meetings.
- Ensure that all media contacts are referred to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Section objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

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## **PLANNING/INTELLIGENCE SECTION LEADER**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that the responsibilities of the Planning/Intelligence Section are carried out, which include:
  - Collecting, analyzing, and displaying situation information.
  - Preparing periodic Situation/Status and Incident Summary Reports.
  - Preparing and distributing the EOC Incident Action Plan and facilitating the Action-Planning meeting.
  - Conducting Advance Planning activities.
  - Documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.
3. Exercise overall responsibility for the coordination of Unit activities within the Section.
4. Conduct periodic Planning/Intelligence briefings for the EOC Manager, as required or requested.
5. Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and Situation/Status Reports.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate Units within the Section as needed and designate Unit Leaders for each:
  - Resources Unit
  - Situation/Status Unit
  - Documentation Unit
  - Advanced Planning Unit
- Review responsibilities of Units in the Section; develop a plan for carrying out all responsibilities.

- Make a list of key issues to be addressed by Planning/Intelligence; in consultation with Section staff, identify objectives to be accomplished during the initial Operational Period.

### **Operational Phase**

- Ensure that Planning/Intelligence position logs and other necessary documentation are maintained.
- Ensure that the Situation/Status Unit is maintaining current information for the Situation/Status Report.
- Meet with Operations Section Leader to gather information about the major incidents happening on the campuses.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Public Information Officer has immediate and unlimited access to all Situation/Status Reports and displays.
- Conduct periodic briefings with Section staff to develop Section objectives for upcoming Operational Periods.
- Ensure that objectives for each EOC Section are completed, collected, and posted in preparation for the next Action-Planning meeting.
- Facilitate the EOC Manager's Action-Planning meetings approximately two hours before the end of each Operational Period and develop an Incident Action Plan that includes:
  - Information requirements.
  - Overall strategy (offensive/defensive).
  - Need for evacuation.
  - Priorities for the procurement and allocation of available resources.
  - Estimated duration of incident.
- Ensure that the EOC Incident Action Plan is completed and distributed prior to the start of the next Operational Period.
- Ensure that a Situation/Status Report is produced and distributed to all EOC Sections at least once, prior to the end of the Operational Period.

- Work closely with each Unit within the Planning/Intelligence Section to ensure the Section objectives as defined in the current EOC Incident Action Plan are being addressed.
- Ensure that the Advanced Planning Unit develops and distributes a report that highlights forecasted events or conditions likely to occur beyond the forthcoming Operational Period; particularly those situations that may influence the overall strategic objectives of the EOC.
- Ensure that the Documentation Unit maintains files on all activities related to the event, and provides reproduction services for the EOC, as required.
- Provide periodic Planning/Intelligence Section Status Reports to the EOC Manager.
- Ensure that all media contacts are referred to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Section objectives for the next Operational Period, and any other pertinent information.

**Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

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## **Situation/Status Unit Leader**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Oversee the collection, organization, and analysis of disaster information.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that an Incident Action Plan is developed for each Operational Period, based on objectives developed by the EOC Sections.
4. Supervise the Situation/Status Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Ensure that adequate staffing is assigned to maintain all maps, status boards, and other displays.
- Set up displays and status boards.
- Prepare a situation summary and Planning/Intelligence Section objectives for the initial Action-Planning meeting.

### **Operational Phase**

- Maintain a position log and other necessary documents.
- Collect and analyze all disaster related information.
- Coordinate with the Operations Section to obtain all Damage/Safety Assessment data as soon as it is received in the EOC. Post this data to the display board.
- Monitor the national Weather Service for weather information.
- Prepare Situation/Status Reports. Coordinate with the Documentation Unit for distribution and reproduction, as required.
- Ensure that each EOC Section provides a Status Reports on a regular basis.

- Prepare an Incident Summary Report for the EOC Action-Planning meeting.
- In preparation for the Action-Planning meeting, ensure that all EOC objectives are posted and that the meeting room is set up with appropriate equipment and materials (easels, markers, Situation/Status Reports, etc.).
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next Operational Period, and any other pertinent information.

**Demobilization:**

- In coordination with the Incident Commander and the EOC Manager develop the Demobilization Plan and distribute it to the EOC staff.
- Advise all Section Leaders to ensure that demobilized staff complete all reports, timesheets, and exit surveys.
- Follow the generic Demobilization Phase Checklist.

## **Documentation Unit Leader**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Collect, organize and file all completed disaster related forms, to include: all EOC Position Logs, Situation/Status Reports, Incident Action Plans, and any other related information.
2. Provide documentation reproduction services to EOC staff.
3. Distribute the EOC Situation/Status Reports, Incident Action Plan, and other documents, as required.
4. Maintain a permanent archive of all Situation/Status Reports and Incident Action Plans associated with the event or disaster.
5. Assist the Recovery Manager in the preparation and distribution of the After-Action Report.
6. Supervise the Documentation Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Maintain a position log.
- Meet with the Planning/Intelligence Section Leader to determine what EOC materials should be maintained as official records and what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation/Status Reports and Incident Action Plans either manually or electronically.

- Keep extra copies of reports and plans available for special distribution, as required.
- Set up and maintain document reproduction services for the EOC.
- In conjunction with the Logistics Section, develop an EOC organization chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

## **Advanced Planning Unit**

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Development of an Advance Plan consisting of potential response and recovery-related issues likely to occur beyond the next Operational Period, generally the next 36 to 72 hours.
2. Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and Status Reports.
3. Supervise the Advanced Planning Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Develop an Advance Plan identifying future policy-related issues, social and economic impacts, significant response or recovery resource needs, sheltering issues, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- Develop Demobilization Plan in conjunction with the Incident Commander, EOC manager and the Planning/Intelligence Section Leader. Demobilization planning should occur at least once in every Operational Period.
- Submit the Advance Plan to the Planning/Intelligence Section Leader for review and approval prior to conducting briefings for the EOC Manager.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

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## **LOGISTICS SECTION LEADER**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure the Logistics function is carried out. These function can includes providing communication/information services; tracking resources; acquiring supplies, equipment, personnel, and transportation services; as well as arranging for food, water, lodging, and other support services as required.
2. Oversee the procurement, tracking and allocation of supplies, materials and resources not normally provided through Mutual Aid channels and coordinate procurement actions with the Finance/Administration Section.
3. Conduct periodic Logistics briefings for the EOC Manager, as required or requested.

### **Activation Phase**

- Report to EOC Manager on arrival at the EOC.
- Based on the situation, activate Units within the Section as needed and designate Unit Leaders for each:
  - Care & Shelter Unit.
  - Supply/Resource Unit.
  - IS&T & Communications Unit.
  - Personnel Unit.
- Review responsibilities of Units in Section; develop plan for carrying out all responsibilities.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including forms, status boards, resource lists, vendor references, and other resource directories.
- Meet with the EOC Manager and other Section Leaders and identify immediate resource needs.

- Meet with the Finance/Administration Section Leader and determine level of purchasing authority for the Logistics Section.
- Make a list of key issues to be addressed by the Logistics Section and identify objectives to be accomplished during the initial Operational Period.

### **Operational Phase**

- Ensure that Logistics Section position logs and other necessary files are maintained.
- Identify key issues currently affecting the Logistics Section; develop Section objectives for upcoming Operational Period.
- Work closely with each Unit within the Logistics Section to ensure the Section objectives as defined in the current EOC Incident Action Plan are being addressed.
- Ensure that all personnel, resource and supply ordering and tracking are documented and displayed.
- Provide the Planning/Intelligence Section Leader with the Logistics Section's objectives prior to each Action-Planning meeting.
- Attend and participate in EOC Manager's Action-Planning meetings.
- Coordinate closely with the Finance/Administration Section, and ensure that all required documents and procedures are completed and followed.
- Provide periodic Logistics Section Status Reports to the EOC Manager.
- Ensure that all media contacts are referred to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Section objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

## Care and Shelter Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### Responsibilities

1. Safeguard the public health of the campus community by ensuring there is an ample supply of potable water, food and sanitation.
2. Provide for clothing, shelter and other mass care services as required.
3. Supervise the Care and Shelter Unit.

### Activation Phase

- Follow the generic Activation Phase Checklist.

### Operational Phase

- Coordinate the procurement of supplies and equipment needed with the Logistics and Finance/Administrations Sections.
- Coordinate with Residence Life and Psychological Counseling Staff field responders to ensure the accountability and safety of all campus population in evacuation areas.
- Coordinate with Operations Section Leader to ensure the structural integrity and safety of all University residential buildings prior to students re-entering these buildings.
- Ensure that all potable water supplies remain safe and free from contamination.
- Ensure that all sanitation systems operate effectively.
- Coordinate all mass care activities with the American Red Cross, other volunteer agencies and the Orange County Operational Area EOC.
- Keep Operations Section Leader apprised of all activities.
- Ensure that all media contacts are referred to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Section objectives for the next Operational Period, and any other pertinent information.

### Demobilization Phase

- Follow the generic Demobilization Phase Checklist.

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## **Personnel Unit Leader**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Carry out Personnel Unit functions. These functions include ordering, tracking of personnel in support of field response and EOC operations.
2. Supervise the Personnel Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Manage personnel resource requests by identifying the number of personnel, special qualifications or training, where they are needed, and the person or unit they should report to upon arrival.
- To minimize redundancy, coordinate all requests for personnel resources from the field level through the Operations Section prior to acting on the request.
- Coordinate with the EOC Manager to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check in.
- Assist the Operations Section with ordering of personnel Mutual Aid resources as required.
- Develop, maintain and display an EOC organizational chart listing all of the Sections, Branches and Units working in the EOC and the names of the people filling the positions and develop, display and maintain a status board or other reference to keep track of all personnel resources in the field.
- Develop a volunteer register, listing special skills and experience.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

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## Supply Unit Leader

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Carry out Supply/Resource Unit functions. These functions include ordering and tracking of supplies and resources in support of field response and EOC operations.
2. Supervise the Supply/Resource Unit.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.

### **Operational Phase:**

- Order supplies that are requested to support response operations in the field. Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.
- Determine if requested types of supplies and material that are available on campus or if the items must be purchased from an outside vendor.
- Maintain a status board or other reference depicting procurement actions in progress and their current status. Status boards should track requests by providing at a minimum, the following: date & time of the request, items requested, priority designation, time the request was processed, and estimated time of arrival or delivery to the requesting party.
- Determine unit costs of supplies and materials from suppliers and vendors, and if they will accept purchase orders as payment prior to completing the order. Orders exceeding the purchase order limit amount must be approved by the Finance/Administration Section before the order can be completed.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery.
- Order, track and account for all resources by maintaining a status board or other reference depicting resource request and the progress of the request until filled.

- Notify requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- Provide food, lodging and childcare services for EOC personnel as required.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

## IS&T Unit

---

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that radio, telephone and computer resources and services are provided to the EOC, as required.
2. Oversee the installation of communications in the EOC, as needed.
3. Develop and distribute a communications plan.
4. Supervise the IS&T Unit.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.

### **Operational Phase:**

- Keep all sections informed of status of communications systems.
- Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies and phone numbers allotted for the event or disaster.
- Ensure that communications and information systems requirements, in support of field and EOC operations, are met and maintained.
- Continually monitor the effectiveness of the EOC communications systems.
- Ensure that technical specialists are available for communications equipment maintenance and repair.
- Coordinate AT&T to obtain portable telephone banks as necessary.
- Keep Logistics Section Leader apprised of all actions.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

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## **FINANCE SECTION LEADER**

---

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for each person assigned to campus response activities or the EOC.
3. Ensure that there is a continuum of the payroll process for all University employees responding to the event or disaster.
4. Determine purchase order limits for the procurement function of the Logistics Section and coordinate vendor contracts, not previously addressed by existing approved vendor lists.
5. Exercise overall responsibility for the coordination of Unit activities within the Logistics Section.
6. Conduct periodic Logistics briefings for the EOC Manager, as required or requested.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.
- Ensure that the Finance Section is set up properly and that the appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate Units within the Section as needed and designate Unit Leader for each element:
  - Cost/Recovery Unit
  - Payroll Unit
- Review responsibilities of Units in Section; develop plan for carrying out all responsibilities.
- Meet with the Logistics Section Leader and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- Make a list of key issues to be addressed by the Finance Section and identify objectives to be accomplished during the initial Operational Period.

**Operational Phase**

- Ensure that Finance position logs and other necessary files are maintained.
- Ensure that a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as the employee is assigned to the response or the EOC.
- Ensure that displays associated with the Finance Section are current and that information is posted in a legible and concise manner.
- Brief Unit Leaders on EOC objectives as defined in the Incident Action Plan.
- Keep the EOC Manager and Section Leaders aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Cost Recovery Unit maintains all financial records throughout the event or disaster.
- Ensure that the records all agency staff time are tracked and ensure that chronological log of injuries and illnesses during the event or disaster is maintained.
- In coordination with the Logistics Section, ensure that purchase orders and contracts processed in a timely manner.
- Ensure that all workers' compensation claims resulting from the disaster, are processed in a reasonable time frame, given the nature of the situation.
- Ensure that all recovery documentation is accurately maintained by the Cost Recovery Unit during the response, and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
- Attend and participate in EOC Manager's action-planning meetings
- Ensure that all media contacts are referred to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Section objectives for the next Operational Period, and any other pertinent information.

**Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

## **Cost Recovery Unit Leader**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Collect and maintain documentation of all disaster-related financial information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
2. Coordinate all fiscal recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Cost Recovery Unit and in all cost and recovery operations.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish a disaster accounting system, to include an exclusive cost code for disaster response.
- Compute the costs for use of resources, supplies and equipment owned, rented or donated. This should include:
  - University resource costs of the response.
  - Contracted resource costs of the response.
  - University supplies and equipment costs of the response.
  - Contracted supplies and equipment costs of the response.
  - Cost of supplies purchased for the response.
- Obtain information from the other Sections regarding supply/equipment use times.
- Ensure that all Sections are documenting cost/recovery information from the onset of the event or disaster; collect required cost/recovery documentation daily, at the end of each shift.
- Meet with the Documentation Unit Leader and review EOC position logs, journals, all Situation/Status Reports, and Incident Action Plans to determine additional cost/recovery items that may have been overlooked.

- Contact the Operational Area EOC to coordinate with the disaster assistance agencies and to get assistance in the cost/recovery process.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.
- Prepare and sign contracts as needed; obtain concurrence from the Finance Section Leader. Ensure that all contracts identify the scope of work and specific site locations.
- Prepare and maintain a cost report for the Finance Section Leader, EOC Manager, and Incident Commander. The report should provide cumulative analyses, summaries, and total expenditures.
- Assist the Recovery Manager and Planning Section with preparation of the After-Action Report.
- Organize and prepare records for final audit.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

## **Payroll Unit Leader**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

### **Responsibilities**

1. Record all on-duty time for each person assigned to campus response activities or the EOC.
2. Ensure that there is a continuum of the payroll process for all University employees who are responding to the event or disaster.
3. Supervise the Payroll Unit.

### **Activation Phase**

- Follow the generic Activation Phase Checklist.

### **Operational Phase**

- Establish a file for each employee or volunteer within the first Operational Period; maintain a fiscal record for as long as the employee is assigned to the response or the EOC. At a minimum, this should include:
  - Identification
  - Specific pay provisions
  - Hours worked
  - Any travel or other expenses
- Maintain a chronological log of injuries and illnesses during the event or disaster.
- Process all workers' compensation claims resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- Refer all media contacts to the Public Information Officer.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Unit objectives for the next Operational Period, and any other pertinent information.

### **Demobilization Phase**

- Follow the generic Demobilization Phase Checklist.

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# **CHAPMAN UNIVERSITY**

## **EMERGENCY OPERATIONS PLAN**

# **APPENDIX B**

## **EOC OPERATIONS**

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## EOC EMERGENCY ALERT NOTIFICATION ROSTER

This list should be used in case of emergency to activate the University's Emergency Operations Center.

NAME JOB TITLE	EOC POSITION	CONTACT NUMBERS
University President	Incident Commander	Phone: Cell: Pager: Home:
Executive Vice President	EOC Manager	Phone: Cell: Pager: Home:
Chief of Public Safety	Alternate EOC Manager	Phone: Cell: Pager: Home:
Director of Communications	Public Information Officer	Phone: Cell: Pager: Home:
	Alternate Public Information Officer	Phone: Cell: Pager: Home:
	Safety Officer	Phone: Cell: Pager: Home:
	Alternate Safety Officer	Phone: Cell: Pager: Home:
Emergency Manager	Liaison Officer	Phone: Cell: Pager: Home:
Public Safety Captain	Alternate Liaison Officer	Phone: Cell: Pager: Home:

<b>NAME JOB TITLE</b>	<b>EOC POSITION</b>	<b>CONTACT NUMBERS</b>
Chief of Public Safety	Operations Section Leader	Phone: Cell: Pager: Home:
Deputy Chief	Alternate Operations Section Leader	Phone: Cell: Pager: Home:
Vice President Campus Planning	Planning Section Leader	Phone: Cell: Pager: Home:
Vice Chancellor Enrollment Management	Alternate Planning Section Leader	Phone: Cell: Pager: Home:
Vice President Human Relations	Logistics Section Leader	Phone: Cell: Pager: Home:
Assistant Vice President Human Relations	Alternate Logistics Section Leader	Phone: Cell: Pager: Home:
Vice President Financial Services	Finance Section Leader	Phone: Cell: Pager: Home:
Assistant Controller Financial Services	Alternative Finance Section Leader	Phone: Cell: Pager: Home:

NAME JOB TITLE	EOC POSITION	CONTACT NUMBERS
Director Housing and Residence Life	Care and Shelter Unit Leader	Phone: Cell: Pager: Home:
Assistant Director Housing and Residence Life	Alternate Care and Shelter Unit Leader	Phone: Cell: Pager: Home:
Assistant Controller Student Business Services	Situation Analysis Unit Leader	Phone: Cell: Pager: Home:
Assistant Director Student Business Services	Alternate Situation Analysis Unit Leader	Phone: Cell: Pager: Home:
University Registrar	Documentation Unit Leader	Phone: Cell: Pager: Home:
Associate Registrar Registration	Alternate Documentation Unit Leader	Phone: Cell: Pager: Home:
Vice Chancellor Undergraduate Education	Advanced Planning Unit Leader	Phone: Cell: Pager: Home:
Vice Chancellor Academic Administration	Alternate Advanced Planning Unit Leader	Phone: Cell: Pager: Home:
Assistant Vice President Human Resources	Personnel Unit Leader	Phone: Cell: Pager: Home:
Director Employee Relations	Alternate Personnel Unit Leader	Phone: Cell: Pager: Home:
Purchasing Director	Supply/Resource Unit Leader	Phone: Cell: Pager: Home:
Purchasing Coordinator	Alternate Supply/Resource Unit Leader	Phone: Cell: Pager: Home:

NAME JOB TITLE	EOC POSITION	CONTACT NUMBERS
Chief Information Officer	Communications Unit Leader	Phone: Cell: Pager: Home:
Manager Technology Projects	Alternate Communications Unit Leader	Phone: Cell: Pager: Home:
Assistant Controller Financial Services	Purchasing & Accounting Unit Leader	Phone: Cell: Pager: Home:
Associate Controller Financial Services	Alternate Purchasing & Accounting Unit Leader	Phone: Cell: Pager: Home:
Assistant Vice President Finance and Budget	Cost Recovery Unit Leader	Phone: Cell: Pager: Home:
Budget Manager	Alternate Cost Recovery Unit Leader	Phone: Cell: Pager: Home:
Director Payroll Services	Payroll Unit Leader	Phone: Cell: Pager: Home:
Payroll Specialist	Alternate Payroll Unit Leader	Phone: Cell: Pager: Home:
Director Risk Management	Claims & Compensation Unit Leader	Phone: Cell: Pager: Home:
Director Internal Audit	Alternate Claims & Compensation Unit Leader	Phone: Cell: Pager: Home:

NAME JOB TITLE	EOC POSITION	CONTACT NUMBERS
University President	Policy Group	Phone: Cell: Pager: Home:
Chancellor	Policy Group	Phone: Cell: Pager: Home:
Dean of Students	Policy Group	Phone: Cell: Pager: Home:
Legal Affairs	Policy Group	Phone: Cell: Pager: Home:
	Policy Group	Phone: Cell: Pager: Home:
	Policy Group	Phone: Cell: Pager: Home:
	Policy Group	Phone: Cell: Pager: Home:
	Policy Group	Phone: Cell: Pager: Home:
	Policy Group	Phone: Cell: Pager: Home:
	Policy Group	Phone: Cell: Pager: Home:
	Policy Group	Phone: Cell: Pager: Home:

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## **EOC Activation Checklist**

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The following is a checklist of actions to be taken by the EOC Manager.

### **After a major earthquake 5.0 Richter or greater:**

- Check exterior of building
- If there is major damage and the building appears to be structurally unsound move the EOC location to the alternative site.
- If minor or negligible damage is observed but commercial power unavailable, start the backup generator and turn off all non-essential electrical equipment, notify local utility of the requirement for immediate restoration of commercial power.
- If minor or negligible damage is observed and commercial power is available begin EOC setup.

### **Setup Checklist**

- If safe to do so, turn on all lights, computers, printers, faxes, and copiers and check paper supplies.
- Determine that commercial phones, dedicated phones, all radio frequencies are functional.
- Determine if water is on and hot water functional.
- Assess damage to appliances and equipment following an earthquake.
- Open and begin documentation in the EOC log.
- Monitor commercial radio and local TV stations and begin recording TV signal on VCR.
- Monitor phones and faxes until additional staff arrives.
- Place EOC identification signs above each workstation.
- Notify the Operational Area EOC that the Chapman University EOC has been activated.

## **EOC Supplies and Equipment List**

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### **Supplies**

- Copies of the Emergency Operations Plan.
- First aid kit.
- Food and potable water.
- Emergency supplies.
- Highlighters, markers (permanent and erasable) and cleaning fluid.
- Emergency forms.
- Computer paper, lined memo pads, pens, pencils, manual pencil sharpener, liquid paper, printer cartridges, envelopes, masking tape, duct tape, paper clips, in-out baskets, and similar items.
- EOC Section signs.
- Phone or radio message recording and routing forms.
- Easels with chart pads, masking tape.
- Battery-operated clocks.
- Emergency lighting: headlamps and flashlights with extra batteries, light sticks.
- Extra batteries for all battery operated devices.

### **Equipment**

- Campus maps and blueprints
- Surrounding area maps
- White boards.
- 3 freestanding flip charts and easels.
- Telephones.
- Cell phones and chargers.
- Radio frequency scanner programmed to mutual aid and public safety frequencies, with list of frequencies.
- Computers with network connections.
- Printer to match computers.
- Tape recorders, spare batteries and tapes.
- Copiers.
- FAX machines.
- Calculators.
- Fire extinguishers.
- Alternate power source with independent fuel supply.
- Cameras and film (including video).
- Toilets.
- Access keys.
- Battery powered commercial radio.
- Television.
- Portable PA system.
- Backup generator.
- Portable communications system.

# **CHAPMAN UNIVERSITY**

## **EMERGENCY OPERATIONS PLAN**

# **APPENDIX C**

## **EMERGENCY OPERATIONS CENTER**

### **ICS FORMS**

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## **FORMS INFORMATION**

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### **Form ICS 201 – Incident Action Plan**

Completed by Planning Section with input from all other Sections. Completed once each Operational Period following the Action Planning meeting, Forms 202, 203, 204, 205, 205A, 206, 207, and 208 are also completed at this time and attached to the Incident Action Plan.

### **Form ICS 202 – Incident Objectives**

Completed by Planning/Intelligence Section with input from all other Sections. Completed once each Operational Period and attached to the Incident Action Plan.

### **Form ICS 203 – Organization Assignments for Next Operational Period**

Completed by Planning/Intelligence Section with input from all other Sections. Completed once each Operational Period and attached to the Incident Action Plan.

### **Form ICS 204 - Organization List**

Completed by the Resources Unit using guidance from the Operations Sections Chief and the Incident Objectives (ICS 202) detailing assignments.

### **Form ICS 205 & 205a - Incident Communications Plan**

Completed by Communication Unit of the Logistics Section. This form is continually being updated as communications supplies and equipment is being assigned to EOC staff and responding field units.

### **Form ICS 206 – Medical Plan**

Completed by the Medical Unit Leader and reviewed by the Safety Officer this form provides information on incident medical aid stations and hospitals.

### **Form ICS 207 – Current EOC Organization**

Completed by Planning/Intelligence Section with input from all other Sections. Completed at the beginning of each Operational Period showing current EOC assignments and attached to the Incident Action Plan.

### **Form ICS 208 – Safety Message**

Completed by the Safety Officer, if required, detailing the site safety plan.

### **Form ICS 209 – Incident Summary**

Completed by Planning/Intelligence Section with input from all other Sections. The initial Incident Summary form is completed during the first Operational Period. This form is a summary of events that have occurred on campus, damage to buildings and infrastructure, and a list of resources used. The form is compiled at the Operational Area EOC with other agencies and organizations information to justify a local, state or presidential declaration of State of Emergency.

### **Form ICS 210 – Resource Status Change**

This form documents the status change of resources assigned to the incident. It can be maintained by the Resources Unit or radio/telephone operators.

### **Form ICS 213 – General Message Form**

Used by all Sections, Branches and Units within the EOC to establish an audit trail for critical information.

### **Form CU1 – Damage/Safety Assessment**

This form is used by the Operations Section in the EOC to assess damage to campus building and infrastructure. As the information is received from field units it is also sent to the Planning/Intelligence Unit for display. This form is also used by field units to systematically assess all structures and infrastructure on campus.

### **Form CU2 – Injury/Illness Log**

Compiled by the Payroll Unit with input from all other Section and field response Units.

### **Form CU3 – Resource Request Form**

Used by all Sections, Branches and Units in the EOC to request supplies and equipment (sent to Supply/Resource Unit), or to request additional personnel (sent to the Personnel Unit)

### **Form CU4 – Section/Branch/Unit Log**

Used by all Sections, Branches, and Units in the EOC to document actions taken during the incident response and maintain a record of activities and decisions.

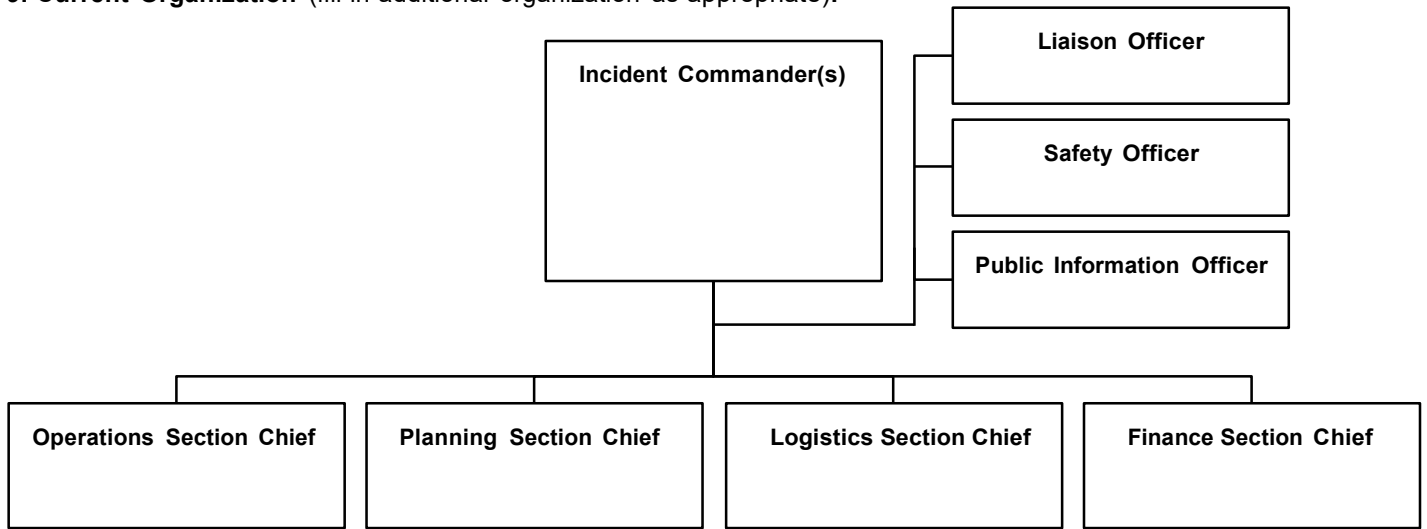




# INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: _____
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**9. Current Organization** (fill in additional organization as appropriate):



**6. Prepared by:** Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

ICS 201, Page 3 Date/Time: \_\_\_\_\_



## INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b>	<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Objective(s):</b>		
<b>4. Operational Period Command Emphasis:</b>		
General Situational Awareness		
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Approved Site Safety Plan(s) Located at:</b>		
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan):		
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u>
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____
<b>7. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____		
<b>8. Approved by Incident Commander:</b> Name: _____ Signature: _____		
<b>ICS 202</b>	<b>IAP Page</b> _____	<b>Date/Time:</b> _____

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		<b>DPS Branch</b>	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
<b>4. Agency/Organization Representatives:</b>		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		<b>FLS Branch</b>	
		Branch Director	
		Deputy	
<b>5. Planning Section:</b>		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		<b>Maintenance Branch</b>	
Advanced Planning Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
<b>6. Logistics Section:</b>		Division/Group	
Chief		Division/Group	
Deputy		<b>Misc. Branch</b>	
Care & Shelter Unit		Branch Director	
Supply/Resources Unit			
IS&T/Comm. Unit			
Personnel Unit		<b>8. Finance Section:</b>	
		Chief	
		Deputy	
		Purchase/Acct. Unit	
		Cost Recovery Unit	
		Claims/Comps Unit	
		Payroll Unit	
<b>9. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	



# INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

<b>1. Incident Name:</b>	<b>2. Date/Time Prepared:</b> Date: _____ Time: _____	<b>3. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____
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4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

<b>5. Special Instructions:</b>          
---

<b>6. Prepared by</b> (Communications Unit Leader): Name: _____ Signature: _____
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ICS 205	IAP Page _____	Date/Time: _____
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## MEDICAL PLAN (ICS 206)

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____					
<b>3. Medical Aid Stations:</b>							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>4. Transportation</b> (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
<b>5. Hospitals:</b>							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center <input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Special Medical Emergency Procedures:</b>							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
<b>7. Prepared by</b> (Medical Unit Leader): Name: _____ Signature: _____							
<b>8. Approved by</b> (Safety Officer): Name: _____ Signature: _____							
ICS 206	IAP Page _____	Date/Time: _____					

# INCIDENT ORGANIZATION CHART (ICS 207)

<b>1. Incident Name:</b>	<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Organization Chart</b>		
<pre> graph TD     IC[Incident Commander(s)] --- LO[Liaison Officer]     IC --- SO[Safety Officer]     IC --- PIO[Public Information Officer]     IC --- OSC[Operations Section Chief]     IC --- PSC[Planning Section Chief]     IC --- LSC[Logistics Section Chief]     IC --- FASC[Finance/Admin Section Chief]     OSC --- SAM[Staging Area Manager]     OSC --- U1[ ]     OSC --- U2[ ]     OSC --- U3[ ]     OSC --- U4[ ]     PSC --- RUL[Resources Unit Ldr.]     PSC --- SUL[Situation Unit Ldr.]     PSC --- DUL[Documentation Unit Ldr.]     PSC --- LAPUL[Ldr. Advance Plan. Unit Ldr.]     PSC --- U5[ ]     LSC --- CSUL[Care/Shelter Unit Ldr.]     LSC --- SRL[Supply/Resources Unit Ldr.]     LSC --- CUL[Comms. Unit Ldr.]     LSC --- U6[ ]     LSC --- PUL[Personnel Unit Ldr.]     LSC --- U7[ ]     LSC --- FUL[Food Unit Ldr.]     FASC --- TUL[Time Unit Ldr.]     FASC --- PUL2[Procurement Unit Ldr.]     FASC --- CCU[Comp./Claims Unit]     FASC --- CUL2[Cost Unit Ldr.]     FASC --- U8[ ]             </pre>		
<b>ICS 207</b>	<b>IAP Page</b> ____	<b>4. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____



## INCIDENT STATUS SUMMARY (ICS 209)

<b>*1. Incident Name:</b>		<b>2. Incident Number:</b>	
<b>*3. Report Version</b> (check one box on left): <input type="checkbox"/> Initial      Rpt # <input type="checkbox"/> Update      (if used): <input type="checkbox"/> Final	<b>*4. Incident Commander(s) &amp; Agency or Organization:</b>	<b>5. Incident Management Organization:</b>	<b>*6. Incident Start Date/Time:</b> Date: _____ Time: _____ Time Zone: _____
<b>7. Current Incident Size or Area Involved</b> (use unit label – e.g., “sq mi,” “city block”):	<b>8. Percent (%) Contained</b>  Completed _____	<b>*9. Incident Definition:</b>	<b>10. Incident Complexity Level:</b>
		<b>*11. For Time Period:</b> From Date/Time: _____ To Date/Time: _____	

### Approval & Routing Information

<b>*12. Prepared By:</b> Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	<b>*13. Date/Time Submitted:</b>  Time Zone: _____
<b>*14. Approved By:</b> Print Name: _____ ICS Position: _____ Signature: _____	<b>*15. Primary Location, Organization, or Agency Sent To:</b>

### Incident Location Information

<b>*16. State:</b>	<b>*17. County/Parish/Borough:</b>	<b>*18. City:</b>
<b>19. Unit or Other:</b>	<b>*20. Incident Jurisdiction:</b>	<b>21. Incident Location Ownership</b> (if different than jurisdiction):
<b>22. Longitude</b> (indicate format): <b>Latitude</b> (indicate format):	<b>23. US National Grid Reference:</b>	<b>24. Legal Description</b> (township, section, range):
<b>*25. Short Location or Area Description</b> (list all affected areas or a reference point):		<b>26. UTM Coordinates:</b>
<b>27. Note any electronic geospatial data included or attached</b> (indicate data format, content, and collection time information and labels):		

### Incident Summary

<b>*28. Significant Events for the Time Period Reported</b> (summarize significant progress made, evacuations, incident growth, etc.):				
<b>29. Primary Materials or Hazards Involved</b> (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
<b>30. Damage Assessment Information</b> (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

## INCIDENT STATUS SUMMARY (ICS 209)

<b>*1. Incident Name:</b>	<b>2. Incident Number:</b>
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**Additional Incident Decision Support Information**

<b>*31. Public Status Summary:</b>	A. # This Reporting Period	B. Total # to Date	<b>*32. Responder Status Summary:</b>	A. # This Reporting Period	B. Total # to Date
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing <i>(note if estimated)</i>			G. Missing		
H. Evacuated <i>(note if estimated)</i>			H. Sheltering in Place		
I. Sheltering in Place <i>(note if estimated)</i>			I. Have Received Immunizations		
J. In Temporary Shelters <i>(note if est.)</i>			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations <i>(note if est.)</i>					
M. In Quarantine					
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>		

<b>33. Life, Safety, and Health Status/Threat Remarks:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"><b>*34. Life, Safety, and Health Threat Management:</b></td> <td style="width: 20%; padding: 5px; text-align: center;">A. Check if Active</td> </tr> <tr> <td style="padding: 5px;">A. No Likely Threat</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">B. Potential Future Threat</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">C. Mass Notifications in Progress</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">D. Mass Notifications Completed</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">E. No Evacuation(s) Imminent</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">F. Planning for Evacuation</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">G. Planning for Shelter-in-Place</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">H. Evacuation(s) in Progress</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">I. Shelter-in-Place in Progress</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">J. Repopulation in Progress</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">K. Mass Immunization in Progress</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">L. Mass Immunization Complete</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">M. Quarantine in Progress</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">N. Area Restriction in Effect</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<b>*34. Life, Safety, and Health Threat Management:</b>	A. Check if Active	A. No Likely Threat	<input type="checkbox"/>	B. Potential Future Threat	<input type="checkbox"/>	C. Mass Notifications in Progress	<input type="checkbox"/>	D. Mass Notifications Completed	<input type="checkbox"/>	E. No Evacuation(s) Imminent	<input type="checkbox"/>	F. Planning for Evacuation	<input type="checkbox"/>	G. Planning for Shelter-in-Place	<input type="checkbox"/>	H. Evacuation(s) in Progress	<input type="checkbox"/>	I. Shelter-in-Place in Progress	<input type="checkbox"/>	J. Repopulation in Progress	<input type="checkbox"/>	K. Mass Immunization in Progress	<input type="checkbox"/>	L. Mass Immunization Complete	<input type="checkbox"/>	M. Quarantine in Progress	<input type="checkbox"/>	N. Area Restriction in Effect	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
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	<input type="checkbox"/>																																						
	<input type="checkbox"/>																																						
	<input type="checkbox"/>																																						
	<input type="checkbox"/>																																						
<b>35. Weather Concerns</b> (synopsis of current and predicted weather; discuss related factors that may cause concern):																																							

**36. Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**37. Strategic Objectives** (define planned end-state for incident):

## INCIDENT STATUS SUMMARY (ICS 209)

<b>*1. Incident Name:</b>	<b>2. Incident Number:</b>
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**Additional Incident Decision Support Information (continued)**

**38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**39. Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:**

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

**Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**

**41. Planned Actions for Next Operational Period:**

**42. Projected Final Incident Size/Area** (use unit label – e.g., “sq mi”):

**43. Anticipated Incident Management Completion Date:**

**44. Projected Significant Resource Demobilization Start Date:**

**45. Estimated Incident Costs to Date:**

**46. Projected Final Incident Cost Estimate:**

**47. Remarks** (or continuation of any blocks above – list block number in notation):

ICS 209, Page 3 of ____	* Required when applicable.
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# GENERAL MESSAGE (ICS 213)

<b>1. Incident Name</b> (Optional):		
<b>2. To</b> (Name and Position):		
<b>3. From</b> (Name and Position):		
<b>4. Subject:</b>	<b>5. Date:</b>	<b>6. Time</b>
<b>7. Message:</b>		
<b>8. Approved by:</b> Name: _____ Signature: _____ Position/Title: _____		
<b>9. Reply:</b>		
<b>10. Replied by:</b> Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	



# FORM CU1 - DAMAGE/SAFETY ASSESSMENT

(Form used by Operations Section, information obtained is sent to Planning/Intelligence Section)

Area	Open	Closed	Estimated Opening	Damage/Safety Issues
<b>University walkways and roads</b>				
<b>Other Damage</b>				
Utility Location	Damage/Safety Issues			
<b>Prepared By (Name/Position):</b>			<b>ICS FORM CU1</b>	



# FORM CU3 - RESOURCE REQUEST FORM

(Form used by other Sections and sent to Resources Unit or Personnel Unit in the Logistics Section)

<b>1. Incident Name:</b>		<b>2. Date Prepared:</b>		<b>3. Time Prepared:</b>	
<b>4. Operational Period (Time/Date):</b>					
<b>5. Resource Requested</b>					
Type of Resource Needed (e.g. Personnel, Facilities, etc.)	Quantity	Location Required	Description of Resource	Date Required	Time Required
<b>6. Prepared By (Name/Position):</b>				<b>ICS FORM CU3</b>	

# FORM CU4 – SECTION/BRANCH / UNIT LOG

(Form used by everyone in the EOC)

<b>1. Incident Name:</b>	<b>3. Date Prepared:</b>	<b>4. Time Prepared:</b>
--------------------------	--------------------------	--------------------------

<b>4. Operational Period (Date/Time):</b>
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<b>5. Branch/Unit Name:</b>	<b>6. Branch/Unit Leader:</b>
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## 7. PERSONNEL ROSTER

Name	EOC Position	Department

## 8. ACTIVITY LOG (CONTINUE ON REVERSE)

Time	Major Event	Action Taken



# **CHAPMAN UNIVERSITY**

## **EMERGENCY OPERATIONS PLAN**

# **APPENDIX D**

## **RESOURCE LISTS**

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## DISASTER PREPAREDNESS SUPPLIES

The Disaster Preparedness Kit designed to meet immediate needs when a major disaster strikes. After an earthquake or other emergency, there is a good chance that the University will be on its own with little or no help from outside agencies. The kit provides first aid supplies for treating injured people, protective wear for a search team, hand tools for shutting off utilities, entry and debris removal tools for rescue, plus other essential emergency gear.

EMERGENCY STATION #1: BHATHAL HALL PARKING		
2	Lights, Halogen	Medium duty on tripod
2	Lights, Halogen	Handheld worklight
8	Replacement Bulbs, Halogen	500 Watt bulb
2	Shovel	Round point, 48 inch handle
2	Rope	Polypropylene, 1/2" x 200 ft.
1	Come Along	2 ton capacity Ratchet Puller
1	Bottle Jack	6 ton capacity
24	Tape, Duct	Economy grade, 2 inch
2	Utility Axe	14" Handle
2	Bolt Cutters	30" Heavy Duty Metal Cutters
4	Prybars	18 lb. 5 ft. Pinch Point Bar
2	Hack Saw	18" Standard Duty
2	Hack Saw Blades	10" Pkg. of 5
1	Ladders	20 ft. fiberglass extension
4	Tarpaulin	Polyethylene, 11'4"x 15'6"
2	Water Filters	PUR Hiker
2	Megaphone	600 yard range with Siren
2	Stretchers	Life-Lite, corrugated plastic, case of 5
4	4-in-1 Tool	
20	Tape, Barricade	3"x300', "DANGER DO NOT ENTER"
2	Sledge Hammer	6 lb. with 36" handle
3	Privacy Shelter	3'x3'x6'
10	Water Carriers	5 Gal., Collapsible
4	Canopy	12'x12'
4	Toilet Seat with Bucket	
10	Bio Green Toilet Digester	12 per box
100	Toilet Paper	500 sheets per roll
12	Head Lamps	Pelican Versabrite Big Beam
12	Head Lamp Replacement Bulbs	Pelican Versabrite Big Beam
12	Knee Pads	Alta Proline plastic cap

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The following medical supplies are located in locations around the University. These locations are:

- Bhathal Hall – 150 W. Sycamore – Emergency Storage Container
- Public Safety – Four vehicles
- Student Health Services – 402 North Glassell Street

<b>MEDICAL SUPPLIES – BHATHAL HALL</b>	
<b>Contents of each 50-Person Trauma Kits (3)</b>	
50	Pair Non-Latex Gloves
1	EMT Shears
1	Hand Cleaner
8	Eye Pads
12	Cardboard Splints
100	Antiseptic Wipes
1	First Aid Manual
75	Antibiotic Ointment
20	Tongue Depressors
12	Triangular Bandages
50	Triage Tags
125	Assorted Adhesive Bandages
4	Trauma Dressing - 10" X 30"
2	Eye & Skin Wash
1	Bandage Scissor
4	Bloodstoppers
1	Tweezer
330	Gauze Pads
12	Emergency Blankets
30	Gauze Rolls
14	Cold Packs
50	Abdominal Pads – 5" x 9"
1	Pen Light
5	Adhesive Tape
20	Butterfly Closures

<b>MEDICAL SUPPLIES – BHATHAL HALL</b>	
<b>Contents of each 15-Person Trauma Kits (2)</b>	
15	Pair Non-Latex Gloves
1	EMT Shears
1	Hand Cleaner
4	Eye Pads
2	Cardboard Splints
25	Antiseptic Wipes
1	First Aid Manual
20	Antibiotic Ointment
10	Tongue Depressors
4	Triangular Bandages
15	Triage Tags
110	Assorted Adhesive Bandages
2	Trauma Dressing - 10" X 30"
1	Eye & Skin Wash
2	Bloodstoppers
1	Tweezer
250	Gauze Pads
6	Emergency Blankets
14	Gauze Rolls
4	Cold Packs
20	Abdominal Pads – 5” x 9”
1	Pen Light
2	Adhesive Tape
10	Butterfly Closures

MEDICAL SUPPLIES – PUBLIC SAFETY VEHICLES (4)	
1	Graham Visi-Blanket
2	Trauma Dressing 12"X30"
1	Burn Sheet 60"X90"
1	Non-Adherent Pad Prepak 8"X3"
2	Dynarex Instant Hot Pak
2	Dynarex Cold Pak
2	Bulky Gauze Bandage Roll
10	Kerlix Sponge 4x4
1	Wound Stop Dressing 3x4
1	Wound Stop Dressing 4x7
1	Wound Stop Dressing 6x7
2	Bloodstopper Gauze-Dressing
2	Eye Pad
1	Eye Wash
	Band-Aids-Assortment
2	Antibiotic Ointment-Antiseptic
1	Glucose 15
2	Burn Dressing-Gel Soaked
2	Burn Ointment-Small Pk.
1	Triangular Bandage
2	Adhesive Tape
1	Stethoscope
1	Blood Pressure Cuff
1	Pulse Oximeter (If Applicable)
1	Cpr Face Shield
6	OP Airways-Assorted Sizes
1	Wrist Board Splint
1	Digital Thermometer And Probe Covers For Thermometer
1	Poncho
3	Scissors-Assorted
10	Mci Patient Tags
2	N95 Masks
2	Eye Shields
1	Penlight
4	Emesis/Vomit Bags

MEDICAL SUPPLIES – STUDENT HEALTH SERVICES	
60	Eye Pads
1000	4x4 Gauze Pads
500	2x2 Gauze Pads
200	3x4 Telfa (Non-Adherent) Pads
300	2x3 Telfa (Non-Adherent) Pads
20	2 Inch ACE Wraps
20	3 Inch ACE Wraps
10	6 Inch ACE Wraps
20	Scalpels
24	Rolls Of Surgical Tape
20	Two Inch Medirip Self-Adherent Bandages
24	One Inch Medirip Self-Adherent Bandages
150	Betadine Swab Sticks
800	Alcohol Wipes
600	Disposable Thermometers
500	Oval Coverlet Band-aids
300	1x3 Inch Strip Band-aids
200	Small Digit Band-aids
200	Large Digit Band-aids
200	Knuckle Band-aids
200	1 ½ X 2 In Patch Band-aids
400	2x3 Inch Patch Band-aids
300	Extra Large Band-aids
100	Telfa Island Dressings
100	Tegaderm Dressings (2 ½ X 2 ½)
50	Tegaderm Dressings (4x4)
20	Tegaderm Dressings (6x8)
20	Tegaderm Dressings (8x12)
1	Canister Topical Anesthetic
10	Ammonia Inhalant
10	2 Inch Roll Of Kling Bandage
10	3 Inch Roll Of Kling Bandage
10	4 Inch Roll Of Kling Bandage
1	Roll Size 2 Tubular Gauze
1	Roll Size 4 Tubular Gauze

MEDICAL SUPPLIES – STUDENT HEALTH SERVICES – CONT'D	
1	Roll Size 6 Tubular Gauze
1	Roll Size 8 Tubular Gauze
8	Disposable Basins
8	Kidney Shaped Disposable Basins
8	500 ML Sterile Saline Irrigation
6	Bottles Sterile Eye Wash
4	Bottles Hibiclens Antimicrobial Cleanser
6	Bottles Hydrogen Peroxide
3	Disposable Cautery Units
12	Single Use Gelfoam Sponges (To Stop Small Bleeds)
1	Box Baking Soda
4	Large Elastic Wrist Splints
4	Medium Elastic Wrist Splints
2	Small Elastic Wrist Splints
4	Universal Ankle Brace
5	Large Arm Slings
8	Thumb Spica Splints
1	Pulse Oximeter
3	Staple Remover Trays
3	Suture Removal Kits
5	Sterile Forceps
5	Sterile Scissors
20	Assorted Finger Splints
200	Cotton-Tipped Applicator (Q-Tips)
20	N95 Surgical Masks (Medium)
20	N95 Surgical Masks (Small)
24	Disposable Emesis Bags
100	Disposable Shoe Covers
100	Disposable Bouffant Caps
100	Cone Masks
200	TB Syringes
200	3cc Syringes
200	Multiple Assorted Size Needles
25	Boxes Kleenex
25	Cold Compresses

MEDICAL SUPPLIES – STUDENT HEALTH SERVICES – CONT'D	
8	Boxes Small Latex Gloves
8	Boxes Medium Latex Gloves
4	Boxes Nitrile Exam Gloves (Latex Free)
12	Rolls Table Paper
2000	Cotton Balls
100	Disposable Capes
100	Disposable Drapes
6	Tubs Of Germicidal Wipes
8	Canisters Of Foaming Hand Sanitizer
200	Tongue Depressors
5	Sharps Containers
144	Triple Antibiotic Packets
1000	Packets Ibuprofen
1000	Packets Acetaminophen
10	Pairs Assorted Size Crutches
4	Automatic Blood Pressure Machines
6	Pillows
2	Pocket Masks
4	Stethoscopes
1	Ambu Bags With Masks
6	Disposable Blankets
4	Portable Blood Pressure Cuffs (Regular)
2	Portable Blood Pressure Cuffs (Large)
30	Betadine Sponges
1	AED W/ Pads
5	Tubes Silvadene Ointment (Burns)
1	Oxygen Tank
2	Epipens
50	Benadryl Tablets

# **CHAPMAN UNIVERSITY**

## **EMERGENCY OPERATIONS PLAN**

# **APPENDIX E**

## **PLAN DISTRIBUTIONS LIST**

## **PLAN MODIFICATION REGISTER**

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### **PLAN DISTRIBUTION LIST**

The following table contains the names, title and EOC positions for the Chapman University personnel to whom the Emergency Plan was distributed. All modifications and updates to the Plan will also be sent to this list.

NAME	TITLE	EOC POSITION













# **CHAPMAN UNIVERSITY**

## **EMERGENCY OPERATIONS PLAN**

# **APPENDIX F**

## **Authorities and References**

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## **AUTHORITIES AND REFERENCES**

The following provides emergency authorities for conducting and/or supporting emergency operations:

### **Federal**

- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99).

### **State**

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code §8607 et sec).
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §2720-2728 of the California Code of Regulations) and (California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code §128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.
- Orders and Regulations which may be Selectively Promulgated by the Governor to take effect upon the Existence of a STATE OF WAR.
- Education Code Section 31301.
- Education Code Section 16555.5.
- The California Disaster and Civil Defense Master Mutual Aid Agreement.