



VENTURA COLLEGE

EMERGENCY OPERATIONS PLAN

Revised November 2020

VENTURA COLLEGE EMERGENCY OPERATIONS PLAN

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REVISION TABLE

Electronic Revisions

Electronic revisions will be transmitted to all EOP users as they are updated. The website copy will be the most up to date version at all times. Offline digital copies (thumb drives, etc.) will not update automatically and will require a manual download of the update.

Paper Copy Revision Table

It is the responsibility of all holders of paper copies to print, exchange within the EOP and document revision updates in the table below. This table will reside in the front of the printed EOP immediately following the table of contents.

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BASIC PLAN

ASSUMPTIONS

The Ventura College Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered on a campus during a significant incident or disaster. The following are general guidelines:

- A major incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning.
- Since events in an emergency are not predictable, published emergency operations plans will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.
- Disasters may affect widespread areas, therefore city, county and federal emergency services may be delayed or unavailable.
- Ventura College will participate in the Ventura County Operational Area.

AUTHORITY - EXTENSION OF STATE EMERGENCY PLAN

The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” This district Emergency Operations Plan is, therefore, considered to be an extension of the State Emergency Plan.

The authority of the college and district to respond to emergencies and disasters is governed by:

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California;
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Incidents;
- Presidential Policy Directive / PPD-8: National Preparedness; and
- Authority granted from the State Chancellor of the California Community College System.

INTRODUCTION AND PURPOSE

This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for Ventura College.

For brevity and clarity the Ventura College Emergency Operations Plan is henceforth referred to in this document as “this Plan” or “the Plan” and will be interpreted to include all entities administered by the College and apply to all employees. Entities include but are not limited to offices, accredited colleges and non-accredited sites where the College has primary responsibility for use and management. The term “employees” is meant to include all faculty, staff, and board of trustee members directly associated with the district.

Ventura College is part of the Ventura County Community College District with a district chancellor and a college president. The district chancellor has responsibility to coordinate support for the colleges while the college president has the responsibility for day-to-day operations and the college emergency management program including mitigation, preparedness, response, and recovery activities.

This Plan addresses how Ventura College will respond to extraordinary events, major incidents, or disasters, from mitigation and preparation through response and recovery, and is intended to be in compliance with state and federal guidelines and policies including but not limited to SEMS and NIMS.

The response to significant incidents or disaster situations shall be conducted within the guidelines provided in this Plan. All employees of the college will have access to this Plan and expected to understand the policies, procedures, and methods contained in this Plan before a significant incident or disaster occurs. Training is to be provided to personnel as required, and periodic exercises are to be used to validate and test the Plan, procedures, and readiness of district employees.

This Plan describes the Incident Management Team, complete with titles, job descriptions, and duty checklists. The organization is based on the SEMS and the Incident Command System (ICS), which provide clear line of authority, direction, and communication during emergencies. This organizational structure is capable of adapting to any significant incident or disaster to which employees, the college and/or emergency response agencies would be expected to respond. It provides for common terminology, simplifies multi-jurisdictional response and also provides flexibility to expand or contract in a rapid and logical manner as organizational needs of the situation increase or decrease.

When involved in an incident or disaster, Ventura College will use the ICS system. In the event of a localized emergency, such as one limited to a single building or area, the ICS can be implemented by appropriate personnel present at or responding to the scene.

The Emergency Operations Plan is for significant incidents or disasters and is designed to protect lives, property, and the environment through effective use of pre-planning and training, exercises, and drills, and available personnel and resources during emergency operations. The Plan is placed into operation whenever a natural or human-caused significant incident or disaster affects the district that exceeds normal or routine operations. The Plan's purpose is to:

- Protect the health and safety of students, employees, and visitors;
- Protect personal and district property;
- Protect the environment;
- Preserve the orderly continuity of district functions;
- Establish lines of authority, responsibility, functions and operations of the college during emergencies;
- Provide contingency plans for disasters and major emergencies, which may affect the district;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies.

ORGANIZATION AND ADMINISTRATIVE AUTHORITY

All employees are vital to the success of the Emergency Operations Plan and are designated "Disaster Service Workers," subject to such disaster service activities as may be assigned to them by supervisors, incident management, or by law (Government Code, Section 3100-3101).

Emergency Organizational Structure

The structure of the emergency organization is based on the following:

- Clear lines of authority and effective channels of communication;
- Simplified functional structure;
- Incorporation of all available personnel and resources into the emergency organization; and

- Continuous effective leadership at the administrative level.

In most situations, the first qualified person on the scene will assume control as the Incident Commander (IC) until relieved by designated and trained IC. Responding emergency service personnel, such as fire or law enforcement, will assume responsibility of containment and/or control in certain situations. The Incident Command System (ICS) shall be used for any incident requiring an organized and systematic emergency response. As individuals report to the incident command post (ICP), the ICS structure will grow to meet the needs of the incident.

Changes in the organizational structure may be required to satisfy specific situations. The Incident Commander or Emergency Operations Center Director will confirm such changes. As qualified employees become available they will fill necessary vacant positions of authority. Also, as necessary, the IC or EOC Director can delegate tasks to trained alternates. This delegation will reduce response time during a significant incident or disaster. While smaller incidents may necessitate the establishment of only an ICP, the college will designate a location for an Incident Command Post(s), equip the ICP, and maintain it as part of planning and preparation prior to a major incident or disaster. This does not preclude the IC from changing the location at the time of the incident due to safety and/or logistical needs or requirements.

The district's primary responsibility is to aid the individual college in time of a major incident or disaster. Their role is to obtain, deliver, and coordinate needed resources to the affected campus site. There is no prohibition for a joint college-district EOC so long as the district maintains the support role assisting the campus on an as-needed basis during and after a major incident or disaster.

DELEGATED AUTHORITIES

During a proclaimed campus emergency, the chancellor delegates to the college president the authority to better control and direct the emergency response efforts on his/her campus. This delegated authority would allow the college president or designees to obtain vital supplies, equipment, and services for the protection of life and property and represent the district in coordinating and communicating with the cities (the city in which the college is located) and the county for mutual aid resource requests without going through the chancellor or vice chancellor of Business Services or following day-to-day purchasing procedures. This delegated authority would only be applicable under the following conditions:

- President or designee has proclaimed a campus emergency or
- The campus emergency organization has been activated.

The college president or designee will need to regularly provide briefings to the district office on the status of the campus emergency and provide additional information as requested by the district office.

EMERGENCY RESPONSE CONCEPT OF OPERATIONS

The college emergency response and recovery operations will be managed in one of four modes depending on the magnitude of the emergency or disaster. The highest ranking member determines the status.

Stand By The situation does not require immediate ICP or EOC activation; however, it could escalate to a higher emergency level and/or it may require immediate “rumor control” response. IC contacts Incident Management Team (IMT) members, briefs on current situation and provides direction if necessary.

Level Three The situation is determined to be a real or perceived threat to the health, safety and welfare of the campus community and/or the campus buildings and grounds, which requires a coordinated, but limited emergency response beyond the scope of routine operations. IC activates a limited ICP or EOC, notifies appropriate IMT members, and directs necessary actions based on the Emergency Operations Plan (EOP) until emergency or threat no longer exists. This level often requires outside emergency service evaluation and/or action.

Level Two The situation has caused numerous personal injuries or fatalities and/or significant facility damage which require full involvement of the IMT members to successfully manage containment and recovery. Incident Commander activates the ICP or EOC, notifies all primary IMT members, and directs necessary actions based on the EOP until the emergency or threat no longer exists. This level always requires outside emergency service action and could require mutual aid support.

Level One The situation has caused massive casualties and/or facility damage, which requires full involvement of the IMT and all available staff, in addition to student and community volunteers to successfully manage containment and recovery. IC activates a full ICP, notifies all IMT members and directs necessary actions based on the EOP until emergency or threat no longer exists and “all clear” signal has been given. This level always requires outside emergency service action and mutual aid support.

Reporting to the Ventura County Operational Area

District reports and notifications are to be made to the Ventura County Operational Area.

These reports should be done initially by phone (805-947-8210) or email (oes.plans@ventura.org) and then can be made through Web EOC. Reports and notifications include:

- Activation of campus ICP and/or district EOC
- Status reports
- Initial damage estimates
- Incident reports
- Resource requests

Ventura County Operational Area

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting disaster/emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities and districts within the County.

PREPAREDNESS FACTORS

Mutual Aid and Agreements

Mutual aid, including personnel, supplies and equipment, will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement and other written agreements.

Designated campus Incident Command (IC) Section Chiefs and Emergency Operations Center (EOC) Section Chiefs are responsible for written agreements, protocols and/or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, NGO's, non-profit organizations and commercial establishments (public and private), which may provide support to and/or recovery from a major incident or disaster. Copies of all such agreements will be filed at the district chancellor's office and in Attachments section of this Plan.

Training

The college will make training available to all employees in compliance with legal disaster preparedness and response requirements. Employees will also be given information on procedures for emergency evacuations, and reporting/handling emergencies (e.g., fire, earthquake, campus violence, hazardous materials spills, etc.), and their roles as Disaster Service Workers. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to an ICP, EOC or have a specific response function will be given additional training to aid them in their duties and responsibilities.

Types of Emergencies

Potential significant incidents or disaster situations addressed in this Plan, together with supporting information and contingency plans, include:

- Active shooter
- Aircraft crash
- Barricaded suspect(s)
- Bomb threat or detonation
- Civil disturbance or demonstration

- Earthquake
- Epidemic/Pandemic
- Evacuation
- Fire and explosion
- Flooding
- Hazardous materials incident
- Severe winds/storms
- Utility failure

Additional significant incidents or disaster situations will be added to this Emergency Operations Plan as necessary or required.

Priorities

In the event of a major incident or disaster, the college has established the following priorities for response actions. The following are in priority order:

- **Protection of life:** Evacuation and/or rescue operations from hazardous areas, shelter-in-place, and containment of life-threatening hazards.
- **Care and treatment of casualties:** Providing first aid care to the sick and injured. This may include short-distance transport to Triage or Medical Aid Stations.
- **Preservation of property and resources:** Containing and eliminating risks to facilities and systems that could cause serious property loss or environmental damage beyond that already sustained.
- **Providing information:** Dissemination of warnings and emergency information to stakeholders and public.
- **Restoration of essential services:** Restoring essential functions, services, and facilities to allow continuity of basic operations.
- **Assisting community recovery:** Assisting employees, students, and the surrounding community in recovering from the significant incident or disaster.

ACTIVATION OF EOP, ICS & IMT NOTIFICATION

Upon receiving notification from District Police, other law enforcement or fire agencies, the district, or any other verifiable and credible source that an emergency does or may exist, or in response to a local, regional, state, or federal declaration of emergency that affects or involves the district, the President or their designee, will quickly assess the magnitude of the emergency. If necessary, a response will be initiated, relevant elements of this Plan activated, and the appropriate Incident Management Team (IMT) members will be ordered to establish an Incident Command Post (ICP) or report to the Emergency Operations Center (EOC). The IC can activate other district-based emergency response personnel.

The authority to activate the Plan rests with the campus President, but to avoid any unnecessary delay in their absence, the authority may be designated using the succession list below:

1. Vice President, Business Services
Vice President, Academic Affairs
Vice President, Student Affairs
2. Chief of Police, Lieutenant, Sergeant or on-duty officer (in stated order)
3. On-Duty evening or weekend campus administrator

In the president's absence, the first administrator from the above list who can be reached will be the acting Incident Commander until the Incident Management Team is assembled to assume control.

During any major campus emergency, District Police in collaboration with district employees present shall immediately begin appropriate procedures to meet the emergency and safeguard persons and property. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or which involve district property, District Police will attempt to determine the extent of any damage to district property. District Police shall also consult with the President, designated administrator or Incident Management Team regarding the emergency and the possible need for activation of the EOP and the Incident Management Team.

When the EOP is activated, only registered students, faculty, staff and affiliates (e.g., person required by employment) are authorized to be present on campus. District Police will ask those who cannot present proper identification (registration or employee/student identification card, or other identification) showing their legitimate business on campus to leave the campus.

The Athletic Event Center (Large Gym) is designated at the first site of triage. The Sportsplex Track is designated as the second site. The Incident Management Team will decide which site is optimal depending on the emergency needs and conditions of the sites. The president or his/her designee is authorized to order evacuation of all or part of the campus and direct students, faculty, staff, and affiliates to evacuation zones or to leave campus.

Notification of Employees and Students

The Incident Commander, with consultation from IMT Section Chiefs, will determine appropriate college safety response and notify all stakeholders or field contact personnel through the most direct, efficient and available communications method. The preferred method of mass communication is Blackboard Connect, the campus Emergency Notification System, and the Revolution Smartphone Application. Information can include response instructions and/or situation reports. See Appendix G for Crisis Communication Plan.

Incident Command Structure

The ICS organization is broken down into five major sections: Command, Operations, Planning, Logistics, and Finance. The ICS structure is vertical with all responsibility and duties initially placed with the Incident Commander. As the needs of the major incident or disaster are identified, the Incident Commander will activate any of the four sections. Next, each section chief will activate units within their section as needed. If one individual can simultaneously manage all positions within his/her responsibility, no other positions will be activated.

The personnel within the sections report to a Section Coordinator who facilitates efficient response and establishes a single point of contact for each task.

The table below provides a brief summary of the titles and definitions of activities associated with these functions.

Command/Management	Field: Directing, ordering, and/or controlling of resources ICP: Responsible for overall emergency policy and coordination
Operations	Field: Coordinated tactical response of all operations in accordance with Incident Action Plan ICP: Coordinating district/college operations in support of response
Planning/Intelligence	Field: Collection, evaluation, documentation, and use of information related to incident ICP: Collecting, evaluating, disseminating information, and maintaining documentation
Logistics	Providing facilities, services, personnel, equipment, and materials
Finance/Administration	Financial activities, cost analysis, and administrative aspects not assigned to other functions

Policy Group (Executive Group)

The Policy Group has a decision-making role in the ICS. This group includes the campus president, the vice presidents, and others at the discretion of the president. The EOC Director will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus for the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding.

Command/Management

Command/Management Section has overall responsibility for the management of the response operation. The person in charge of Command in the field is the Incident Commander (IC). The person in charge of Management in the EOC is the EOC Director. He/she works in the EOC or with Section Coordinators for Operations, Logistics, Planning/Intelligence, and Finance/Administration and respective branch personnel. When an Incident Command Post is established without support and activation from an EOC, the lead person in charge is referred

to as the Incident Commander. He/she will manage the field incident and all other incident supporting activities.

Regardless of which management position is needed, the EOC Director will follow ICS and request personnel to fill any required function. If a section position is not filled, the responsibilities of those duties lie with the Section Coordinator. If a section coordinator is not present, the responsibilities may be filled by a branch or unit coordinator within his/her section, but the ultimate responsibility falls to the EOC Director.

The EOC Director authorizes all requests, media releases, and approval of the EOC Action Plan. The Action Plan reflects the incident objectives, overall priorities, and supporting activities for the incident. The EOC Director is responsible for all activities within the EOC and must provide final approval of the EOC Action Plan. It is the EOC Action Plan that reflects the EOC objectives, planning and resource priorities, and all activities to support the EOC Action Plan.

Operations

The Operations Section supports and coordinates all activities of Safety/Security, Medical, Building and Safety and Maintenance and Utilities branches. Specific activities can include traffic control, campus utilities, debris clearance, and triage/first aid. The Operations Section is responsible for coordination and response to an incident and works closely with the Planning/Intel Section to develop the Action Plan that outlines all response activities. This section also coordinates the response in accordance with the approved Action Plan. Mutual aid resources, e.g., fire and law enforcement, are coordinated through the Operations Section.

In the field, the Operations Section is responsible for the tactical decisions and, depending upon the circumstances, can often involve a joint unified command structure.

Planning/Intelligence

Planning/Intelligence Section includes Resource Status, Situation Status, Documentation and Demobilization. This section is responsible for collecting, evaluating, processing, and disseminating information related to the field incident or EOC support needs. The Planning Section coordinates with Operations in the development of Action Plans in the EOC and the Incident Action Plan for the field.

Logistics

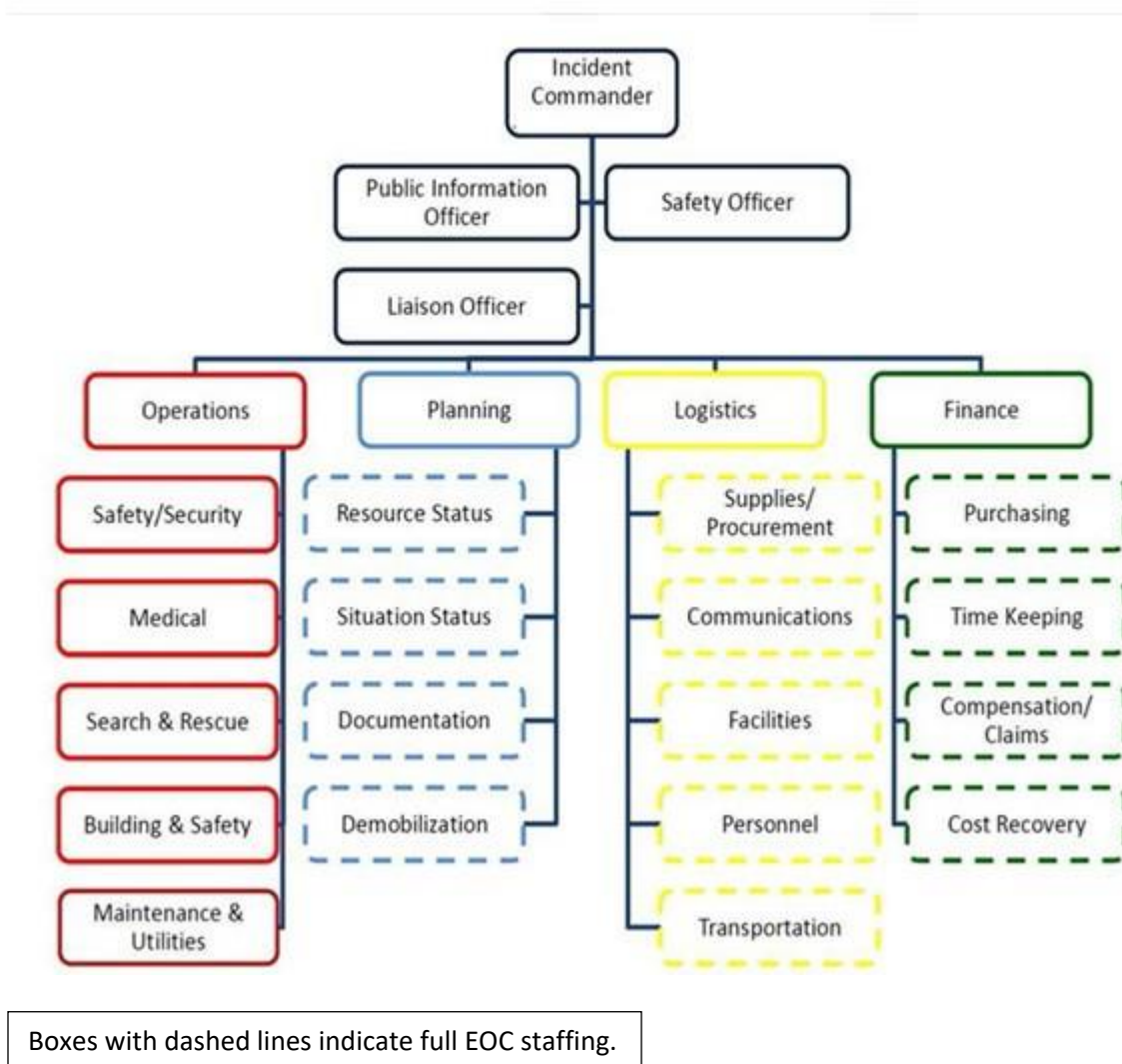
The Logistics Section is supported by Supplies/Procurement, Communications, Facilities, Personnel and Transportation Units and controls the acquisition of all equipment, supplies, and personnel that support response efforts. The set-up of the EOC with technical support and equipment is the Logistics Section responsibility. All requests for assets, whether within the district or mutual aid from supporting agencies, are coordinated through the Section branches.

Finance/Administration

Finance/Administration Section is responsible for all financial aspects of the response and recovery phase of an emergency or disaster. Activities include recording personnel time and equipment costs and cost recovery through State and FEMA Public Assistance Programs.

Refer to Chart 1 – ICS Organization Chart for a fully activated ICS organization.

CHART 1 – ICS ORGANIZATION CHART



Basic ICS Equipment and Materials at Primary and Alternate Sites

Each ICS Section will have a box designated for that function. The box will contain the necessary position vests identifying the function, hard hats and other relevant safety equipment, a copy of

the Emergency Operations Plan, a checklist of responsibilities for the position, required clerical and incident documentation materials, and any other necessary supplies and equipment needed or unique to that function.

Equipment and materials that may be made available to the ICP or EOC during the time of a major incident or disaster:

- Any unassigned district/campus radios.
- Equipment and materials stores in the Campus Disaster Cache.
- Facilities, Maintenance and Operations equipment and supplies not already in use for emergency response.
- Equipment and supplies located in the campus Student Health Center, or in any work area, division office, and storage.

All equipment or supplies taken must be documented for later replacement or reimbursement.

FACULTY AND STAFF RESPONSIBILITIES

President

The college president or his/her designee is responsible for the safety of district property and its stakeholders and for policy direction during and after a significant incident or disaster. He/she is to ensure that the IMT is appropriately trained, exercised, and prepared to assume control of the incident.

Administrators

Every administrator has the following general responsibilities prior to and during any emergency.

Before the Emergency:

- Ensure the automated notification system used to notify all employees in case of an emergency is maintained and current, that they know how to operate the system and can send notifications. The automated notification system will include home and cellular phone numbers and personal email addresses.
- Develop and maintain a list of employees who would be on duty at any particular time.
- Have instructors maintain current class attendance rosters.

- Ensure that all employees know of the presence and location of any emergency equipment (e.g., bullhorns, first aid kits, emergency lighting, evacuation chairs, etc.) staged in the building.

Emergency Situations:

- Inform all employees under their direction of the emergency condition.
- Evaluate the impact the emergency has on their activity/operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to:
 - Injuries: first aid needs, employees or students trapped or missing
 - Facility damage: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems or hazards
 - Hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency communications (telephone, radio, runner, etc.) with ICP or EOC.
- Have all employees under their supervision keep a log (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of activities and hours worked.

Faculty and Supervisors

Each faculty member and staff supervisor has the responsibility to:

Before the Emergency:

- Participate in basic major incident/disaster training and drills. Become familiar with the emergency response procedures that apply to their work areas.
- Educate their students or coworkers concerning emergency response procedures as well as evacuation procedures for their building and/or area.

- Inspect and evaluate their assigned building facility or area in advance to determine the impact a fire, earthquake, active shooter, or other major event could have. Report all safety hazards to Facilities, Maintenance and Operations. Submit service requests to correct hazards to Facilities, Maintenance and Operations.

Emergency Situations:

- Inform students and/or staff of the emergency and initiate emergency procedures as outlined in the EOP. Following directions given by campus managers or administrators, District Police, or other authorized emergency personnel.
- Keep a log ICS 214 of hours worked. (ICS 214 can be found in the Forms Section in the Appendices of this Plan.)

INDIVIDUAL RESPONSIBILITIES & INSTRUCTIONS FOR EVERY DISTRICT EMPLOYEE

Disaster Service Workers

California Government Code (Sections 3100 & 3101) declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by the superiors or the law. The term “public employees” includes all persons employed by the state or any county, city, state agency, or public district. This law applies to public school employees in the following cases: 1) when a local emergency has been proclaimed, 2) when a State emergency has been proclaimed, or 3) when a federal disaster declaration has been made.

These laws have two ramifications: 1) public school employees may be pressed into service as disaster service workers by their superiors, and may be asked to do jobs other than their usual duties for period of time exceeding their normal working hours; and 2) in those cases, their Worker’s Compensation Coverage becomes the responsibility of the state government (Cal OES). The district, however, pays their overtime pay. These circumstances apply only when a local or State emergency has been proclaimed or declared.

Before the Emergency:

- Arrange to have an out-of-area telephone contact number for family members to call in case local phone system shuts down lines within the immediate area.
- Considering the potential of infrastructure failure subsequent to a major region-wide incident or disaster, make necessary contingency plans and preparations for themselves and family members should they be unable to return home for three days (or considerably longer) after a disaster. This should include but not be limited to child and elder care, pet care, personal needs, etc.

- Emergency Response Team members should attend all emergency preparedness and response training. Each employee is strongly urged to participate in additional training that includes but is not limited to first aid and CPR, search and rescue, and ICS.
- Have a personal cache of emergency supplies and equipment stores in their vehicle or other disaster resistant location that includes but is not limited to 5-7 days of food, water and medications, extra eye glasses, a sleeping bag, a change of clothes, including work clothes and gloves, comfortable walking shoes, small personal first aid kit and sundries, battery operated light, and radio.

Emergency Situations:

- If they are a member of the district IMT, assist in immediate emergency response in their area or where they are located at time of the major emergency or disaster (e.g., help with evacuation, rescue, medical assistance if properly trained) but respond to their pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in your area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).
- Stay on campus or return to campus, if possible, to assist in emergency/disaster response. Much work will need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist American Red Cross shelters if requested, and ultimately reopen the campus. The special skills possessed by campus and district employees will be required to accomplish these goals.
- Keep a log ICS 214 (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of hours worked in disaster response and activities involved in or accomplished.
- Realize that in a significant incident or major disaster, it may be safer to remain on campus than to attempt a dangerous trip home on impassable or damaged roads.

Post Disaster Shelters

Ventura County Community College District has an agreement with the American Red Cross to operate emergency shelters on all three campuses. The American Red Cross has access to campuses in damaged areas to set up its mass care facilities, and local governments have a right to use schools for the same purposes.

DURING A MAJOR INCIDENT OR DISASTER

Warning Phase

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the college will initiate actions to increase its readiness. During this phase, action

is taken to warn and/or evacuate endangered occupants and, if reasonable, to protect property. The campus president or designee is notified immediately. Events that may trigger increased readiness activities include but are not limited to:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood or potential dam failure advisory;
- Receipt of special severe weather statement;
- Issuance of utility failure or shutdown advisory;
- Epidemic/Pandemic warning from public health organization;
- Conditions conducive to local severe wild fires, such as the combination of high heat, strong winds, and low humidity;
- Incident in adjacent area or municipality (with activated mutual aid) that has potential to affect the campus;
- A significant hazardous materials incident;
- Information or circumstances indicating the potential for acts of violence, civil disobedience or terrorism.

The Emergency Operations Plan will be activated as needed, at the direction of the Incident Commander (IC). Increased readiness activities may include but are not limited to the following activities:

- Briefing of campus president and the Incident Management Team on the situation;
- Reviewing and updating elements of the EOP;
- Increasing public information efforts to employees, students, other stakeholders and community; methods may include updating and/or activating (loading) web pages to campus or district web site, use of mass notification system, classroom emergency phone, etc.;
- Confirming points of coordination and communication with city and county emergency response stakeholders, i.e., law enforcement, fire department and city and county EOCs;
- Accelerating training efforts;
- Inspecting critical facilities and equipment, including testing warning and communications systems;
- Hardening critical facilities and equipment to reduce loss or damage;

- Warning threatened members of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing special teams and/or recruiting additional staff and disaster service workers and pre-positioning resources and equipment;
- Establishing or activating EOC and/or staging areas.

Impact Phase

If there is no prior warning, the first response is usually by those persons at the scene and/or by first and/or law enforcement units with the emphasis placed on minimizing the effects of the major incident or disaster. Generally, emergency responders will be best equipped to establish a field-based ICP with an IC in charge. The IC may decide to increase the level of response. The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be used.

When demands of the significant incident or disaster exceed the capacity of local resources and additional personnel and/or materials are required to respond, the IC may request resources through the statewide mutual aid system. The Master Mutual Aid Agreement allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources.

Neither the college sites nor the district has the resources to effectively handle all potential emergencies. College sites will request resources through the district. If the district is unable to fill those requests, the request will be elevated to the Ventura County Operational Area EOC. Fire and/or law enforcement will request and render aid through established mutual aid channels.

Examples (not necessarily in specific order) of initial response activities include but are not limited to:

- Making all necessary notifications
- Disseminating warnings, emergency public information, and instructions to the district stakeholders
- Conducting evacuations and/or search and rescue operations
- Treating the injured and caring for displaced persons
- Conducting initial damage assessments and surveys
- Assessing need for mutual aid assistance

- Restricting movement of vehicles or people and unnecessary access to affected areas
- Establishing a unified command
- Coordinating with local, state, and federal agencies working in the field
- Developing and implementing incident action plan(s)
- Transmitting status updates to Operational Area as needed.

General Criteria to Activate an EOC

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use ICS to manage field operations. EOC staff will support field response personnel in mitigating the effects of the major incident or disaster.

Examples of when to activate and open the campus EOC include but are not limited to:

- Required resources are beyond local capabilities
- The significant incident or disaster is of a long duration (more than a few hours)
- Major policy decisions may be needed
- A local, regional, state or federal emergency affecting the district is declared.

EOC staff (Incident Management Team) will be organized around the five Standard Emergency Management System (SEMS) functions:

- Incident Commander
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

Examples of extended response activities may include but are not limited to:

- Preparing detailed damage assessments
- Operating mass care facilities

- Operating a mass vaccination or immunization facility
- Conducting and/or assisting with coroner operations
- Procuring required resources to sustain operations
- Documenting situation status
- Protecting, controlling, and allocating vital resources
- Restoring vital utility services
- Tracking resource allocation
- Conducting advance planning activities
- Documenting expenditures
- Developing and implementing incident action plans for extended operations
- Dissemination of emergency public information
- Declaring a local emergency
- Prioritizing resource allocation
- Coordinating between agencies.

Policy Group

The Policy Group has a decision-making role in the ICS. This group includes the campus president, the vice presidents, and others at the discretion of the president. The EOC Director will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus during an extended incident and through the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding, dealing with the death of students or employees, etc.

AFTER AN EMERGENCY

Recovery Phase

As the immediate threat to life, property and the environment subsides, the rebuilding of the college will begin through various recovery activities. This plan does not specifically identify the college's recovery operation. The main goal of the recovery plan is to return to normal operations as quickly as possible.

Recovery activities involve the restoration of services and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power to mitigation measures designed to prevent future occurrences of a given threat facing the college.

The County Office of Emergency Services will facilitate with local, state, and federal officials to coordinate local, state, and federal assistance programs and establish support priorities.

If major damage has occurred to college infrastructure or property, a recovery committee will be formed at the direction of the district chancellor/college president to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate representative from the affected college.

The Recovery Phase includes but is not limited to the following objectives:

- Reinstatement of college and program objectives and goals
- Restoration of essential services and facilities
- Restoring all utilities
- Permanent restoration of damaged or destroyed property
- Restoration of normal collegeservices
- Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs
- Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.

AMERICANS WITH DISABILITIES ACT COMPLIANCE AND POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with disability, access and functional needs include those members of the community that may have additional needs before, during, and after a major incident or disaster in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. In this district individuals in need of additional response assistance may include but not limited to those who:

- Have disabilities
- Are elderly

- Are children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Are transportation disadvantaged.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the community, the college adheres to the policy summarized below. In addition, considerations for special needs populations are addressed district-wide in all emergency planning efforts. A disability will not prevent accessibility to services or facilities provided by the college.

- The college will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- The college will not exclude or deny benefits of any sort to those with disabilities, access or functional needs.
- During emergency situations, the college will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Attempt to shelter populations with disabilities, access or functional needs or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.
- Populations with disabilities, access or functional needs will never be forced by the college to occupy a specific shelter or take a particular action designed for their benefit. Effort will be made to address access and functional needs for people with disabilities and older adults to allow for sheltering in general population shelters.
- During preparedness and mitigation activities, the college will provide preparedness instruction to our campus community with disability, access or functional needs to better prepare them in times of crisis.
- Emergency notification systems will be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- Attempt to make evacuation plans to accommodate individuals with mobility impairment, the elderly and those with transportation disadvantages.

PRESERVATION OF VITAL RECORDS

A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day district-wide operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

Vital Records are defined as those records that are essential to:

- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.
- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operations Plan, utility system maps, and locations of emergency supplies and equipment.
- Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.
- Educational Records. Faculty and staff material, grant material, exams, and grades.

Vital record storage methods that might be used include but are not limited to duplication (either hard copy or removable disk), dispersal, fireproof containers, and vault storage. Although the district maintains backup servers, it is each employee's responsibility to maintain complete and timely backups of their data on assigned computers.

APPENDICES

APPENDIX A – INCIDENT SPECIFIC RESPONSE PROCEDURES

REPORTING EMERGENCIES

To report an emergency within a classroom, office, or work area

CALL CAMPUS POLICE / DISPATCH at (805) 289-6486

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

Emergency Telephone Numbers:

- Campus Police / Dispatch: (805) 289-6486 or ext. 6486
- Student Health Center: (805) 289-6346 or ext. 6346
- Maintenance & Operations: (805) 289-6340 or ext. 6340

Some Basic Guidelines to follow in all emergencies:

- Remain calm.
- Cooperate with emergency personnel (including campus Emergency Operations staff).
- Follow the instructions received via the campus Emergency Notification System.
- Keep streets, fire lanes, hydrants and walkways clear for emergency personnel.
- Do not attempt to leave campus in your vehicle unless instructed to do so.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have information to report.
- Keep emergency supplies in your car and office that can last up to 3 days.
- The college may not have immediate assistance for up to 72 hours.

ACTIVE SHOOTER/ARMED ASSAULT

Defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters/assailants use firearms and there is no pattern or method to their selection of victims.

Response: RUN, HIDE, FIGHT

A – Alert – Be aware of the early warning signs: look for entrances and exits.

L – Lockdown – Lock doors and windows, close blinds or shades, turn off light, silence cell phones and do not huddle together.

I – Inform – Call 911 or activate Revolution app on your cell phone. If calling 911, stay on the line to provide updated information as to the who, what, where, when, and how many.

C – Counter – This is a last resort. Create chaos, scream, throw distractions, take control of the limbs of the assailant.

E – Evacuate – This is the best option **if it is safe to do so**. Leave all belongings behind, leave on foot and get off campus.

AGGRESSIVE / THREATENING BEHAVIOR

If any individual is displaying aggressive behavior or threatening to harm someone or self
CALL CAMPUS POLICE / DISPATCH at (805) 289-6486

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do while waiting for help:

- Listen. Avoid any physical contact and allow the student to talk.
- Assist. Provide a quiet atmosphere, minimize environmental stimulation. Give the student some space. Ask the student what or who may be helpful.
- Recognize. Know your limitations.

BOMB THREATS & SEARCHES

CALL CAMPUS POLICE / DISPATCH at (805) 289-6486

DO NOT evacuate the building unless directed to do so by campus officials.

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

What to do in the event of receiving a bomb threat via telephone:

- Ask the caller to provide the following information:
 1. Time of the planned explosion
 2. Type of bomb
 3. Location of the bomb
 4. Description of the bomb
- Record the following information:
 1. Time of call
 2. Exact words the caller used
 3. Gender and approximate age of caller
 4. Behavior of caller, including speech characteristics
 5. Background noises

What to do in the event of receiving a bomb threat via letters, packages, or objects:

- DO NOT touch any suspicious envelope, package, or object.
- Evacuate all persons to a designated assembly area. This area should be out of the building and one building away or a minimum of 300 feet from the threatened area.
- Assist all persons with disabilities with the evacuation.
- Stop any person from entering the endangered area.

CHEMICAL OR HAZARDOUS MATERIAL SPILL

CALL CAMPUS POLICE / DISPATCH at (805) 289-6486

Maintenance & Operations at (805) 289-6340

Be prepared to give the following information:

- State: "This is an emergency. There has been a chemical/hazardous material spill."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Give the name of the chemical, approximate amount spilled, and the time of spill.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

What to do in the event of a hazardous material or chemical spill:

- Immediately report the incident to your supervisor.
- Vacate the area immediately.
- If possible, seal the area to contain the spill and limit exposure to individuals.
- If the chemical is reacting any way, generating gases or fumes, presents a fire hazard or is toxic, activate the building fire alarm and evacuate the building, assisting all persons with disabilities as necessary.
- DO NOT attempt to control a chemical or hazardous material spill unless you have been formally trained to do and have the proper equipment.
- DO NOT re-enter the area of the spill until you have been directed to do so by campus officials.

CIVIL DISTURBANCE OR ARMED ASSAULT

CALL CAMPUS POLICE / DISPATCH at (805) 289-6486

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

A Civil Disturbance is defined as any gathering of two or more persons who:

2. Interfere with normal college operations
3. Attempt to prevent access to the college, buildings, facilities, or offices
4. Threaten physical harm to others or damage to college property

What to do in the event of a civil disturbance:

- If the disturbance is outside the building, do not investigate.
- If the disturbance is inside the building, if possible investigate from a safe distance.
- Shelter-in-place until evacuation orders are received from authorities.

What to do in the event of a hostage situation or armed assault:

- Initiate shelter-in-place until evacuation orders are received from authorities.

How to shelter-in-place during a civil disturbance, hostage situation or armed assault:

- Turn off lights.
- Close all doors to the outside.
- Close and lock all windows.
- Seek shelter away from windows and doors.
- Stay as low to the floor as possible, trying to stay out of the line of sight of the perpetrators.
- Remain silent and still.
- DO NOT draw attention to yourself or others.

EPIDEMIC/PANDEMIC

Emergency declared by federal, state, and/or local health authorities.

Phase 1 – No evidence of community transmission in local area.

- College activates Emergency Operations Team.
- Frequent communications to campus community.
- Increase frequency of sanitizing surfaces and areas including restrooms.
- Deploy personal protective equipment and sanitizers to areas in use.
- Preventative measures for all students and employees:
 - Stay home when sick.
 - Seek immediate medical care if symptoms become severe.
 - Cough or sneeze into your arm.
 - Wash hands frequently.
 - Use alcohol based hand sanitizers to supplement handwashing.
 - Maintain a social distance from others of at least six feet.
 - Avoid close contact with anyone who is symptomatic.
 - Avoid touching your face.
 - Avoid shaking hands.
 - Wipe down frequently touched objects and surfaces.

Phase 2 – Evidence of local community transmission and/or by directives issued by health authorities.

- Health self-assessment required before visiting campus.
- May include health screening on site.
- Limit visitors to campus.
 - Transition Student Services to online mode.
 - Reduce or cancel Civic Center events.
 - Identify essential functions and a list of functional experts.
 - Adjust work schedules to reduce number of employees in any building.
- Consider alternatives to large gatherings.
 - Face-to-face and web enhanced classes may shift to an online or remote mode of delivery.
 - In classes where a physical presence is considered essential, faculty may choose to create alternative schedules with students, including alternating days in which a portion of the class will meet to maintain social distancing.

Epidemics/Pandemics may be fast evolving, fluid situations. Ventura College will adhere to guidance from federal, state, and local health authorities.

Sample operations plans from the COVID-19 pandemic are included in Appendix H.

EVACUATING DISABLED & BUILDINGS

How and when to evacuate a building:

- In case of Fire or when Fire Alarm sounds, evacuate the building in a safe, orderly fashion.
- In case of an Earthquake, do not evacuate the building until the shaking stops.
- In case of an Explosion, evacuate the building only if the explosion threatens the safety of students, faculty, or staff.
- In case of a Bomb Threat, do not evacuate the building unless a suspicious object is observed. Wait for instructions from Campus Police or other campus officials.
- Evacuate the building immediately upon order by Campus Police or other campus officials.
- Any faculty or staff member may order the evacuation of an area or building when imminent danger to students, faculty, or staff occurs.
- Evacuate the building to a predetermined assembly area. (See Emergency Campus Map)

Evacuating Persons with Disabilities

Directions for evacuating persons with disabilities:

- Faculty or staff should assign three (3) students to help evacuate each person in a wheelchair and two (2) students to help evacuate any persons with other disabilities, such as those who may be hearing or vision impaired.
- People in wheelchairs should be carried from the building via stairway. If at all possible, leave the wheelchair behind, lifting the person using the two-man lock-arm method. Confer with the person as to the best way to assist him/her in the evacuation.
- For sight-impaired persons, tell them about the nature of the emergency and offer to guide them. As you walk, tell them where you are advise them of any obstacles. When you have reached safety, orient them as to where they are remain with them as long as necessary.
- For hearing-impaired persons, get their attention by writing them a note and let them know you will assist them for as long as possible.

HAVE A PLAN IN PLACE FOR YOUR STUDENTS WITH DISABILITIES BEFORE AN EMERGENCY HAPPENS!

EXPLOSIONS

CALL CAMPUS POLICE / DISPATCH AT (805) 289-6486

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do in the event of an explosion:

- Take cover under a table or other sturdy furniture to protect yourself from glass or debris.
- Exit the building immediately if the explosion threatens anyone's safety.
- DO NOT re-enter the building until directed to do so by campus officials.
- Assist with the evacuation of injured or persons with disabilities. (See Evacuating Disabled & Buildings)
- Proceed to the designed assembly area that is a safe distance from the building. (See Emergency Campus Map)
- Obey the directions of campus officials.

FIRE

CALL CAMPUS POLICE / DISPATCH at (805) 289-6486

What to do in the event of a fire:

- Activate the fire alarm.
- Never attempt to extinguish a fire larger than a wastebasket.
- Using the appropriate type of extinguisher, work with another person to extinguish fire.
- Always stay between the fire and a way out.
- If the fire grows larger, alert others and evacuate.
- Assist with the evacuation of injured or persons with disabilities. (See Evacuating Disabled & Buildings)
- DO NOT run. Walk carefully to avoid tripping.
- DO NOT use elevators.
- If caught in heavy smoke, crawl or stay near the floor while holding breath as much as possible. Breathe shallowly through nose and use blouse, shirt or jacket as a filter.
- DO NOT re-enter the building until directed to do so by campus officials.
- Proceed to the designated assembly area that is a safe distance from the building. (See Emergency Campus Map)
- All alarms should be taken seriously. If you hear a fire alarm, evacuate, unless told otherwise by a campus official.

Fire Extinguisher Instructions:

- P** – Pull safety pin
- A** – Aim at the base of fire
- S** – Squeeze trigger
- S** – Sweep from side to side

Clothing Fire:

- Do not run
- Stop – Drop – Roll

Trapped in a Room:

- Place cloth material under door to prevent smoke from entering
- Close as many doors as possible between you and the fire
- Signal from windows, but do not break the glass

LOCKDOWN PROCEDURES

Lockdown procedures may be necessary in a number of different scenarios such as:

- A) Intruder on Campus – Defined as a dangerous individual in a known or unknown location on campus, but not actively engaged in harming people.
- B) Neighborhood Lockdown – Defined as a dangerous individual or incident in the general vicinity of the college; not on campus, but close enough to potentially pose a threat.

Response:

- Enter a secure room or area.
- Lock doors and windows. Close blinds or shades.
- Turn off lights.
- Silence cell phones.
- Do not huddle together.
- Stay quiet.
- Await further instructions. **Do not continue teaching or conducting business.**
- It is the individual judgment of the person in charge as to whether or not to let others inside a secure room or area.
- If students choose to leave, they are free to do so, but advise them that it is at their own risk.

MAJOR EARTHQUAKE

What to do DURING a major earthquake:

- DO NOT evacuate the building.
- If indoors: Duck, Cover and Hold.
- If no cover is available, stay near an interior wall and shield your head and face from falling debris.
- Stay away from windows, tall objects, and overhead lights.
- Science laboratory occupants should seek shelter in hallways to escape possible toxic fumes.
- Assist any disabled persons with finding a protected location. (See Evacuating Disabled & Buildings)
- Wheelchair-bound persons should be placed in doorways or any other structurally sound area of the room. Be sure to LOCK the brakes!
- If outdoors: Stay clear of trees, buildings, light poles, and power poles.
- Assist any disabled persons with finding a protected location. (See Evacuating Disabled & Buildings)

What to do AFTER a major earthquake:

- Evacuate the building. Watch for falling glass, debris, and electrical wires.
- Assist any persons with disabilities with exiting the building. (See Evacuating Disabled & Buildings)
- Proceed to the nearest, safest assembly area and maintain a safe distance from trees, buildings, light poles, and power poles.
- Follow emergency procedures as directed by campus officials.
- DO NOT re-enter the building until directed to do so by campus officials.
- Be prepared for aftershocks.
- Check for injuries and assist with first aid. DO NOT move the seriously injured unless absolutely necessary or there is a threat to his or your safety.
- Make note of any individuals who may be missing.
- Assist those who are experiencing anxiety.

MEDICAL / FIRST AID EMERGENCIES

CALL CAMPUS POLICE / DISPATCH at (805) 289-6486

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do while waiting for help:

- DO NOT move the person unless absolutely necessary or there is a threat to his or your safety.
- Stop any bleeding by applying firm pressure on the wound.
- Restore breathing by opening the person's air passage and performing rescue breathing and CPR, if qualified to do so.
- Keep the person warm, quiet and comfortable.
- Stay with the person until help arrives.

TERRORIST ATTACK

The VCCCD Colleges, like any other school campus, could come under terrorist attack. Any individual or group that has both the motive and ability can perpetrate an act of terrorism. Terrorist events are intended to cause damage, inflict harm, and possibly kill. Terrorists will go to great lengths to make sure the event has the intended impact. Experts generally agree that there are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive. The acronym B-NICE is a simple way to remember these categories. Within any of these categories it is important to remember the four routes of entry: inhalation, absorption, ingestion and injection. The best emergency procedure for any of these categories is to minimize exposure to these four routes of entry.

What to do in the event of a biological, nuclear, or chemical terrorist attack:

- Shelter-in-place until ordered to evacuate by campus officials.
- Close all doors to the outside.
- Close and lock all windows.
- Use tape, plastic food wrapping, wax paper, aluminum foil to cover and seal fan grilles and other openings to the outside.
- Ventilation systems should be turned off or set to 100% re-circulation so no outside air is drawn into the building.
- Turn off all heating and air-conditioning systems and switch inlets to “closed” position.
- Close as many internal doors as possible.
- If gases or vapors begin to affect your breathing, hold a wet cloth over your nose and mouth.
- DO NOT use elevators. They tend to “pump” outdoor air in and out of the building as they travel up and down.
- DO NOT panic or worry that there will be enough air to breathe. It is highly unlikely this would happen in normal buildings.
- Remember that the best emergency procedure is to minimize your exposure to biological, nuclear, or chemical agents through inhalation, absorption, ingestion, or injection (from flying projectiles).
- Await instructions from campus officials.

UTILITY FAILURE OR GAS LEAKS

CALL CAMPUS POLICE / DISPATCH at (805) 289-6486

Maintenance & Operations at (805) 289-6340

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do in the event of a power blackout:

- Assist any person with disabilities in finding safety. (See Evacuating Disabled & Buildings)
- Science faculty and staff should secure any laboratory experiments, activities, and equipment that might pose a potential danger.
- Disconnect all electrical equipment.
- Leave light switches ON.
- Await further instructions or for power to be restored.

What to do in the event of a gas leak:

- If you suspect a gas leak, call Campus Police immediately. They will call Maintenance & Operations.
- DO NOT ignite any open flame (e.g. matches, lighters, burners) or turn on any lights.
- Open windows and doors for ventilation and prepare for possible evacuation.

APPENDIX B – JOB DESCRIPTIONS AND ICS POSITION CHECKLISTS

COMMON RESPONSIBILITIES TO ALL EOC POSITIONS

(The following is a checklist applicable to all EOC positions).

ACTIVATION:

- ☐ Report to your EOC organizational supervisor.
- ☐ Put your name on the EOC Organizational Chart next to your assignment.
- ☐ Obtain a situation briefing from available sources (Section Coordinator, EOC Director, etc.).
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Review your position responsibilities.
- ☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ☐ Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- ☐ Based on the situation as known or forecast determine likely future Section needs.

GENERAL OPERATIONAL DUTIES:

- ☐ Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems.
- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Use face-to-face communication in the EOC whenever possible and document decisions.

DOCUMENTATION AND REPORTS

- ☐ Open and maintain a position activity log. (**Activity Log can be found in the ICS Forms Section in the Appendices**). Make sure you note your check-in time. Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.

- ☐ Review situation reports as they are received. Verify information where questions exist.
- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- ☐ Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- ☐ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- ☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

RESOURCES

- ☐ Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- ☐ Keep up to date on the situation and resources associated with your position.
- ☐ Request additional resources through the appropriate Logistics Section Unit.

SHIFT CHANGE:

- ☐ Brief incoming personnel and identify in-progress activities which need follow-up.
- ☐ Provide incoming personnel the next EOC Action Plan.
- ☐ Submit completed logs, time cards, etc. to your EOC Organizational supervisor before you leave.
- ☐ Determine when you should return for your next work shift.
- ☐ Leave contact information where you can be reached.

DEACTIVATION

- ☐ Ensure that all required forms or reports are completed and submitted to your EOC Organizational Supervisor prior to your release and departure.
- ☐ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Sign out with your Supervisor and on large EOC organization/sign-in sheet.

POLICY GROUP

This group includes the District's Chancellor, the Vice Chancellors, the Campuses' Presidents, the Vice Presidents (and others at the discretion of the Chancellor or Presidents). The EOC Director will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus for the recovery period. Examples include monetary policy, when to reopen campus for classes, and how to proceed with rebuilding.

Responsibilities:

The Policy Group provides policy direction for recovery planning and advises and assists the EOC Director in making major emergency related policy decisions.

Activation:

- ☐ Obtain briefing from EOC Director.

Duties:

- ☐ Review your position responsibilities.
- ☐ Make any policy issue decisions that are necessary and communicate these to the EOC Director.
- ☐ Make any necessary public statements through the Public Information Officer.
- ☐ Keep informed through regular briefings with the EOC Director.
- ☐ Activate and support District recovery activities.

EOC DIRECTOR

Responsibilities:

- Activate the District EOC and EOP.
- Direct and coordinate the EOC.
- Establish the appropriate EOC staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations, including site incident management as required.
- Ensure the EOC Action Plan is developed and implemented.
- Coordinate and communicate as necessary with the Policy Group.
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

Activation

- ☐ Follow directions on Common Responsibilities to all EOC Positions checklist on pages 41-42.
- ☐ Determine the operational status and appropriate level of activation based on situation.
- ☐ As appropriate, respond to the EOC.
- ☐ Mobilize appropriate personnel for initial activation.
- ☐ When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- ☐ Obtain briefing from whatever sources are available.

Position Start-Up Actions

- ☐ Review your position responsibilities.
- ☐ Coordinate the physical setup of the EOC and ensure it has equipment and services necessary for an extended activation.
- ☐ Brief and assign EOC staff as they arrive. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements, as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of work shifts
- ☐ Establish briefing schedules and give Section Coordinators advance notice to prepare summaries of Section activities.
 - Convene planning meetings with the Policy Group and Section Coordinators, as necessary. Ensure that these meetings are documented by a scribe.
 - Assess situation, define problems, and set priorities for response/recovery period.
 - Review and identify need for future staffing.
 - Once the Planning Section completes the EOC Action Plan, review, approve, implement and distribute.
 - Establish and implement briefing schedule for EOC staff.
- ☐ Ensure that telephone, radio and data communications with other District facilities and college sites are established and tested. (Assign task to the Communications Unit).
- ☐ Upon EOC Activation, assure the appropriate agencies/entities are notified:
 - Cities (Moorpark, Ventura or Oxnard)
 - Ventura County Sheriff's Office of Emergency Services

- Partner agencies (See Essential Contact List in the Support Documentation)
- Board of Trustees
- ☐ Ensure that the Management Section is staffed at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
- ☐ Assess the need to request or provide resources via Mutual Aid. College sites will place Mutual Aid requests through the District and the District will submit mutual aid requests to the Ventura County Sheriff's Office of Emergency Services.
- ☐ Work with the EOC Section Coordinators to ensure all EOC Sections have appropriate equipment, staffing, and information to work effectively.
- ☐ Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIOs on-scene.
- ☐ Authorize PIO to release information to the media and to coordinate with the PIOs at college sites as needed.
- ☐ Monitor performance of EOC personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with Personnel Unit of the Logistics Section. Establish and maintain a safe working environment.
- ☐ Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.
- ☐ Monitor section level activities to assure that all appropriate actions are being taken.
- ☐ Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

Deactivation:

- ☐ Authorize deactivation of sections, branches or units when they are no longer required.
- ☐ Notify appropriate cities (Moorpark, Oxnard and Ventura), Ventura County Sheriff's Office of Emergency Services and partner agencies, as necessary, of planned time for deactivation.
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure that all required forms or reports are completed prior to deactivation.
- ☐ Be prepared to provide input to the EOC After-Action Report/Corrective Action Report.
- ☐ Deactivate the EOC and close out logs when emergency situation no longer requires activation.

PUBLIC INFORMATION OFFICER

Responsibilities:

- Coordinate PIO activities among District and college site PIOs.
- Obtain policy guidelines from the EOC Director with regard to media releases.
- Handle all media inquiries and requests for interviews.
- Coordinate with college site Incident Commanders or PIOs and responding agencies to determine appropriate release of information.
- Develop key messages.
- Provide timely and accurate official statements, news releases, fact sheets, website notices to students and staff as events unfold.
- Coordinate activity in a Joint Information Center (JIC), if one is activated.
- Control and correct misinformation and rumors.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions on pages 38-39.
- ☐ Secure guidance from the EOC Director regarding the release of available information.
- ☐ Determine if access to the Emergency Alert System (EAS) is necessary. Coordinate any EAS messages with the Ventura County Sheriff's Office of Emergency Services.
- ☐ Establish procedure for information releases affecting inter-agency coordination.
- ☐ Keep the EOC Director advised of all requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- ☐ Coordinate all media events with the EOC Director, appropriate city (Moorpark, College and Ventura) and County EOCs.
- ☐ Ensure that all staff is aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director and college site PIO before releasing information to the media.
- ☐ Establish a Media Information Center away from the EOC. Announce safe access routes to Media Information Center for media. If there are multiple local, state and federal agencies involved consider establishing a JIC or if a JIC is established designate staff to participate at the JIC.
- ☐ Provide any statements to be posted on the Web site.
- ☐ Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.

- ☐ Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- ☐ Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- ☐ As required, periodically prepare briefings for the Policy Group.
- ☐ Respond to information requests from the EOC Director.
- ☐ Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- ☐ Staff telephones to efficiently handle incoming media and public calls and to gather status information. (Request additional personnel through Logistics, Personnel Unit).
- ☐ Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- ☐ Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- ☐ Consider all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
 - Translating all written and spoken messages, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
- ☐ Ensure file copies are maintained of all information released and posted in the EOC.

LIAISON OFFICER

Responsibilities:

- Coordinate and communicate between EOC and other agencies.
- Initiate and maintain contact with partner agencies (cities of Moorpark, Oxnard, and Ventura and Ventura County Sheriff's Office of Emergency Services) and partner agencies.
- Coordinate VIP and visitor orientations and briefings.
- Serve as the point of contact for all outside Agency Representatives.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions on pages 38-39.
- ☐ Maintain contact with all outside agencies involved with the incident response.
- ☐ Arrange and coordinate any VIP tours with PIO.
- ☐ Determine if outside liaison is required with other partner agencies such as:

- Local/county/state/federal agencies
 - Volunteer organizations
 - Private sector organizations
 - Utilities not already represented
- ☐ Determine status and resource needs and availability of other agencies.
 - ☐ Brief Agency Representatives on current situation, priorities and EOC Action Plan.
 - ☐ Respond to requests for liaison personnel from other agencies.
 - ☐ Act as liaison with other city, county, state or federal emergency response officials.
 - ☐ Determine if there are communication problems in contacting outside agencies. Provide information to the Logistics Section (Communications Unit).
 - ☐ Know the working location of Agency Representatives.
 - ☐ Compile list of Agency Representatives (agency, name, contact information) and make available to all EOC personnel.
 - ☐ Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
 - ☐ Provide periodic update briefings to Agency Representatives as necessary.

SAFETY OFFICER

Responsibilities:

- Coordinate activities among District and college site Safety Officers.
- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions on pages 38-39.
- ☐ Ensure safety of operations for staff and students.
- ☐ Tour the entire facility area and determine the scope of on-going operations.
- ☐ Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- ☐ Coordinate with the Logistics Section (Personnel Unit) to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements, as appropriate.

- ☐ Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- ☐ Be familiar with particularly hazardous conditions in the facility.
- ☐ Ensure that the EOC location is free from environmental threats.
- ☐ Keep the EOC Director advised of safety conditions.
- ☐ Coordinate with Compensation/Claims Unit in the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

OPERATIONS SECTION COORDINATOR

Responsibilities:

- Provides the overall coordination and leadership for the emergency response operations.
- Leads the Operations Section in the development and implementation of the EOC Action Plan.
- Approves resource requests before they are forwarded to Logistics.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions Checklist on pages 38-39.
- ☐ Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
 - Safety/Security Branch
 - Medical Branch
 - Search & Rescue
 - Building & Safety Branch
 - Maintenance & Utilities Branch
- ☐ Ensure communications are established with field units, college sites and the District.
- ☐ Evaluate the site conditions associated with the disaster/emergency and coordinate with the Planning/Intelligence Section (Situation Status Unit).
- ☐ Coordinate fire and hazmat services with the appropriate emergency response agency.
- ☐ Identify, establish and maintain staging areas for Operations-related equipment and personnel. Authorize release of equipment and personnel to school sites.
- ☐ Direct Operations Branch Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps.
- ☐ Determine resources committed and resource needs.

- ☐ Request and/or release resources as authorized by EOC Director. Coordinate resources requests with the LogisticsSection.
- ☐ Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.
- ☐ Provide all relevant emergency information to the Public Information Officer.
- ☐ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming shifts.
- ☐ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. (EOC Action Plan can be found in the ICS Forms Section in the Appendices).
- ☐ Work closely with Logistics Section (Communications Unit) in the development of a Communications Plan.
- ☐ Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- ☐ Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.
- ☐ Review suggested list of resources to be released and initiate recommendations for their release. Notify the Planning Section (Resources Unit).

SAFETY/SECURITY BRANCH DIRECTOR

Responsibilities:

- Provide a rapid warning to the campus community of hazards or dangers.
- Evacuate people from potential or existing danger.
- Mobilize available officers and staff for field operations.
- Assess your common communication networks with allied law agencies and review any existing mutual aid agreements in place involving your agency.
- Protect life and property.
- Provide security and traffic control.
- Support search and rescue operations in the field.
- Inform and advise the OperationsSection Coordinator.
- Coordinate and support the activities of the Safety/Security Branch.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions Checklist on pages 38-39.

- ☐ Establish and maintain communications with dispatch center.
- ☐ Establish and maintain communications with Safety/Security personnel in the field.
- ☐ Identify and ascertain status of available Safety/Security personnel.
- ☐ Determine needs for special access facilities.
- ☐ As requested, provide security for any critical facilities, supplies or materials.
- ☐ Request additional law enforcement personnel through existing mutual aid channel.
- ☐ Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.

Alerting/Warning Activities

- ☐ If warning the campus is necessary:
 - Determine who needs to be warned.
 - Clarify the warning message. Be specific, i.e. identify where you want people to go.
 - Determine how the warning will be issued: in person, automated notification, loud speakers, social media, etc.

Evacuation Activities

- ☐ Coordinate and support evacuation and traffic control activities.
- ☐ Identify persons/facilities that have special evacuation requirements; i.e. people with disabilities and other access and functional needs.
- ☐ If needed, consider developing an overall traffic control plan to address overall traffic flow pattern, routing exiting traffic to clear access for emergency vehicles or remove students, staff, and visitors from unsafe areas. Coordinate with the Transportation Unit if transportation resources are needed.

Security Activities

- ☐ Coordinate security in the affected areas to protect public property by establishing access controls and screening traffic entering the campus, as required.
- ☐ Coordinate security for critical facilities and resources.

MEDICAL BRANCH DIRECTOR

Responsibilities:

- Inform and advise the Operations Section Coordinator.
- Overall responsibility for First Aid, psychological Crisis Intervention, Triage and Morgue.
- Assess medical casualties and needs (number of injuries and/or deaths).

- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions Checklist on pages 38-39.
- ☐ Establish and maintain communications with field units to support them as necessary and assess the extent of district casualties.
- ☐ Coordinate and support the medical care stations and Triage Teams in the field.
- ☐ Determine the need for crisis intervention for staff and students to deal with emotional and psychological aftermath. Coordinate any mental health needs with the Logistics Section.
- ☐ Coordinate with the Personnel Unit of the Logistics Section to obtain additional medical personnel.
- ☐ Determine ongoing emergency medical support needs and submit requests through the Logistics Section to include:
 - Medical supplies
 - Portable generators
 - Emergency radios
 - Transportation for medical personnel to aid locations
 - Food and water supplies for patients and staff
- ☐ In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- ☐ Coordinate appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc. (coordinate with County Public Health).
- ☐ Identify students and staff and notify first responders if contaminated or exposed patient is involved.

SEARCH & RESCUE BRANCH DIRECTOR

Responsibilities:

- Inform and advise the Operations Section Coordinator.
- Coordinates and supports the activities of the Search & Rescue Branch.
- Evaluate and process requests for search and rescue resources.

- Coordinate search and rescue operations with appropriate fire agency and maintain communications with them.

Duties:

- ☐ Establish a Search and Rescue staging area.
- ☐ Establish and maintain communications with Search & Rescue personnel at District facilities and College sites.
- ☐ Initiate and maintain communications with appropriate fire agency.
- ☐ Coordinate all rescue efforts with the Safety Officer. Ensure that:
 - A safety briefing is held at the beginning of each workperiod.
 - Building Monitor personnel are not assigned to tasks that are beyond their physical or trained capabilities.
 - The safety of your field response personnel. Personnel should not be placed in situations where they can become victims themselves.
- ☐ Coordinate with Logistics Section to ensure:
 - Appropriate safety equipment and PPE is provided, such as helmets, goggles, gloves, etc.
 - Required rescue equipment to perform expected tasks, such as rope, shoring timber, cribbing, and pry bars, is provided.
 - Rescue operations have portable lighting for evening or interior operations.
- ☐ Request that Maintenance and Operations personnel to rescue scenes to advise on structural, electrical, and mechanical hazards.
- ☐ Ensure receipt of and evaluate reports from field assessment teams for possible locations of trapped individuals. Ensure that all field reports that identify locations of trapped, injured, or deceased individuals are received and documented and provided to Operations Section Coordinator.
- ☐ Thoroughly brief and update field personnel on a continuing basis.
- ☐ Establish and enforce the procedures for marking structures that have been searched and cleared.
- ☐ Coordinate rescue operations with the Medical Branch to ensure injured and rescued individuals receive appropriate medical care.
- ☐ Coordinate with Medical Branch to ensure all rescued individuals are medically triaged prior to release.
- ☐ Notify the Operations Section Coordinator of any fatalities.
- ☐ Mark the location of fatalities. When feasible, cover but do not remove deceased until advised by Coroner.
- ☐ Regularly, or as requested, brief and update the Operations Section Coordinator on search and rescue operations.
- ☐ Update rescue status boards and maps.
- ☐ When possible, participate in the planning meetings.
- ☐ Ensure radio communications are established between all rescue teams, the Search and Rescue Branch and the Emergency Operations Center or Incident Command Post.
- ☐ Coordinate with the Logistics Section to establish a reception/reunification area for

BUILDING & SAFETY BRANCH

Responsibilities:

- Inform and advise the OperationsSection Coordinator.
- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the District for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Planning/Intelligence Section (Situation Unit).

The Building and Safety Branch is responsible for ensuring all district structures are evaluated that may have been damaged in an incident. Structural and nonstructural safety of the buildings must be resolved before a decision is made to occupy the buildings. After a disaster, Division of the State Architect (DSA) engineers are dispatched to school districts in need of inspection as soon as the district reports damages to the DSA. However, it may take hours or even days to get DSA personnel to every school in an area of extensive damage. Therefore, since DSA cannot guarantee speedy inspection from its limited staff, it encourages school districts to make prior arrangements with local, California-licensed, structural engineers that have registered as part of Cal OES' Safety Assessment Program (SAP) to perform evaluation of district facilities. The engineer should follow the procedures outlined in ***Procedures for Post-Earthquake Safety Evaluation of Buildings***¹.

In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this branch.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions Checklist on pages 38-39.
- ☐ Coordinate damage assessment inspection of all district facilities.

¹ California Office of Emergency Services, California Office of Statewide Health Planning and Development, the Federal Emergency Management Agency, and the Applied Technology Council, *Procedures for Post-Earthquake Safety Evaluation of Buildings*, 2005.

- ☐ When structural assessments are required, request DSA engineer to perform inspection of District facilities. If DSA engineers are not available, request Building Inspectors through mutual aid via the Ventura County Operational Area EOC (Ventura County Sheriff's Office of Emergency Services). Ensure that any mutual aid Building Inspector has been trained in the Safety Assessment Program (SAP) requirements.
- ☐ Assign a Facilities, Maintenance and Operations person to each Building Inspector mutual aid resource to assist them.
- ☐ Compile a summary document of all safety inspection reports and assessments and forward to the Planning/Intelligence Section (Situation Unit).
- ☐ Post field assessment information to display map/chart in EOC to depict progress of assessments.
- ☐ Receive regular reports on damage status from field units. Ensure teams report any chemical and electrical hazards as soon as possible.
- ☐ Provide the EOC Director, Operations Section Coordinator, Planning Coordinator and Finance Coordinator updated information on estimated damage and loss cost.
- ☐ Arrange for necessary communications equipment from Logistics Section (Communications Unit) and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- ☐ Assess the need to require potentially unsafe facilities to be vacated.
- ☐ Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability – e.g. oversights, improper response actions, etc.
- ☐ In coordination with the Planning/Intelligence Section, the Logistics Section, and the Finance Section, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities, and replacement of expended resources.

MAINTENANCE & UTILITIES BRANCH

Responsibilities:

- Inform and advise the OperationsSection Coordinator.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property within the District.
- Inspect utility systems and turn off utilities, when necessary.
- Assist with closing off areas and debris clearance.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions Checklist on pages 38-39.

- ☐ Coordinate inspection of all district utility systems.
 - Gas
 - Electricity
 - Water
 - Phone lines
 - Data lines
- ☐ Ensure field crews report immediately any chemical or electrical hazard.
- ☐ Report to Operations Section Coordinator any dangerous areas or hazards:
 - Transformer leaks
 - Broken high voltage electric lines
 - Electric substation damage
 - Ruptured gas lines
 - Ruptured sewage lines
- ☐ Ensure field crews post danger signs and barricades, as necessary.
- ☐ Establish contact with various utility companies, as necessary (see Essential Contacts List in the Appendices).
- ☐ Coordinate telephone utility requirements with telephone services.
- ☐ Act as a point of contact for information flow between the EOC and utility companies on problems and report progress.
- ☐ Schedule all utility repairs as directed by the EOC.
- ☐ Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property within the District.

PLANNING/INTELLIGENCE SECTION COORDINATOR

Responsibilities:

- Ensure that the following Planning/Intelligence functions are performed:
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports
 - Initiating and documenting EOC Action Plan and After-Action/Corrective Action Report
 - Resource Tracking
 - Advance planning
 - Planning for demobilization
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Report to the EOC Director on all matters pertaining to Section activities.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions Checklist on pages 38-39 of Part Two.
- ☐ Assess the impact of the disaster on the district/campus, including the initial safety/damage assessment by each college impacted by the disaster. (See Summary Situation Status Report in Appendices).
- ☐ Develop situation analysis information on the impact of the emergency from the following sources:
 - Safety/Security Branch
 - Medical Branch
 - Building and Safety Branch
 - Maintenance & Utilities Branch
 - City EOCs (Moorpark, Oxnard and Ventura).
 - Ventura County Sheriff's Department Office of Emergency Services
 - Utilities
 - American Red Cross, Ventura Chapter
 - Media (Radio and Television)
- ☐ Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, EOC staff, Board of Trustees, cities (Moorpark, Oxnard and Ventura), Ventura County Sheriff's Office of Emergency Services, other partner agencies and the public, as appropriate.
- ☐ Working with the EOC staff and the Documentation Unit (if activated), prepare an EOC Action Plan to identify priorities and objectives. **(See Support Documentation-Action Planning.)**
- ☐ Assemble information on alternative strategies.
- ☐ Identify the need for use of special resources.
- ☐ Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- ☐ Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- ☐ Begin planning for recovery.

RESOURCES UNIT

If the Planning/Intelligence Coordinator assigns a Resource Unit Leader, these tasks will be performed by that person. If a Resource Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.

- ☐ Develop a system to track resources deployed for disaster response.
- ☐ Establish a reporting procedure for resources at specified locations.
- ☐ Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- ☐ Maintain a master list of all resources deployed.
- ☐ Provide for an authentication system in case of conflicting resources status reports.
- ☐ Provide a resources overview and summary information to the Situation Status (if activated) as requested and written status reports on resources allocations as requested by the Section Coordinators.
- ☐ Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resource shortfalls.
- ☐ Ensure that available resources are not overlooked by the EOC Operations Section staff and assist in preparation of the EOC Action Plan.
- ☐ Make recommendations to the EOC Logistics Section Coordinator of resources that are not deployed or should be deactivated.

SITUATION STATUS UNIT

If the Planning/Intelligence Coordinator assigns a Situation Unit Leader, these tasks will be performed by that person. If a Situation Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.

- ☐ Direct the collection, organization and display of status of disaster events, including:
 - Location and nature of the disaster/emergency.
 - Special hazards
 - Number of injured persons
 - Number of deceased persons
 - Road closures and disaster routes
 - Structural property damage (estimated dollar value)
 - District resources committed to the disaster/emergency
 - District resources available
 - Assistance provided by outside agencies and resources committed
- ☐ Possible Information Sources include:
 - Disaster briefings
 - EOC Action Plan

Ventura College Emergency Operations Plan

- Section reports
 - Intelligence reports
 - College site observations (Summary Situation Status Reports)
 - Resource status reports
 - Casualty information
- ☐ Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
 - ☐ Prepare and maintain EOC displays.
 - ☐ Assist in the preparation of the EOC Action Plan.
 - ☐ Post to the significant events log casualty information, health concerns, property damage, size of risk area, scope of the hazard, number of evacuees, etc. **Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the Public Information Officer.**
 - ☐ Coordinate casualty tracking system with the Medical Branch.
 - ☐ Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the all EOC Sections.
 - ☐ Provide for an authentication process in case of conflicting status reports on events.
 - ☐ Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
 - ☐ Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
 - ☐ Provide information to the PIO for use in developing media and other briefings.
 - ☐ Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
 - ☐ Determine weather conditions, current and upcoming. Post weather information.
 - ☐ Transmit any situation status reports to appropriate cities (Moorpark, Oxnard and Ventura) and the Ventura County Sheriff's Office of Emergency Services. (Obtain approval from the Planning/Intelligence Section Coordinator before transmitting reports.)
 - ☐ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
 - ☐ Assist at planning meetings as required.
 - ☐ As appropriate, assign "field observers" to gather information.

DOCUMENTATION UNIT

If the Planning/Intelligence Coordinator assigns a Documentation Unit Leader, these tasks will be performed by that person. If a Documentation Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.

- ☐ Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.

- ☐ Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- ☐ Coordinate documentation with the Situation Status Unit.
- ☐ Following planning meetings, assist in the preparation of any written action plans or procedures.
- ☐ Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. (See Action Planning, After Action/Corrective Action Reports in the Support Documentation).
- ☐ Ensure the development of a filing system to collect, and log forms according to procedures approved by the Planning/Intelligence Section Coordinator. Filing system should include:
 - Individual Logs (ICS- 214)
 - Action Plans
 - Summary Situation Status Forms
 - New Releases
 - Briefing Notes
 - Automated Phone System Alerts
 - Safety Assessments
- ☐ Establish copying service and respond to authorized copying requests.
- ☐ Establish a system for collecting all section and unit journal/logs at completion of each shift.
- ☐ Periodically collect, maintain and records, reports, logs, journals and forms submitted by all sections and units for the official record.
- ☐ Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- ☐ Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

DEMOBILIZATION UNIT

If the Planning/Intelligence Coordinator assigns a Demobilization Unit Leader, these tasks will be performed by that person. If a Demobilization Unit Leader is not assigned, the Planning/Intelligence Coordinator will assume these tasks.

- ☐ Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- ☐ Request the EOC Director and Section Coordinators to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- ☐ Coordinate with the Agency Representatives and partner agencies, as appropriate.
- ☐ Evaluate logistics and transportation capabilities to support the demobilization effort.
- ☐ Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information.

Ventura College Emergency Operations Plan

- Priorities for release (according to agency and kind and type of resource).
 - Phase over or transfer of authorities.
 - Completion and submittal of all required documentation.
- ☐ Obtain approval of the Demobilization Plan from EOC Director. Ensure that the plan, once approved, is distributed.
 - ☐ Notify appropriate cities (Moorpark, Oxnard and Ventura) and Ventura County Sheriff's Office of Emergency Services of demobilization plan.
 - ☐ Ensure all sections, branches and units understand specific demobilization responsibilities.
 - ☐ Supervise execution of the Demobilization Plan.
 - ☐ Brief Planning/Intelligence Section Coordinator on demobilization progress.
 - ☐ Obtain identification and description of surplus resources.
 - ☐ In coordination with Logistics, establish "check-in" stations, as required, to facilitate the return of supplies, equipment and other resources.

LOGISTICS SECTIONS COORDINATOR

Responsibilities:

- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

Section Start-Up Actions

- ☐ Follow directions on Common Responsibilities to all EOC Positions Checklist on pages 38-39.
- ☐ Carry out responsibilities of the Logistics Section Units that are not currently staffed.
- ☐ Meet with other Section Coordinators to determine what services and supplies will be needed to care for staff and students and respond to the disaster. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
- ☐ Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- ☐ Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.

- ☐ Keep the appropriate cities (Moorpark, Oxnard and Ventura) EOC Logistics Coordinators appraised of overall situation and status of resource requests and Ventura County Operational Area EOC.
- ☐ Identify service/support requirements for planned and expected operations.
- ☐ Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- ☐ Receive, coordinate and process requests for resources. All resource requests need to be documented.
- ☐ Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

SUPPLIES/PROCUREMENT UNIT

If the Logistics Coordinator assigns a Supplies/Procurement Unit Leader, these tasks will be performed by that person. If a Supplies/Procurement Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Meet and coordinate activities with EOC Director and determine purchasing authority to be delegated to Supplies/Procurement Unit. Review emergency purchasing and contracting procedures.
- ☐ Review, verify and process requests from other sections for resources.
- ☐ Maintain information regarding;
 - Resources readily available
 - Resource requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls
- ☐ Coordinate with other branches/units as appropriate on resources requests received from operations to ensure there is no duplication of effort or requisition.
- ☐ Determine if needed resources are available from district stocks, mutual aid sources or other sources. Arrange for delivery if available.
- ☐ Determine availability and cost of resources from private vendors.
- ☐ Issue purchase orders for needed items within dollar limits of delegated authority.
- ☐ Coordinate any mutual aid resource requests with the Ventura County Operational Area EOC. (Colleges will coordinate first with the District EOC).
- ☐ Notify EOC Director of supply needs that exceed delegated authority. Obtain needed authorizations and paperwork.

- ☐ Prepare, sign and finalize contracts that are needed for procuring resources within purchasing authority. Send documents for payment.
- ☐ Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- ☐ Forward the information on any significant resource request(s) that cannot be met to the Logistics Section Coordinator and suggest alternative methods to solve the problem.
- ☐ If district facilities are being used as community shelters, establish contact with the American Red and discuss the food and potable water situation.
- ☐ Establish a plan for college site and EOC feeding operations, as necessary. Coordinate with Operations Section to avoid duplication.
- ☐ Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- ☐ Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- ☐ Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- ☐ Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- ☐ Provide updated reports on resource status to Resources Unit.
- ☐ Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- ☐ Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- ☐ Provide and coordinate with Operations Section for the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- ☐ Procure/arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.
- ☐ Support activities for restoration of utilities to critical facilities.
- ☐ Procure and coordinate water resources for consumption, sanitation and firefighting.
- ☐ Obtain and coordinate necessary medical supplies and equipment for special needs persons with the Medical Branch Coordinator.
- ☐ Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- ☐ Ensure that all records identify scope of work and site-specific locations.
- ☐ Ensure proper accounting for all new property.

- ☐ Ensure that a system is in place which meets the district's property management requirements.
- ☐ Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- ☐ Coordinate with Compensation/Claims Unit on procedures for handling claims.

COMMUNICATIONS UNIT

If the Logistics Coordinator assigns a Communications Unit Leader, these tasks will be performed by that person. If a Communications Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Coordinate with all sections and branches/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- ☐ Provide a briefing on EOC on-site and external communications, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
- ☐ Provide a report of the status of District communications and computing resources available for the disaster response operations. This includes:
 - Telephone (Hard Wire and Cellular) service
 - District and college site webpages
 - Radios
 - Automated notification system
 - Outdoor loudspeakers
 - Emergency conference call bridges
- ☐ Evaluate impacts to District communications/computing services and identify communication needs between the EOC, college sites, appropriate cities (Moorpark, Oxnard and Ventura) and the County of Ventura Operational Area EOC.
- ☐ Coordinate frequency and network activities with the local government (cities and County).
- ☐ Provide communications briefings as requested at action planning meetings.
- ☐ Establish a primary and alternate system for communications.
- ☐ Coordinate with all operational units and the EOC to establish a communications plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, amateur radio and volunteers.
- ☐ Coordinate with volunteer and private sector organizations to supplement communications needs, i.e. Auxiliary Communication Services (ACS). (ACS operators can be accessed via the Ventura County Operational Area EOC).
- ☐ If ACS is available, oversee the use of ACS services. This service can be used to communicate with other emergency response agencies and personnel.
- ☐ Establish a plan to ensure staffing and repair of communications and computer equipment.

- ☐ Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

FACILITIES UNIT

If the Logistics Coordinator assigns a Facilities Unit Leader, these tasks will be performed by that person. If a Facilities Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Maintain information in the Unit regarding:
 - Facilities opened and operating
 - Facility managers
 - Supplies and equipment at the various locations
 - Specific operations and capabilities of each location
- ☐ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- ☐ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- ☐ Identify communications requirements to the Communications Unit.
- ☐ Identify equipment, material and supply needs to the Supply Unit.
- ☐ Identify personnel needs to the Personnel Unit.
- ☐ Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- ☐ Identify security requirements to the Safety/Security Branch of the Operations Section.
- ☐ Monitor the actions at each facility activated and provide additional support requested.
- ☐ Account for personnel, equipment, supplies and materials provided to each facility.
- ☐ Coordinate the receipt of incoming resources to facilities.
- ☐ Ensure that operational capabilities are maintained at facilities.

PERSONNEL UNIT

If the Logistics Coordinator assigns a Personnel Unit Leader, these tasks will be performed by that person. If a Personnel Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.

- ☐ Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort.
- ☐ Maintain information regarding:
 - Personnel/volunteers processed
 - Personnel/volunteers allocated and assigned by location
 - Personnel/volunteers on standby
 - Special personnel requests by category not filled
- ☐ Ensure training of assigned response staff and volunteers to perform emergency functions.
- ☐ Obtain psychological Crisis Intervention services for staff and students.
- ☐ Coordinate feeding, shelter and care of personnel.
- ☐ Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- ☐ Coordinate mutual aid resource requests for additional personnel with the Ventura County Operational Area EOC. (Colleges will coordinate first with the District EOC).
- ☐ Coordinate transportation of personnel with the Transportation Unit.
- ☐ Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

TRANSPORTATION UNIT

If the Logistics Coordinator assigns a Transportation Unit Leader, these tasks will be performed by that person. If a Transportation Unit Leader is not assigned, the Logistics Coordinator will assume these tasks.

- ☐ Coordinate with the Planning/Intelligence and Operations Sections to determine transportation priorities and which disaster routes are available for emergency use.
- ☐ Coordinate use of disaster routes with the Operations Section.
- ☐ Establish a transportation plan for movement of:
 - Students, personnel, supplies and equipment to the EOC, college sites, and staging areas
 - Individuals to medical facilities or shelters as requested by Operations Section
 - Emergency workers to and from risk area
- ☐ Coordinate with the Operations Section on the movement of persons with special needs.
- ☐ Coordinate with local transportation agencies to establish availability of resources for use in evacuations and other operations as needed.
- ☐ As reports are received, analyze the situation and anticipate transportation requirements.

- ☐ Maintain inventory of support and transportation vehicles (buses, vans, pick-up trucks, light/heavy trucks).
- ☐ Prepare schedules as required to maximize use of available transportation.
- ☐ Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- ☐ Arrange for fueling of all transportation resources.
- ☐ Establish mobilization areas for vehicles as directed.
- ☐ Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- ☐ Ensure that vehicle usage is documented by activity and date and hours in use.

FINANCE/ADMINISTRATION SECTION COORDINATOR

Responsibilities:

- Provide financial support and coordination to District and college site operations.
- Maintain financial records of the emergency.
- Track and record all district staff time.
- Process worker's compensation claims received.
- Handle travel and expense claims.
- Provide administrative support to the EOC.
- Coordinate the financial recovery from the disaster.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

Duties:

- ☐ Follow directions on Common Responsibilities to all EOC Positions Checklist on pages 38-39.

- ☐ Initiate disaster accounting procedures to track all expenses associated with the response and recovery to the disaster.
- ☐ Ensure that the payroll process continues.
- ☐ Ensure that the revenue collection process continues.
- ☐ Ensure the Time Keeping Unit collects personnel equipment time records and records of expendable materials used.
- ☐ Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- ☐ Make recommendations for cost savings to the EOC Director and Section Coordinators.
- ☐ Meet with assisting and partner agency representatives as required.
- ☐ Provide input in all planning sessions on finance and cost analysis matters.
- ☐ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- ☐ Keep the General Staff apprised of overall financial situation.

PURCHASING UNIT

If the Finance Section Coordinator assigns a Purchasing Unit Leader, these tasks will be performed by that person. If a Purchasing Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.

- ☐ Contact appropriate branch/unit leaders on needs and any special procedures.
- ☐ Review/prepare EOC purchasing procedures.
- ☐ Prepare and sign contracts as needed within established contracting authority.
- ☐ Establish contracts and agreements with supply vendors.
- ☐ Ensure that all records identify scope of work and site-specific locations.
- ☐ Ensure that a system is in place which meets District's property management requirements. Ensure proper accounting for all new property.
- ☐ Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- ☐ Finalize all agreements and contracts.
- ☐ Complete final processing and send documents for payment.
- ☐ Verify cost data in any pre-established vendor contracts.

TIME KEEPING UNIT

If the Finance Section Coordinator assigns a Time Keeping Unit Leader, these tasks will be performed by that person. If a Time Keeping Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.

- ☐ Determine specific requirements for the time recording function.
- ☐ Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each shift (include time reports from each college site).
- ☐ Ensure that all records identify scope of work and site-specific work location.
- ☐ Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- ☐ Track all travel requests, forms, and claims.
- ☐ Ensure that daily personnel time recording documents are accurate and prepared in compliance with district policy.
- ☐ Ensure that all employee identification information is verified to be correct on the time report.
- ☐ Ensure that time reports are signed.
- ☐ Maintain separate logs for overtime hours.
- ☐ Establish and maintain a file for staff time records within the first shift for each person.
- ☐ Maintain records security.
- ☐ Close out time documents prior to personnel leaving emergency assignment.
- ☐ Keep records on each shift.
- ☐ Coordinate with the Personnel Unit of the Logistics Section.
- ☐ Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- ☐ Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track district-owned equipment separate from rented equipment.

COMPENSATION/CLAIMS UNIT

If the Finance Section Coordinator assigns a Compensation/Claims Unit Leader, these tasks will be performed by that person. If a Compensation/Claims Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.

- ☐ Maintain a log of all injuries occurring during the disaster/emergency.
- ☐ Develop and maintain a log of potential and existing claims.
- ☐ Coordinate cost recovery with disaster assistance agencies.
- ☐ Prepare claims relative to damage to district property and notify and file the claims with insurance company or Joint Powers Authority.
- ☐ Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely
 - Work is in compliance with district requirements and policies.
- ☐ Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- ☐ Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- ☐ Ensure the investigation of all accidents, if possible.
- ☐ Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- ☐ Obtain all witness statements pertaining to claim and review for completeness.

COST RECOVERY UNIT

If the Finance Section Coordinator assigns a Cost Recovery Unit Leader, these tasks will be performed by that person. If a Cost Recovery Unit Leader is not assigned, the Finance Section Coordinator will assume these tasks.

- ☐ Activate/maintain the accounting procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- ☐ Make decisions on cost codes and items to be tracked.
- ☐ Coordinate cost documentation with the college sites.
- ☐ Act as liaison with local, state and federal disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- ☐ Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.
- ☐ Prepare all required documentation to recover all allowable disaster costs.
- ☐ Review the following list of items for documenting damage and repairs. These items will be needed for both insured losses and anticipated State and FEMA disaster recovery program eligible losses.
 - Photographs and sketches of damage and of completed work

- Urgency of the project and reasons
 - Identification of all staff and equipment used in the response – time and expenses
 - Identification of all vended services used in the response – time, materials and expenses
 - Identification of all mutual aid services used in the response – time, materials and expenses
 - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.)
 - Other data including: hazard mitigation (upgrades so that damage will not occur in future events),
 - Co-pay by cooperating agencies, public/private partnerships, etc.
- ☐ Coordinate with the Documentation Unit of the Planning/Intelligence Section.
 - ☐ Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator and the EOC Director, as required.
 - ☐ Work with EOC sections and appropriate departments to collect all required documentation.
 - ☐ At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.
 - ☐ Receive and allocate payments.
 - ☐ Organize and prepare records for final audit.
 - ☐ Prepare recommendations as necessary

APPENDIX C – ICS FORMS

MASTER DOCUMENTATION INDEX

INCIDENT NAME: _____

INCIDENT NUMBER: _____

DATES: _____

LOCATION: _____

TOTAL #BOXES: _____

EOCDIRECTOR(S): _____

PLANNING SECTION CHIEF(S): _____

X		BOX #	X		BOX #
	COMMAND & MANAGEMENT			PLANNING SECTION	
	EOCDIRECTOR			RESOURCEUNIT	
	Final Incident Narrative			ResourceTracking	
	ICS 201 Incident Briefing			Individual Log - ICS 214	
	Significant Events Narrative / Notes				
	Special Interest / Political Inquiries				
	Emergency Declarations			SITUATION/STATUS UNIT	
	Individual Log - ICS 214			Maps	
	PIO			EOC Sit Stat Summary	
	Press Releases / Daily Updates			Reports from City	
	Closure Orders / Restrictions			Individual Log - ICS 214	
	Information Summary / Comm Strategy				
	Media Log / Key Contacts			DOCUMENTATION UNIT	
	Newspaper Clippings			Check-in List	
	Social Media Postings (FB, Instagram, Twitter)			EOC Organization Chart	
	Web Pages / Videos / Photos			Incident Action Plans	
	Special Events / Tours / VIP Visits			Individual Log - ICS 214	
	Thank You Letters				
	Public Meeting Agendas / Notes / Briefings			DEMOBILIZATION UNIT	
	Individual Log - ICS 214			Demob Plan	
	LIAISON			DemobCheck-out	
	Contact Log / Conversation Record			Individual Log - ICS 214	
	Significant Events				
	Public Meeting Agendas / Notes / Briefings			LOGISTICSSECTION	
	Individual Log - ICS 214			COMMUNICATIONS UNIT	
	SAFETYOFFICER			Communications Inventory	
	Accident Investigation Reports			Radio Traffic Logs / Telephone Logs	
	Hazard Abatement / Safety Strategy			Repeater Site Documentation	
	Safety Inspections / OSHA Reports			Communication Plans	
	Individual Log - ICS 214			Individual Log - ICS 214	
	OPERATIONS SECTION				
	Evacuation Plan			SUPPLIES/PROCUREMENT UNIT	
	Strategy / Tactics			Equipment Inventory	
	Individual Log - ICS 214			Resource Request Forms	
	SAFETY/SECURITY			Resource Requests Filled	
	Briefing Notes			Individual Log - ICS 214	
	Mutual Aid				
	Individual Log - ICS 214			TRANSPORTATION UNIT	
	MEDICAL			Vehicle Usage Logs	
	First Aid/Triage Stats			Individual Log - ICS 214	
	Crisis Intervention Reports			PERSONNELUNIT	
	Mutual Aid			PersonnelReports	
				Individual Log - ICS 214	

X		BOX #	X		BOX #
				FACILITIES UNIT	
	SEARCH & RESCUE			Facility Reports	
	Field Reports			Individual Log - ICS 214	
	Individual Log - ICS 214				
				FINANCESECTION	
	MAINTENANCE & UTILITIES			Personnel Time Records	
	Field Damage Reports			Individual Log - ICS 214	
	Individual Log - ICS 214				
	BUILDING AND SAFETY				
	Safety Inspection Summary Report				
	Field Damage Reports				
	Photos/Videos				
	Individual Log - ICS 214				

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period:	Date From: <u>Date</u> Time From: <u>HHMM</u>	Date To: <u>Date</u> Time To: <u>HHMM</u>											
3. Objective(s):														
4. Operational Period Command Emphasis:														
General Situational Awareness														
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at: _____														
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> ICS 203</td><td><input type="checkbox"/> ICS 207</td><td rowspan="5" style="vertical-align: top;"><u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 204</td><td><input type="checkbox"/> ICS 208</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input type="checkbox"/> Map/Chart</td></tr><tr><td><input type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td></tr><tr><td><input type="checkbox"/> ICS 206</td><td></td></tr></table>				<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> ICS 206	
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____												
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208													
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart													
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents													
<input type="checkbox"/> ICS 206														
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____														
8. Approved by Incident Commander: Name: _____ Signature: _____														
ICS 202		IAP Page												
Date/Time: <u>Date</u>														

ICS 202

Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: S pecific – Is the wording precise and unambiguous? M easurable – How will achievements be measured? A ction-oriented – Is an action verb used to describe expected accomplishments? R ealistic – Is the outcome achievable with given available resources? T ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From: <input type="text"/> Date	Date To: <input type="text"/> Date
				Time From: <input type="text"/> HHMM	Time To: <input type="text"/> HHMM
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:		Division/Group			
Agency/Organization	Name	Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:		Division/Group			
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:		Division/Group			
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by:		Name:		Position/Title:	
				Signature: _____	
ICS 203	IAP Page	Date/Time: <input type="text"/> Date			

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none">• IC/UCs• Deputy• Safety Officer• Public Information Officer• Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none">• Agency/Organization• Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none">• Chief• Deputy• Resources Unit• Situation Unit• Documentation Unit• Demobilization Unit• Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section <ul style="list-style-type: none"> • Chief • Deputy Support Branch <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	Operations Section <ul style="list-style-type: none"> • Chief • Deputy • Staging Area Branch <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group Air Operations Branch <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	Finance/Administration Section <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ASSIGNMENT LIST (ICS 204)

1. Incident Name:		2. Operational Period: Date From: <input type="text"/> Date To: <input type="text"/> Time From: <input type="text"/> Time To: <input type="text"/>		3. Branch: Division: Group: Staging Area:	
4. Operations Personnel:		<u>Name</u> <u>Contact Number(s)</u>			
Operations Section Chief:		XXX-XXX-XXXX			
Branch Director:		XXX-XXX-XXXX			
Division/Group Supervisor:		XXX-XXX-XXXX			
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): Name /Function Primary Contact: indicate cell, pager, or radio (frequency/system/channel)					
9. Prepared by: Name: Position/Title: Signature: _____					
ICS 204		IAP Page		Date/Time: <input type="text"/>	

ICS 204

Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	<ul style="list-style-type: none"> • Resource Identifier 	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	<ul style="list-style-type: none"> • Leader 	Enter resource leader's name.
	<ul style="list-style-type: none"> • # of Persons 	Enter total number of persons for the resource assigned, including the leader.
	<ul style="list-style-type: none"> • Contact (e.g., phone, pager, radio frequency, etc.) 	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	<ul style="list-style-type: none"> • Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information 	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> Time: <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	3. Operational Period: Date From: <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> Date To: <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> Time From: <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> Time To: <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>
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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

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: <input style="width: 150px;" type="text"/>	Signature: <input style="width: 150px;" type="text"/>
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ICS 205	IAP Page	Date/Time: <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>
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ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

[illegible]

ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	<ul style="list-style-type: none">• Incident Assigned Position	Enter the ICS organizational assignment.
	<ul style="list-style-type: none">• Name	Enter the name of the assigned person.
	<ul style="list-style-type: none">• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

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

ICS 206

Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	<ul style="list-style-type: none"> Hospital Name 	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	<ul style="list-style-type: none"> Address, Latitude & Longitude if Helipad 	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	<ul style="list-style-type: none"> Contact Number(s)/ Frequency 	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul style="list-style-type: none"> Travel Time <ul style="list-style-type: none"> Air Ground 	Enter the travel time by air and ground from the incident to the hospital.
	<ul style="list-style-type: none"> Trauma Center <input type="checkbox"/> Yes Level: _____ 	Indicate yes and the trauma level if the hospital has a trauma center.
	<ul style="list-style-type: none"> Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a burn center.
	<ul style="list-style-type: none"> Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) <ul style="list-style-type: none"> Name Signature 	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) <ul style="list-style-type: none"> Name Signature Date/Time 	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:		2. Operational Period: Date From: Date Time From: HHMM				Date To: Date Time To: HHMM	
3. Organization Chart							
<div>IncidentCommander</div> <div>Liaison Officer</div> <div>Safety Officer</div> <div>Public Information Officer</div> <div>Operations Section Chief</div> <div>Planning Section Chief</div> <div>Logistics Section Chief</div> <div>Finance/Admin Section Chief</div> <div>Staging Area Manager</div> <div>Resource Unit Ldr.</div> <div>Support Branch Dir.</div> <div>Services Branch Dir.</div> <div>Time Unit Ldr.</div> <div>Situation Unit Ldr.</div> <div>Supply Unit Ldr.</div> <div>Comm. Unit Ldr.</div> <div>Procurement Unit Ldr.</div> <div>Documentation Unit Ldr.</div> <div>Facilities Unit Ldr.</div> <div>Medical Unit Ldr.</div> <div>Comp./Claims Unit Ldr.</div> <div>Demobilization Unit Ldr</div> <div>Ground Spt. Unit Ldr.</div> <div>Food Unit Ldr.</div> <div>Cost Unit Ldr.</div>							
ICS 207	IAP Page	4. Prepared by: Name:		Position/Title:		Signature: _____	Date/Time:

ICS 207

Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and TimeFrom• Date and TimeTo	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none">• Complete the incident organization chart.• For all individuals, use at least the first initial and last name.• List agency where it is appropriate, such as for Unified Commanders.• If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period:	Date From: Date Time From: HHMM	Date To: Date Time To: HHMM
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:			
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At:			
5. Prepared by: Name:		Position/Title:	Signature:
ICS 208	IAP Page	Date/Time: Date	

ICS 208

Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ACTIVITY LOG (ICS 214)

[illegible]

ACTIVITY LOG (ICS 214)

[illegible]

ICS 214

Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

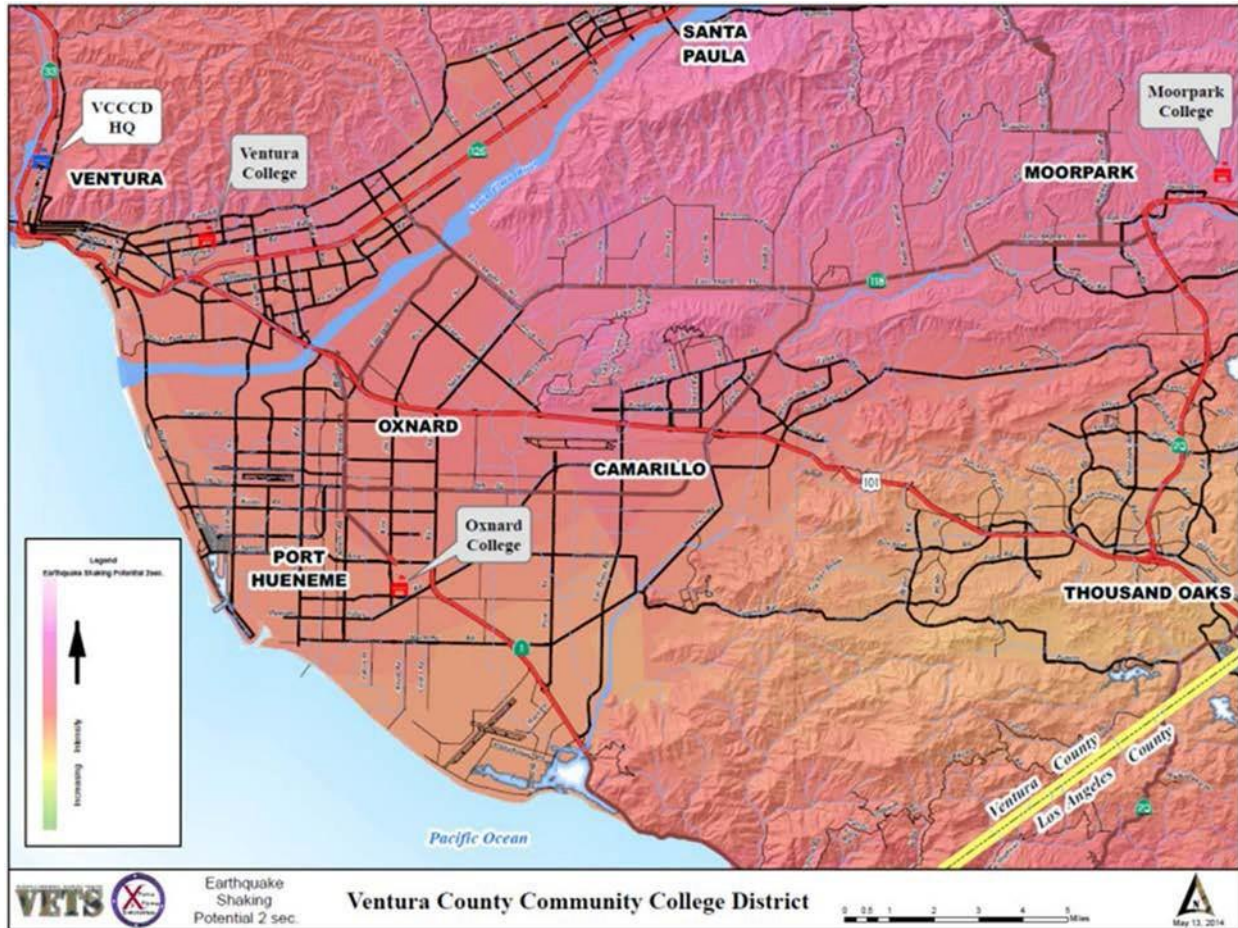
Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

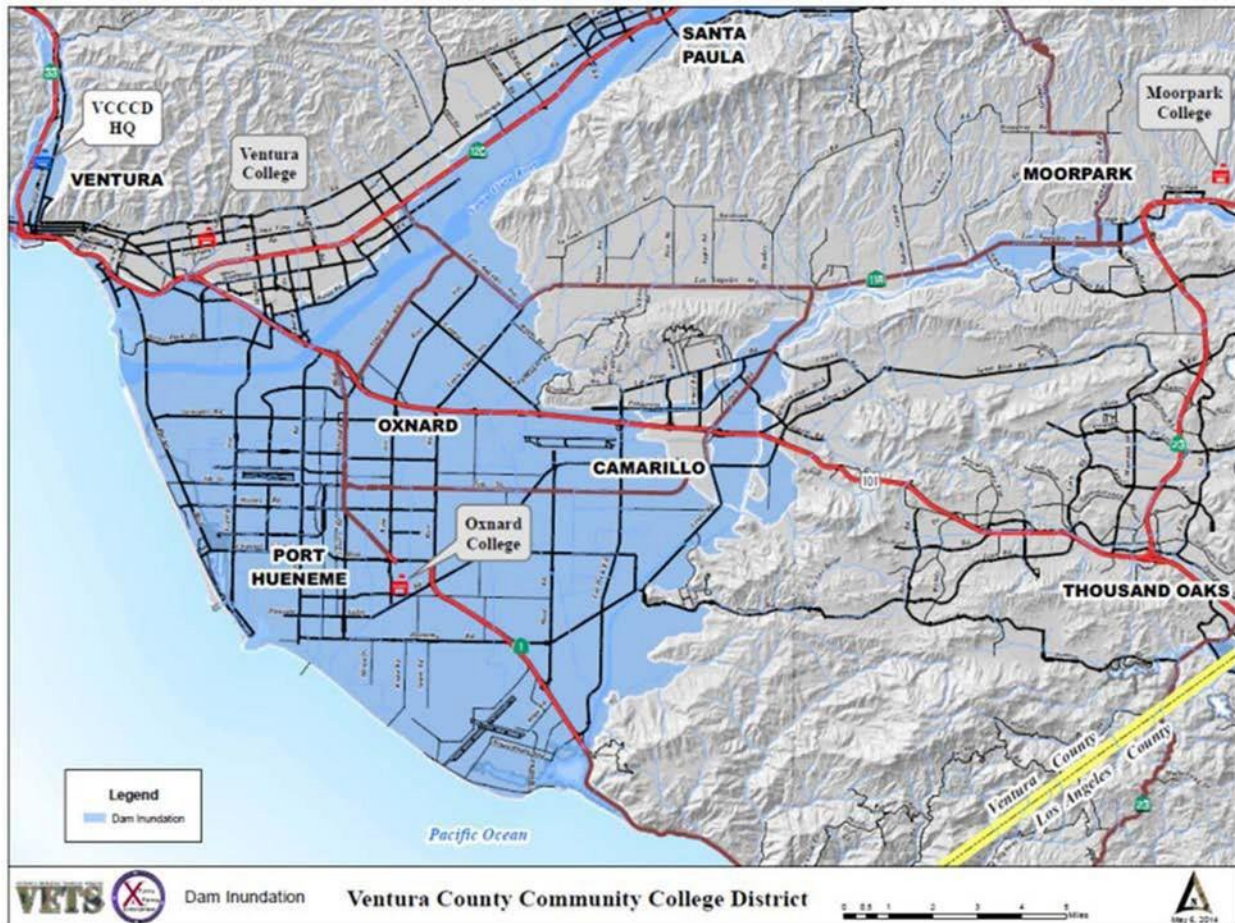
Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

APPENDIX D – HAZARD MAPS

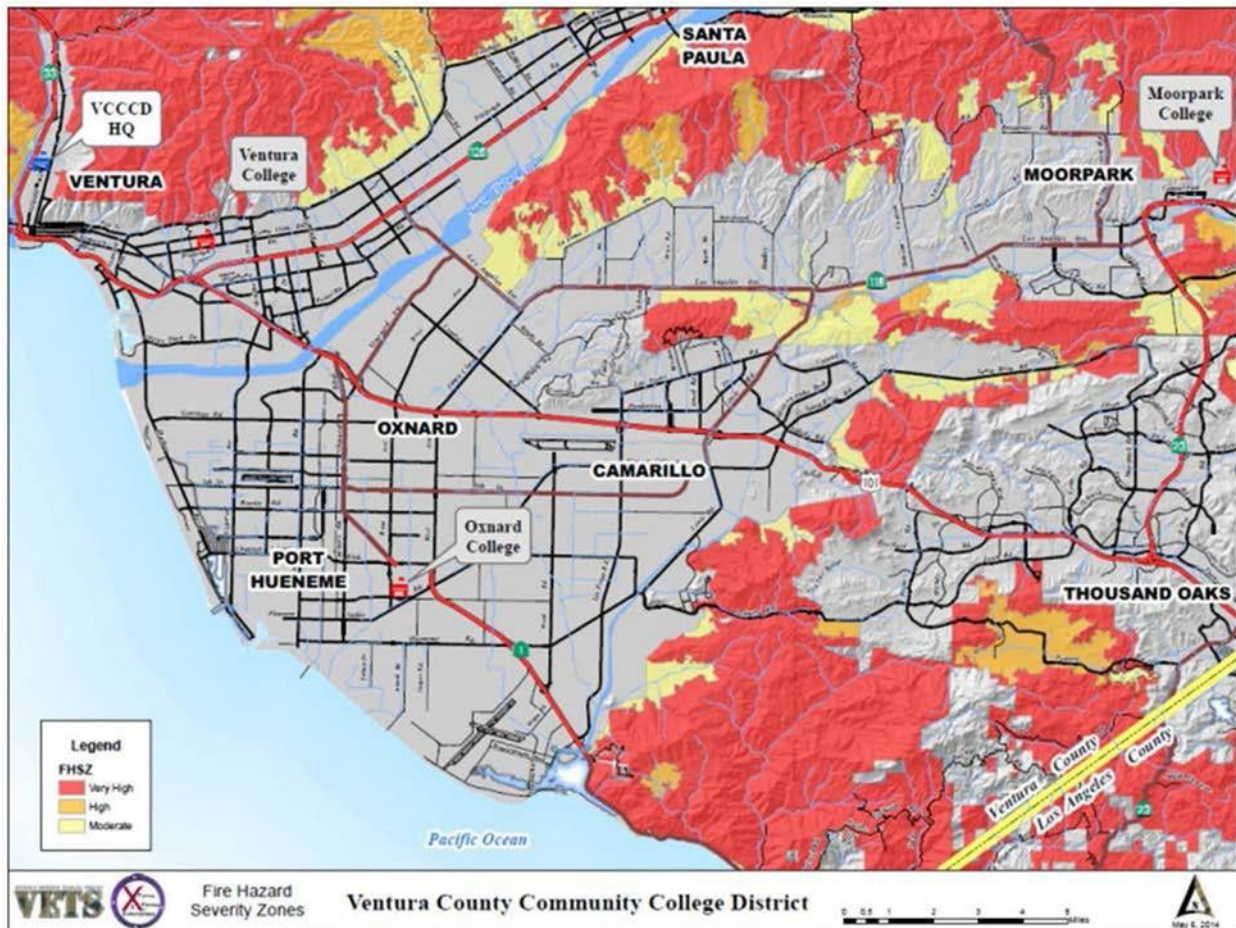
EARTHQUAKE HAZARD MAP



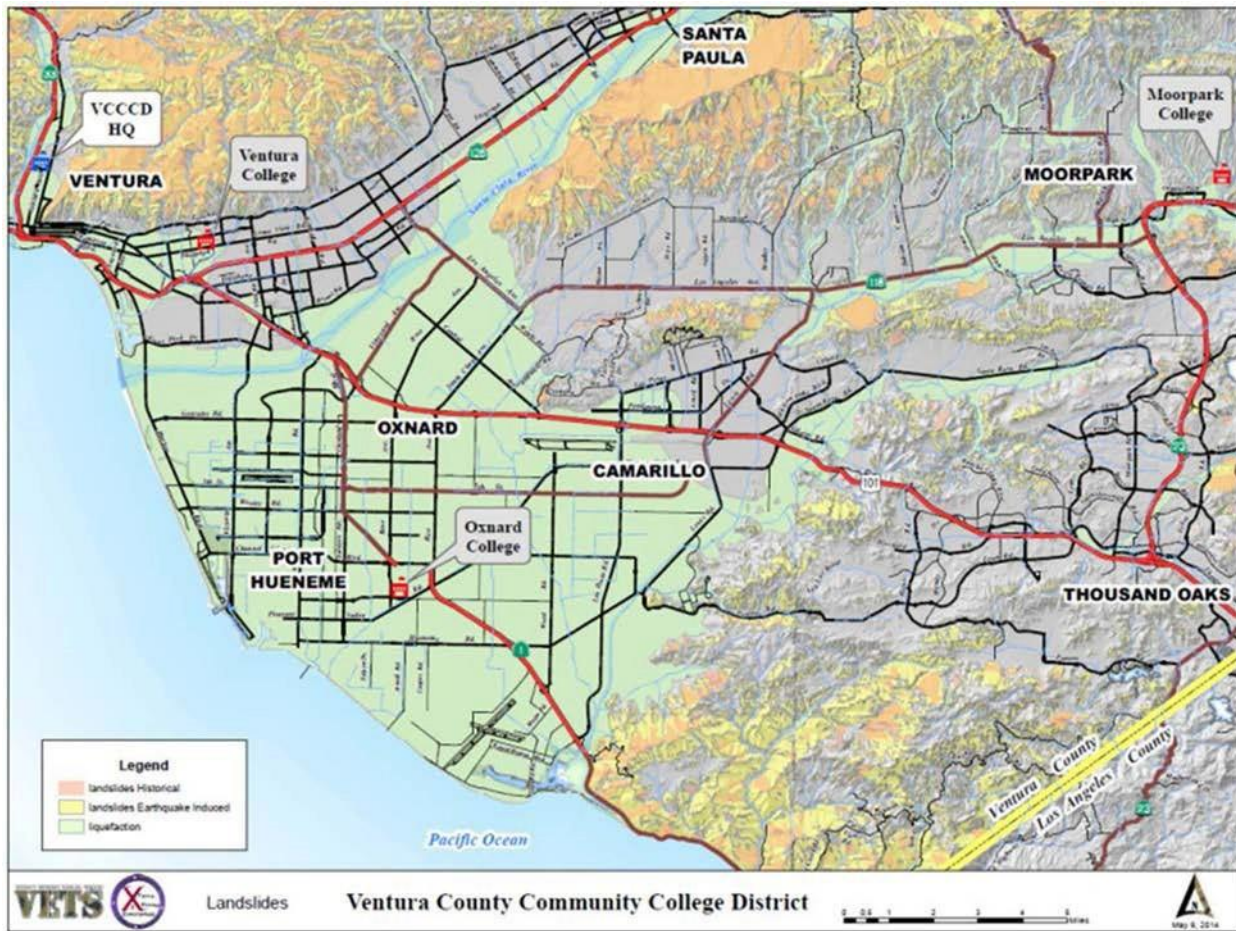
DAM INUNDATION MAP



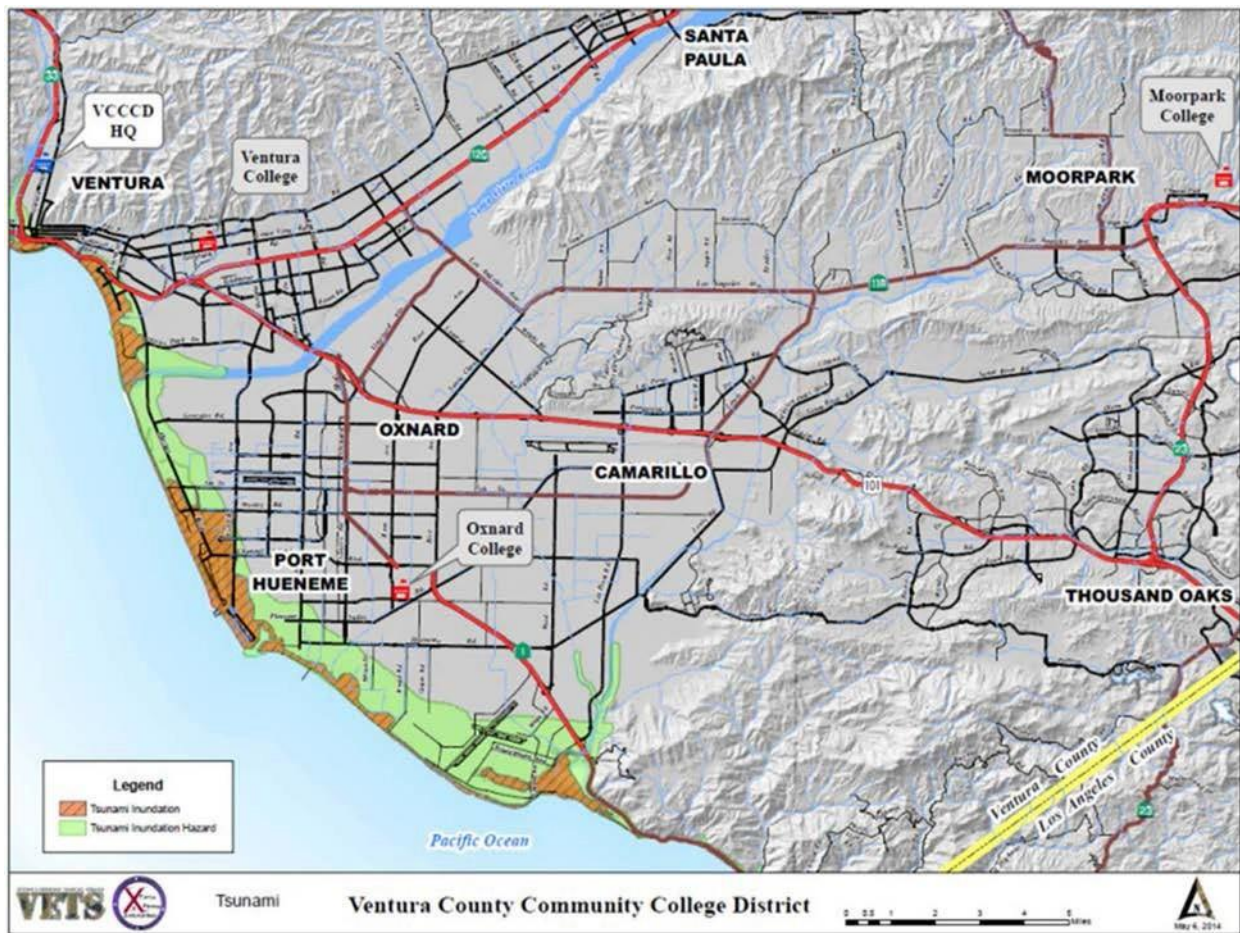
FIRE HAZARD ZONES MAP



LANDSLIDES MAP



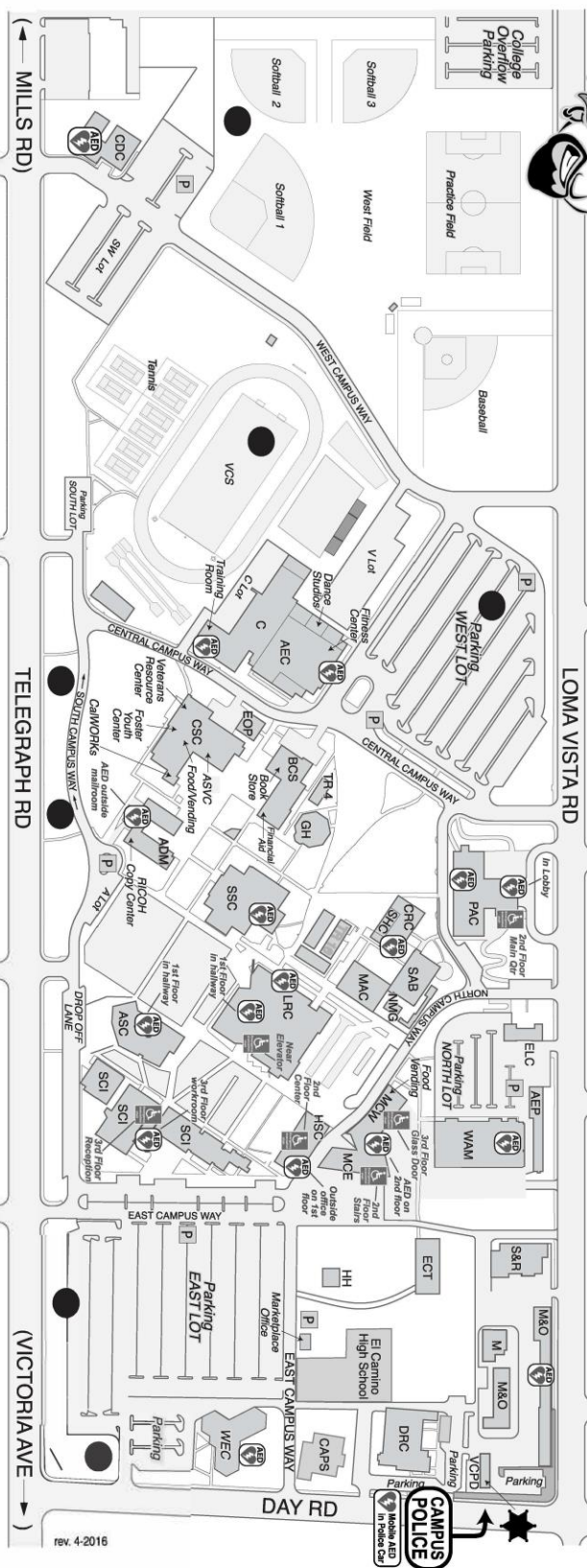
TSUNAMI INUNDATION MAP



APPENDIX E – SITE MAPS



VENTURA COLLEGE CAMPUS



VENTURA COLLEGE BUILDING LEGEND

ADM Administration (EAC, RICOH Copy Center)	GH Gutrie Hall	SSC Student Services Center (Admissions & Records, Assessment & Testing, Career & Transfer Ctr, Counseling, Registration, Student Business Office, Student Connect, Student Services Support Prog.)
AEC Athletic Event Center (Large Gym, Fitness Ctr)	HSC Health Sciences Center	S&R Shipping and Receiving/Warehouse
AEP Auto Education Program	HH Head House	TR 12-15 Trailer Classrooms (Between MAC & SSC Bldg)
ASC Applied Science Center (MED & Applied Sciences)	LRC Library & Learning Resource Center (Assistive Tech Training Ctr, Tutoring)	TR 16 Nursing Skills Lab (Between MAC & SSC Bldg)
BCS Bookstore & Campus Services (Financial Aid, Freshman Year Experience)	M & MAO Maintenance & Operations	VCS Ventura College Sportsplex
C Kinesiology (Small Gym)	MAC Media Arts Center	VCPD Ventura College Campus Police (Lost & Found)
CDC Orlaea Child Development Center at Ventura College	MCE Multidisciplinary Center East	WAM Welding/Auto/Manufacturing
CRC Creative Resources Center (Student Health Ctr)	MCW Multidisciplinary Center West (MED, Nursing, EMT, Vending)	WEC Whigton Event Center
CSC Campus Student Center (Student Activities, CAMWORKS, ASVC, CAMWORKS, Foster Youth Ctr, Int'l Stu Ctr, Vending, Veterans Res Ctr.)	NMG New Media Gallery	
DRC Day Road Center - 71 Day Road (Foundation, District Econ. Dev., Police)	PAC Performing Arts Center	
ECT Environmental/Construction Technology	SAB Studio Arts Building	
ELC English Learning Center (ESL/Engl)	SCI Sciences & Mathematics	
EOP EOPPS		



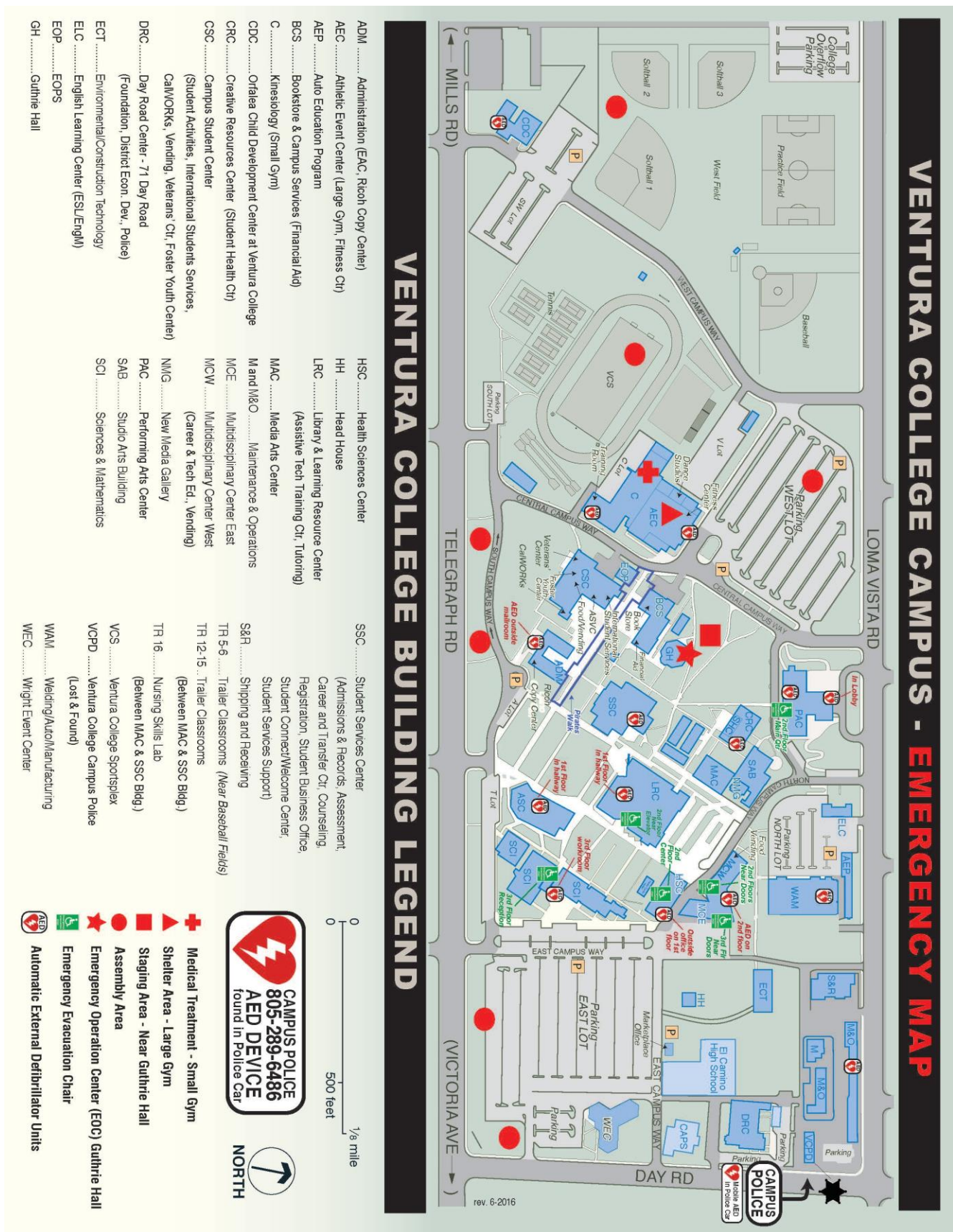
Assembly Evacuation Area

Emergency Evacuation Chair



Automatic External Defibrillator Units

Rev 072016





Ventura County Community College District Police
 VENTURA CAMPUS
 71-A Telegraph Rd., Ventura, CA 93003
 (805) 289-6486

AED STATUS CHECK LIST				
BUILDING	LOCATION IN BUILDING	STATUS	EXPIRATION: PAD/BATTERY	DATE CHECKED/ NAME
POLICE	MOBILE		8-24-2017/4-1-2019	REPORTED TO
WEC	RIGHT OF KITCHEN		2-14-2018/Unknown	
MAINTENANCE	BREAK ROOM		8-24-2017/4-1-2019	
MATH & SCI BLDG.	2 ND FLOOR FACULTY OFFICE AREA		8-24-2017/4-1-2019	
HEALTH SCIENCES BLDG.	1 ST FLOOR MAIN OFFICE		8-24-2017/4-1-2019	
MCE BLDG.	2 ND FLOOR LANDING ENTRANCE/ ROOM 234		8-24-2017/4-1-2019	
LRC BLDG.	ON THE RIGHT SIDE OF 1 ST FLOOR ELEVATOR		8-24-2017/4-1-2019	
ASC BLDG.	RIGHT SIDE OF RESTROOMS		3-17-2018/Unknown	
SSC BLDG	IN BETWEEN WAITING AND COUNSELING		8-24-2017/4-1-2019	
ADMIN. BLDG.	OUTSIDE MAIL ROOM IN LOBBY		8-24-2017/4-1-2019	
CAFETERIA	LEFT OF VENDING AREA		3-17-2018/Unknown	
FITNESS CENTER	ABOVE CHECK-IN DESK		8-24-2017/4-1-2019	
TRAINING ROOM	BY SOUTH ENTRY/ EXIT		8-24-2017/4-1-2019	
CDC BLDG.	MAIN ENTRY HALLWAY		8-24-2017/Unknown	
PAC	FOYER ON RIGHT SIDE		8-24-2017/4-1-2019	
PAC	SECOND FLOOR		8-24-2017/4-1-2019	
HEALTH CENTER	IN LARGE CABINET BEHIND FRONT DESK		3-17-2018/Unknown	
HEALTH CENTER	MOBILE		8-24-2017/4-1-2019	
AUTOMOTIVE	HALLWAY BY ROOM 117		8-24-2017/4-1-2019	

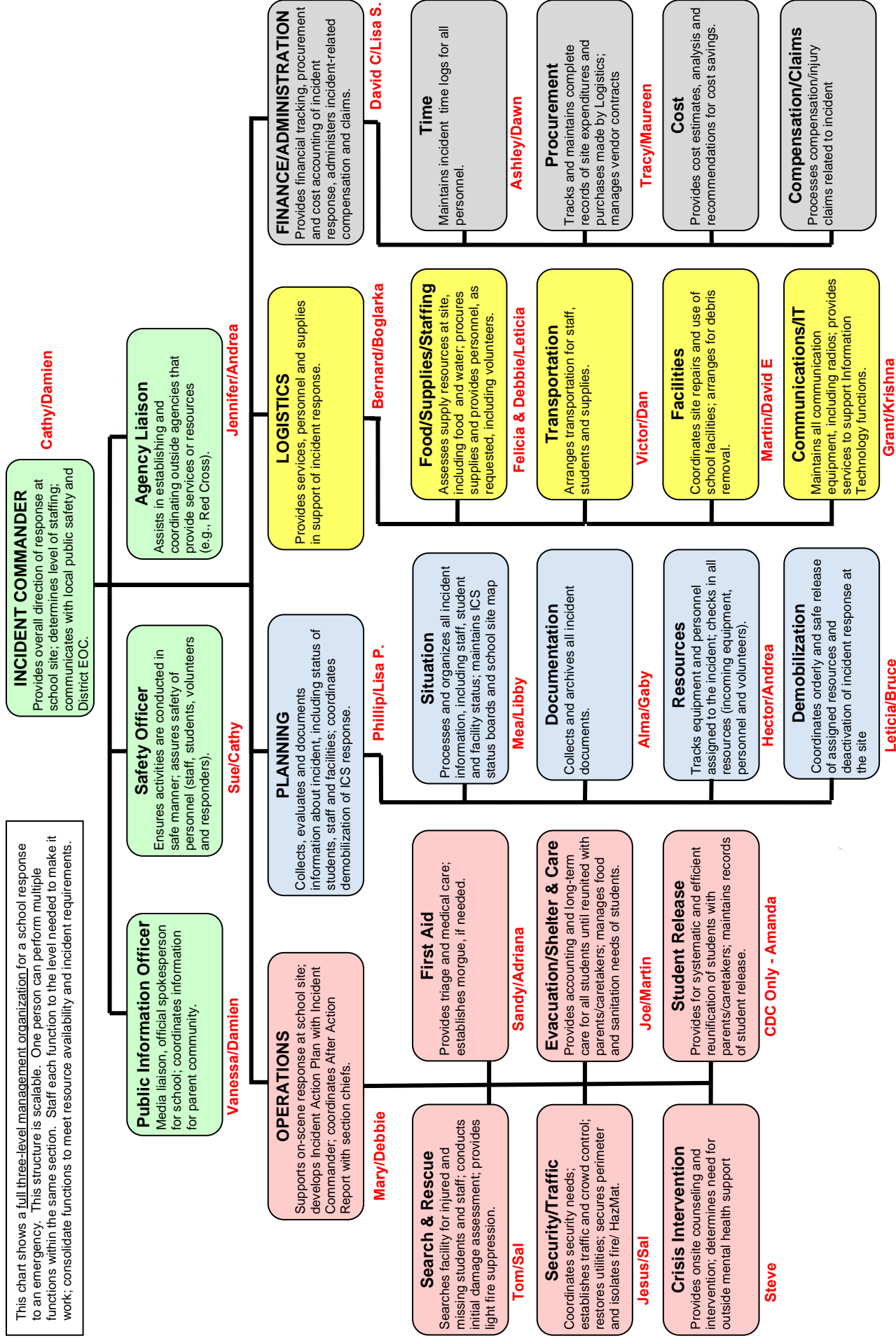
Updated: February 2016

APPENDIX F – COLLEGE ASSIGNMENTS AND CONTACT LISTS

CAMPUS INCIDENT COMMAND SYSTEM CONTACTS			
(March 2022)			
MANAGEMENT TEAM		NAME	
Superintendent/President	Primary	Kim Hoffmans	
	Alternate	Damien Pena	
Incident Commander	Primary	Cathy Bojorquez	
	Alternate	Damien Pena	
Chief of Police/Security	Primary	Joel Justice	
	Alternate	Mike Pallotto	
Public Information Officer	Primary	Vanessa Stotler	
	Alternate	Damien Pena	
Liaison Officer	Primary	Jennifer Kalfsbeek	
	Alternate	Andrea Rambo	
Safety Officer	Primary	Susan Royer	
	Alternate	Cathy Bojorquez	
OPERATIONS TEAM		NAME	
Operations Coordinator	Primary	Mary Jones	
	Alternate	Debbie Newcomb	
Search and Rescue	Primary	Tom O'Connor	
	Alternate	Sal Galaviz	
First Aid	Primary	Sandy Melton	
	Alternate	Adriana Parsons	
Security/Traffic	Primary	Jesus Vega	
	Alternate	Sal Galaviz	
Evacuation/Shelter & Care	Primary	Joe Esquivel	
	Alternate	Martin Navarro	
Crisis Intervention	Primary	Steve Turner	
	Alternate	vacant	
Student Release (CDC Only)	Primary	Amanda Picard	
	Alternate	vacant	
PLANNING TEAM		NAME	
Planning Coordinator	Primary	Phillip Briggs	
	Alternate	Lisa Putnam	
Situation Status	Primary	Mea Brink	
	Alternate	Libby Fatta	
Documentation	Primary	Alma Rodriguez	
	Alternate	Gaby Asamsama-Acuna	
Resource Status	Primary	Hector Ayala	
	Alternate	Andrea Rambo	
Demobilization	Primary	Leticia Canales	
	Alternate	Bruce McFadden	

LOGISTICS TEAM		NAME	
Logistics Coordinator	Primary	Bernard Gibson	
	Alternate	Bolgarka Kiss	
Food/Supplies/Staffing	Primary	Felicia Duenas	
	Primary	Debbie Newcomb	
	Alternate	Leticia Canales	
Transportation	Primary	Victor Lopez	
	Alternate	Dan Kumpf	
Facilities	Primary	Martin Navarro	
	Alternate	David Esquivel	
Communications/IT	Primary	Grant Jones	
	Alternate	Krishna Juarez	
FINANCE TEAM		NAME	
Finance Coordinator	Primary	David Casas	
	Alternate	Lisa Smith	
Time	Primary	Ashley Harris	
	Alternate	Dawn Chase	
Procurement	Primary	Tracy Pennington	
	Alternate	Maureen Jacobs	
Cost	Primary		
	Alternate	Tracy Pennington	
Compensation Claims	Primary	vacant	
	Alternate	vacant	

SCHOOL INCIDENT COMMAND SYSTEM (ICS): Functional Reference Model



OTHER ESSENTIAL CONTACTS

AGENCY/ORGANIZATION	TITLE	OFFICE	ALT 24-HR
CITY			
City of Moorpark	Emergency Coordinator John Brand	805-517-6248	805-796-3556
City of Oxnard	Emergency Coordinator Susan Duenas	805-385-7717	805-807-3039
Oxnard Fire Department	Watch Commander	805-385-7771	805-385-7771
Oxnard Police Department	Police and Fire Communications Center	805-385-7740	805-385-7740
City of Ventura	City Manager Mark Watkins	805-658-7740	805-402-1551
Ventura City Fire/Police Dispatch	Dispatch	805-388-4279	805-388-4279
COUNTY			
Air Pollution Control District	Mgr-Monitoring	805-662-6960	N/A
Air Pollution Control District	Mgr-Compliance	805-645-1494	N/A
Animal Services	Director Tara Diller	805-383-4788	805-388-4341
Fire Department	Fire Chief Mark Lorenz	805-389-9704	805-388-4489
Medical Examiner/Coroner	Chief Investigator	805-641-4400	805-890-0988
Public Health Administration	EMS Administrator Steve Carroll	805-981-5305	805-230-4788 Pager
Sheriff's Office of Emergency Services	Assistant Director Kevin McGowan	805-654-2551	
STATE			
Cal EMA, Southern Region	Emergency Services Coordinator	805-474-3035	916-845-8911
CHP, Ventura-Area		805-477-4100	805-477-4174
Transportation Department (CalTrans)	Maintenance Area Supervisor	805-389-1565	323-259-2354
FEDERAL			
FBI, Operations & Communication Center- LA	Watch Commander	310-996-3622	310-996-3372

AGENCY/ORGANIZATION	TITLE	OFFICE	ALT 24-HR
FBI, Ventura Resident Agency		805-642-3995	310-996-3372
NWS/NOAA Los Angeles/Oxnard	Meteorologist	805-988-6623	N/A
NWS/NOAA Los Angeles/Oxnard	Meteorologist in Charge	805-988-6615 X222	N/A
OTHER AGENCIES IN VENTURA COUNTY			
American Red Cross, Ventura Co Chapter	Emergency Svcs Mgr	805-987-1514 X318	800-951-5600
AT&T-RF Engineering, Network Operations Center	AT&T Operations 24/7	800-832-6662	
Gas Company, Simi Valley District	District Operations Mgr	818-725-1150	N/A
Gas Company, Ventura District	District Ops Mgr	805-683-7153	800-427-1919
Salvation Army, Ventura		805-659-3598	N/A
Southern California Edison, Ventura Region	Regional Mgr	805-497-5616	626-302-1212 EP&P Duty Mgr

APPENDIX G – CRISIS COMMUNICATION PLAN

VENTURA COLLEGE

CRISIS COMMUNICATION PLAN

Purpose

A crisis communication plan provides procedures for the coordination of communication within the college, within the district, and between the college, the media and the public in the event of an emergency or controversial issue. Emergencies may include fires, bomb threats, natural disasters, or major crimes. Controversial issues may include police investigations, protests, or other situations that demand a public response. The plan is not intended to change the way emergencies are initially reported. All emergencies on campus should be reported immediately to Campus Police at 805-289-6486.

This plan not only addresses media relations and communication issues, but also includes procedures for the rapid identification of potentially harmful situations and the methods for responding to these situations quickly and effectively.

It is the goal of this crisis communication plan to establish guidelines for dealing with a variety of situations, and to ensure that campus officials and communicators are familiar with those procedures, and their roles in the event of a crisis. The plan is designed to be used in conjunction with the normal decision-making hierarchy of the college and does not supplant that decision-making process.

Objectives of the Plan

1. To be able to factually assess situations and determine whether communication responses are warranted.
2. To assemble a Crisis Communications Team that will make recommendations on appropriate responses.
3. To implement immediate actions to:
 - a. Identify constituencies that should be informed about the situation.
 - b. Communicate facts about the crisis with one voice.
 - c. Minimize rumors.
 - d. Restore order and/or confidence.

Procedures

1. **Assessment** – The individual who is notified of the potential crisis should gather accurate information from the appropriate sources. A potential crisis is defined as an event or situation that could affect or has affected the health, safety, or welfare of students, faculty, staff, or campus visitors. After fact gathering, the appropriate individual should determine whether an immediate response is necessary, and if so, will immediately inform the President and Vice President of Business & Administrative Services. These individuals will contact Campus Police as necessary and will determine whether to convene the Crisis Communications Team.
2. **Emergency Notification** – When a significant event occurs that immediately endangers the safety and welfare of students, faculty, or staff, an emergency notification will be sent to all affected campuses and college community members. An emergency notification does not require any filtering of messages through the Crisis Communication Team. The

emergency notification can be authorized by Campus Police or the President's Executive Cabinet members. The emergency notification can be distributed through various methods, to include, but not limited to: Blackboard Connect (text and email), RAVE (text and email), VCCCD website, local media outlets, and bulletin/LCD displays.

3. **Timely Warning** – A timely warning will be issued in instances involving specific crimes mandated by the Clery Act. Timely warnings will be coordinated with Campus Police and the Vice President of Business and Administrative Services. The timely warning can be distributed through various methods, to include, but not limited to: Blackboard Connect (text and email), RAVE (text and email), VCCCD website, local media outlets, and bulletin/LCD displays.
4. **Assembling the Crisis Communications Team** – The Crisis Communications Team will formulate a response based on the nature of the crisis. Composition of the core team will include at minimum:
 - College President
 - Vice President of Business and Administrative Services
 - Vice President of Academic Affairs
 - Vice President of Student Affairs
 - Chief of Campus Police

Depending on the nature of the crisis, other individuals may be added to the Crisis Communications Team such as the Director of Information Technology, Director of Facilities, Maintenance and Operations, the campus Marketing Specialist, and College Services Supervisor.

5. **Plan of Action** – The Crisis Communications Team, after assessing the nature and scope of the situation, should develop a plan of action including some, or all, of the following:
 - Designate a spokesperson – In most cases, the spokesperson should be the college President (or President's designee). The person possessing the direct knowledge of the crisis (i.e. Chief of Campus Police in the event of a campus crime) may be designated as spokesperson for the team by the college President (or President's designee). In the absence of the college President, the Vice President of Business & Administrative services will be the spokesperson.

In cases of a significant crisis, the President or the highest-ranking college official must take the lead in conveying the administration's response to the crisis, showing that the college has control of the situation, calming public concern, and setting an example for the entire campus.

 - Draft a fact sheet and key messages – The fact sheet should contain a summary statement of the situation including all known details to be released to the media. This information should be prepared by the President's Office in consultation with

the Incident Commander and the campus Marketing Specialist. The fact sheet should be made available to the President and Vice Presidents. This fact sheet should be analyzed with respect to the public's right to know and concerns for privacy and security.

- Notify key constituencies – Determine key constituencies that should be informed of the crisis. It is important to keep administration, faculty, staff, and students informed of appropriate details and actions taken by the college during an emergency. Effective communications will help quell rumors, maintain morale, and ensure continued orderly operations of the college. Among the groups that should be considered for communication in a crisis situation are:
 - Administration, faculty, and staff
 - Students
 - VCCCD Chancellor's Office
 - VCCCD Chief of Police
 - VCCCD Marketing & Communications
 - General public
 - Ventura Police
 - Social media
- Assign member of the Crisis Communications Team to communicate facts of the situation (contained in the fact sheet) and the college's intended response. Among those that may be notified, depending on the situation, are:
 - Law enforcement agencies – Should be notified by a Campus Police Department representative.
 - College reception and PBX – By the representative of the Crisis Communication Team.
 - Administrators, faculty, and staff – Information to administrators, other than those selected to serve on the Crisis Communications Team, can be provided through text message, electronic mail, voice mail, and/or campus forums. This should be handled by the Office of the President in conjunction with the Incident Team's Communication Officer. Information Technology should be consulted if a college-wide broadcast email is utilized.
 - Students – Notices to students can be submitted to Information Technology or VCCCD Marketing & Communications for posting on Blackboard, on the web, or sent via email. Campus forums may be coordinated by the Vice President of Student Affairs, if needed.

- Ventura County Community College District Chancellor – May be reached via telephone or email. The Office of the President should coordinate any correspondence with the Chancellor.
 - Local community – If the situation has an impact on the local residents, fliers can be distributed or mass media can be used. If appropriate, meetings may be arranged with leaders of the neighborhood associations near the college.
 - Social & Mass Media – The campus Marketing Specialist and VCCCD Marketing & Communications may work together to prepare news releases for distribution. All media inquiries should be directed to the college Office of the President.
 - Government agencies – If government entities (mayor, county administrator, governor's office, etc.) need to be informed, this should be handled by the college President and/or VCCCD Marketing & Communications.
- Alert the media – Determine whether a news release and/or news conference is an appropriate means of conveying information to faculty, staff, students, the news media, and the public. VCCCD Marketing & Communications will determine logistics of the news conference including when, where, and how the media will be contacted, which media will be contacted, who will supervise the news conference, who will appear, etc.
 - Establish Joint Information Center (JIC) – Determine whether the magnitude of the crisis merits the establishment of a Joint Information Center for police, college officials, and media. The JIC location will be determined based on the incident.
 - Photography – Identify an individual who can take pictures of the scene. This may prove helpful in responding to media inquiries, to possible later litigation, as well as to documenting events. Determine need to supply video footage and photographs from files. Decide whether to provide video footage for immediate distribution. Determine whether it is appropriate to allow location shooting by TV and newspaper photographers. Determine when, where and who will accompany the media.
 - Radio responses – Discuss need to produce taped response for radio, or who to make available for radio sound bits.

- Other spokespersons – In the event VCCCD Marketing & Communications is not available, all news media should be referred to the college President.
- Internal communications – Determine the internal communications strategy to be used if the crisis affects college students and employees, working closely with the Vice Presidents and Information Technology.
- Alternative communications – Discuss alternative or additional means of conveying information, including letters to selected constituencies of the college, letters to newspaper editors, and consultation with editorial boards. During a major crisis, VCCCD Marketing & Communications will redirect social media to an emergency website that provides updates throughout the duration of the crisis.
- VCCCD Marketing & Communications – VCCCD Marketing & Communications should be notified regarding the key facts of the crisis (fact sheet) and where to refer calls pertaining to the crisis.
- Rumor control – Consider establishing a rumor-control hotline and/or a dedicated call-in line for media use. A web page with a hot link from the college home page can also be used for posting up-to-date information and FAQs.
- Loss of telephone service – Cellular phones should be used in the event landlines are down. The Chancellor's Office maintains a confidential list of district and college numbers, as well as numbers for key district officials. The college Incident Command has a list of cellphone numbers for key campus individuals. In addition, the campus has emergency radios available for communication.

6. **Aftermath Component** – Following any crisis, appropriate action must take place to ensure that members of the college community, and other as necessary, receive needed information and assistance to help bring closure to the crisis as well as relief from the effects of the event. Attention also should be placed on identifying and implementing measures to improve the action plan used during the crisis.

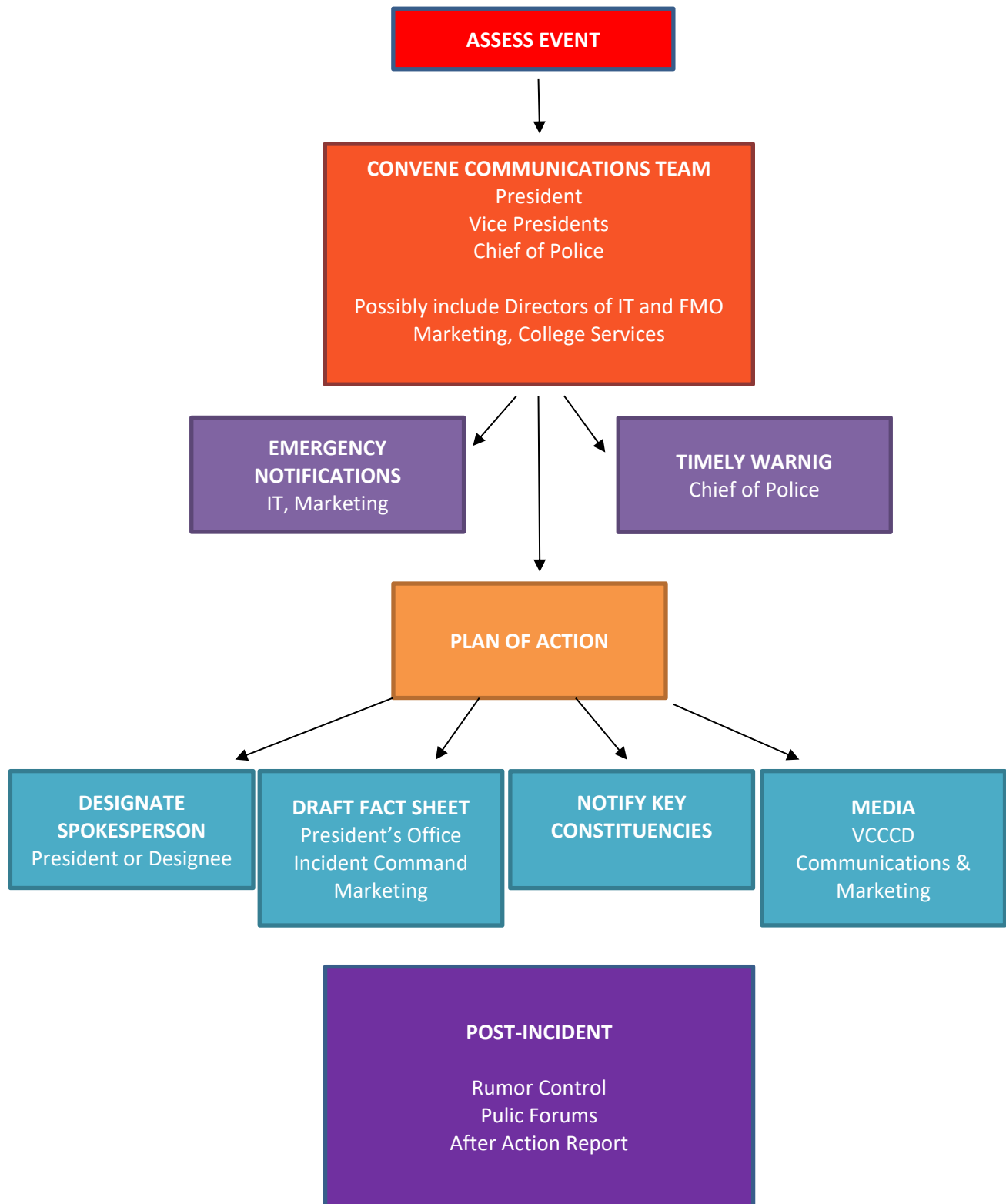
7. **Post-incident Communications**

- Whenever possible, a public forum should be scheduled and coordinated by the college President to provide an update of the incident and events to all interested members of the college. The timeliness of this meeting is critical and every effort should be made for the forum to be held within three (3) working days from the end of the crisis. Representatives from the President's Executive Cabinet and Campus Incident Command should be available for the forum. Other departments

and/or individuals may also be requested to attend and participate depending upon the nature of the crisis.

- Immediately following a crisis, it is imperative that the college is sensitive to the needs of faculty, staff, and students who may be personally affected by the crisis. There may be a need to assist the victim(s) by obtaining information and/or a referral to available resources. The Director of Human Resources will be responsible for notifying appropriate employees and the Vice President for Student Affairs will be responsible for notifying students of available resources.
- It is not unreasonable to expect that rumors will follow a crisis, further creating an atmosphere of anxiety. One means of combating rumors would be to take full advantage of electronic mail, rumor-control hotlines, etc. and report facts as appropriate.
- Depending upon the nature of the crisis, services and assistance may have been rendered by agencies, companies and/or individuals from outside the college. The VCCCD Marketing & Communications team should ensure that applicable follow-up information, as well as letters of appreciation, is sent to appropriate persons.
- The Crisis Communication Team will meet within ten working (10) days following a crisis and review all actions taken as a result of the crisis to determine effectiveness and efficiency of operations and make any needed changes to the Crisis Communications Plan.

CRISIS COMMUNICATION PLAN



APPENDIX H – SAMPLE PANDEMIC OPERATIONS PLANS



Ventura College

FALL 2020

COVID-19 Operational Guidelines

Due to the ongoing adjustments to federal, state, and local orders regarding the status and response to the COVID-19 pandemic, the fall semester at Ventura College (VC) will follow this operational framework. We have carefully evaluated the courses and services that have submitted plans for limited on-site instruction. This plan seeks to balance the health and safety of our students and employees with our mission to support student learning and success.

This document is based on guidelines set forth in the [California Department of Public Health Covid-19 Guidance for Schools](#), the [California Department of Public Health Covid-19 Guidance for Office Workspaces](#), and input from the VC EOC Covid-19 Incident Management Team.

This guidance is based on the best available public health data at this time (8/3/2020), including international best practices and the practical realities of managing Ventura College operations. **As new data and practices emerge, the guidance will be updated.**

SCREENING PROCESS FOR STUDENTS AND EMPLOYEES

All VC employees, students and visitors are required to undergo a COVID-19 screening process in the EAST PARKING LOT before entering any campus facility on the Main Campus. Please give yourself extra time to be screened before work or class.

Any employee, student, or visitor who does not have a smartphone will be assisted by screening staff using a laptop in the East Parking Lot.

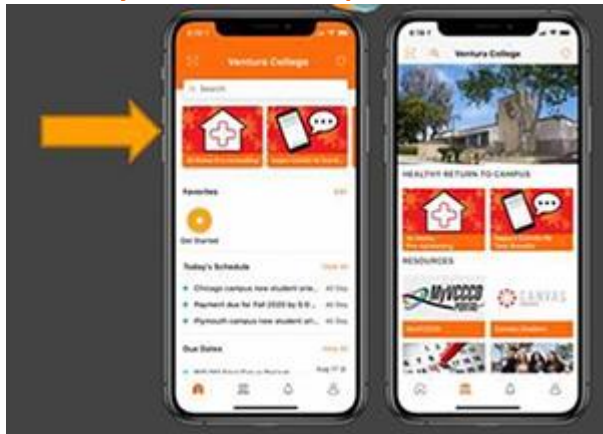
You may get a reminder daily to complete the screening, but you only have to perform the screening if you are coming to campus. If you do need to come to campus for class or work, you will need to complete the follow steps **before** coming to campus:

Step 1: Download the [MyVCCCD mobile app](#) on your smartphone. If you don't have a smartphone, you can complete the Home Health Screening Online. If you don't have an internet device, you can complete the pre-screening self-assessment on-site:

Ventura College Home Health Screening

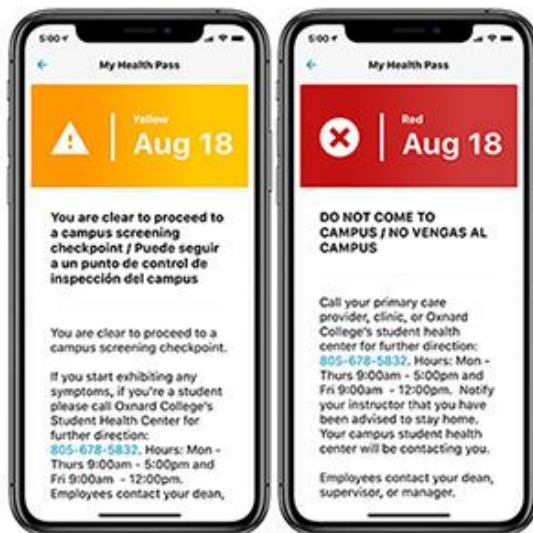


Step 2: Please take the At Home Pre-Screening Survey. You will have to complete this every day BEFORE you come to campus.



Step 3: You will now receive one of two notices. To find the notice go to the profile section, click on “Health & Wellness”, and then “My Health Pass”.

- If you are **RED**, please stay at home. Student should contact their instructor and the Student Health Center.
- If you are **YELLOW**, you are cleared to come to campus to be screened with a temperature check at the EAST LOT on campus off Day Road.
- Helpful Hint: If you have class in the evenings, do your screening in the morning as the pass allows for 24 hours and it gives the Health Staff time to contact you if needed.
-

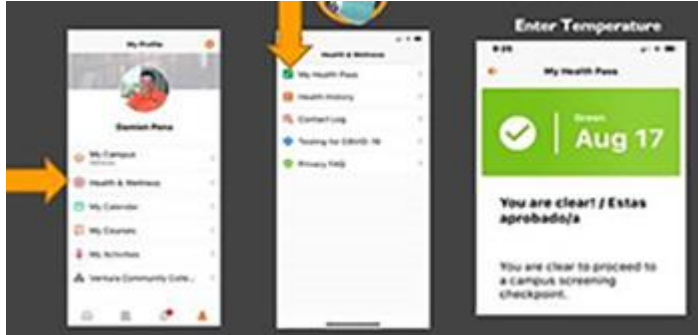


Step 4: Drive up to the VC Screening Site at the [EAST LOT off Day Road and Telegraph Road](#).

- Give yourself some time to get to class or work, so count on coming in 20 minutes prior.
- Students will stay in their car and have their YELLOW pass verified by a Health Screener. Everyone in your car will be screened.
- If you are not coming to campus in a car (i.e. pedestrian or bus rider), you must still walk to the East Parking Lot for screening. Please be sure to wear a face covering and maintain six feet of distance from the staff working at the screening site.

- Your temperature will be taken and you will be given a bracelet to let others know you are allowed to be on campus.
- After being screened, you are able to park in the East Lot near the Health Science Center.
- **PLEASE NOTE: The EAST LOT is the ONLY open parking on campus at this time.**

Step 5: The Health Screening Team Member will assist you in recording your temperature and provide you a wristband for the day. You may now proceed to class.



Any person on campus who reports being exposed to someone who was diagnosed with COVID-19 in the last 14 days will be asked to avoid coming to campus and to notify their supervisor immediately. Supervisors will notify the campus Student Health Center Coordinator (**805-289-6346**) to reach out to the exposed employee or student to provide further direction.

Students or employees with a fever of 100.4 must be sent home immediately. Do not send anyone with a fever to the SHC.

Students, staff and faculty reporting to the Ventura College East Campus (VCEC) will be screened outside by trained staff at the front of the facility. All employees, students, and guest visitors to the Ventura College East Campus must download the MyVCCCD Mobile App and complete the online health questionnaire prior to arriving on campus (Steps 1, 2, and 3). This screening site is only for students, staff, and faculty attending VCEC and will be able to accommodate individuals who do not have access to the mobile app.

Every effort is being made to utilize classrooms with outdoor entrances and on the first floor. Individuals who are physically capable will be asked to utilize the stairs if necessary to access a classroom or office. Elevators usage, if necessary, should have a maximum of a single occupant and will have signage to that effect. Physical distancing of at least six feet and face coverings are required at the screening sites and within all Ventura College facilities.

Screening locations will be provided with proper supplies to conduct screening. Please contact Facilities, Maintenance & Operations for additional supplies.

Essential employees and others who have been approved to be physically on campus will be asked to complete the Health Pass mobile app each day that they report to campus and have a temperature screening at the East Parking Lot.

IF AN EMPLOYEE OR STUDENT BECOMES SICK

Students/Employees should not come to campus if they feel sick. Students should contact their instructor; this practice should be clearly communicated to students on the first day of class.

Employees should contact their immediate supervisor. Following a report from a student or employee, the instructor or supervisor is asked to report the incident to the VC Student Health Center Coordinator (**805-289-6346**).

Students/Employees should be sent home immediately if they are exhibiting or demonstrating any of the following signs or symptoms:

- Fever of 100.4 degrees or higher
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Body aches and/or fatigue
- Diarrhea
- Congestion and/or stuffy nose
- Chills
- Headache

If any person is exhibiting life threatening signs of distress, **call 911**, Campus Police (**805-289-6486**), and the Student Health Center. Be certain to report if the individual has COVID-19 symptoms.

ISOLATION/TRANSPORTATION PICK-UP AREA

Students and employees who are being sent home and are awaiting transportation must wait in front of the Performing Arts Center for their ride. This area is clearly visible from Loma Vista Road. Faculty must notify the Student Health Center Coordinator that a student being sent home is waiting in this isolation area.

DO NOT DIRECT ANYONE WHO IS EXHIBITING COVID-19 SYMPTOMS TO THE STUDENT HEALTH CENTER. Students and staff may **call** the Student Health Center (**805-289-6346**) for further consultation if necessary.

Faculty and staff are authorized to send students home if they are exhibiting any of the signs and symptoms identified above.

Faculty/Deans/Supervisors should report student's/employee's name, 900 #, symptoms, and location to the Student Health Center Coordinator (**805-289-6346**). The Student Health Center (SHC) will contact the student/employee for further information, review class/work schedule and last date on campus. SHC will refer student/employee to primary care provider for care or Ventura Public Health Department (805-465-6650). In the case of additional questions or concerns, a virtual appointment with SHC will be provided.

SHC will contact Ventura County Public Health as indicated for further direction (including facilities, class suspension and guidance). The Student Health Center will address contact tracing on campus. SHC is not responsible for contact tracing within the community; this is a responsibility of Public Health.

If anyone exhibits suspected symptoms of COVID-19 within a classroom, the instructor must notify Student Health Center (**805-289-6346**) immediately. Prior to being allowed back on to campus, the student must be medically cleared by the Student Health Center.

Any student/employee who tests positive for COVID-19 must quarantine for fourteen (14) days or as directed by the Student Health Center. Prior to being allowed back on to campus, employees must be medically cleared by their supervisor and Vice President. Prior to being allowed back on to campus, students must be medically cleared by the Student Health Center. This will include proof of a negative COVID-19 test.

VENTURA COLLEGE FACE COVERING POLICY

Ventura College follows policy guidelines issued by the State of California.

All VC students/employees shall wear a face covering while on campus. Employees and students are highly encouraged to supply their own cloth masks. Face coverings will be provided to

students/employees that do not have their own.

Instructors may use face shields to avoid potential barriers to instruction. The use of cloth masks and face shields used in combination will not supersede Cal-OSHA requirements of N95 respiratory protection where required.

Face coverings must cover both the mouth and the nose.

REQUIRED NOTIFICATIONS FOR FACE COVERING POLICY VIOLATIONS

Students/Employees refusing to wear a face covering for medical reasons should be informed by their instructor or supervisor that they must present a doctor's note regarding this exemption to the Student Health Center for consultation with the SHC Coordinator. Students refusing to meet with the SHC Coordinator will be referred to the Vice President of Student Affairs.

Students refusing to wear a mask for non-medical reasons will be asked to leave campus and referred to the Vice President of Student Affairs.

Employees refusing to wear a mask for non-medical reasons will be asked to leave campus and referred by their direct supervisor to the Vice President of Academic Affairs, the Vice President of Student Affairs, or the Vice President of Business & Administration as appropriate in their reporting hierarchy.

If any student or employee refuses to leave campus for a face covering violation, please contact Campus Police (805-289-6486) and they will escort the individual off campus.

COMMON AREAS

Congregating in common areas is prohibited in order to prevent virus spread. This includes but is not limited to the cafeteria, vending areas, Student Lounge, restrooms, outdoor seating areas, parking lots, and quads. Notify Campus Police if people continue to congregate after being directed to vacate.

IMPLEMENTING SOCIAL DISTANCING INSIDE AND OUTSIDE OF CLASSROOMS

ARRIVAL AND DEPARTURE:

- Sanitizing stations with hand sanitizer and other necessary materials will be strategically located for use prior to entering buildings to prevent the spread of germs.
- Open windows if possible to increase fresh air movement and ventilation.
- Maximize space (six feet) between students waiting to enter.
- Designate with clear signage routes for entry and exit using as many entrances as feasible.
- Put into place other protocols to limit direct contact with others as much as is practicable.

CLASSROOM SPACE:

- Students should remain in the same socially distanced space and in consistent groups as much as possible.
- Minimize movement of students and staff as much as is practicable.
- Maximize space between desks/seating. Arrange desk to minimize face-to-face contact.
- Implement procedures for submitting completed assignments online or through email to minimize in-person contact.
- Each classroom will be supplied with face masks, gloves, and sanitizing wipes.

RESTROOMS:

- Each classroom will be notified of their assigned restroom.
- Restrooms will be labeled with maximum occupancy.
- Cleaning of restrooms has been increased to multiple times per day.

NON-INSTRUCTIONAL SPACE:

- Limit nonessential visitors, volunteers, and activities.
- Whenever necessary or possible, limit in-person contact to outdoor areas.

PROMOTE HEALTHY HYGIENE PRACTICES

Reinforce frequent handwashing. Proper handwashing includes washing for at least 20 seconds with soap, rubbing thoroughly after application, and use of paper towels to dry hands. Everyone should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

Students and employees should use fragrance-free hand sanitizer when handwashing is not possible. Sanitizer must be rubbed into hands until completely dry.

Frequent handwashing is more effective than the use of hand sanitizers.

Avoid touching one's eyes, nose, and mouth.

Cover coughs and sneezes with a tissue or cough/sneeze into your elbow.

CLEANING CHECKLIST

Trained custodial staff will also be disinfecting as often as possible throughout the day. Ventura College will provide disinfectant products to all classrooms scheduled for instruction.

Frequently touched surfaces include but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Desks
- Chairs

Remember to disinfect the underside of the above surfaces. Establish a cleaning/disinfecting schedule in order to avoid under and over-use of cleaning products. Ensure safe and correct application of products. Ensure proper ventilation during cleaning and disinfecting. Open windows when possible. Do not plan deep cleanings when students are present.

FMO will be replacing and check air filters and filtration systems to ensure optimal air quality.

QUESTIONS?

Students with COVID-related questions – contact the Student Health Center (805-289-6346)

Employees with Facility-related questions – contact the Custodial Department (805-746-2866)

Employees with any questions regarding this plan, please contact your supervisor.

FACILITY SIGNAGE

The following signage shall be posted at all buildings where students and employees are located.



CAMPUS IS
ONLY OPEN

for Students & Employees

FACE MASKS
ARE REQUIRED

PRACTICE SOCIAL DISTANCING



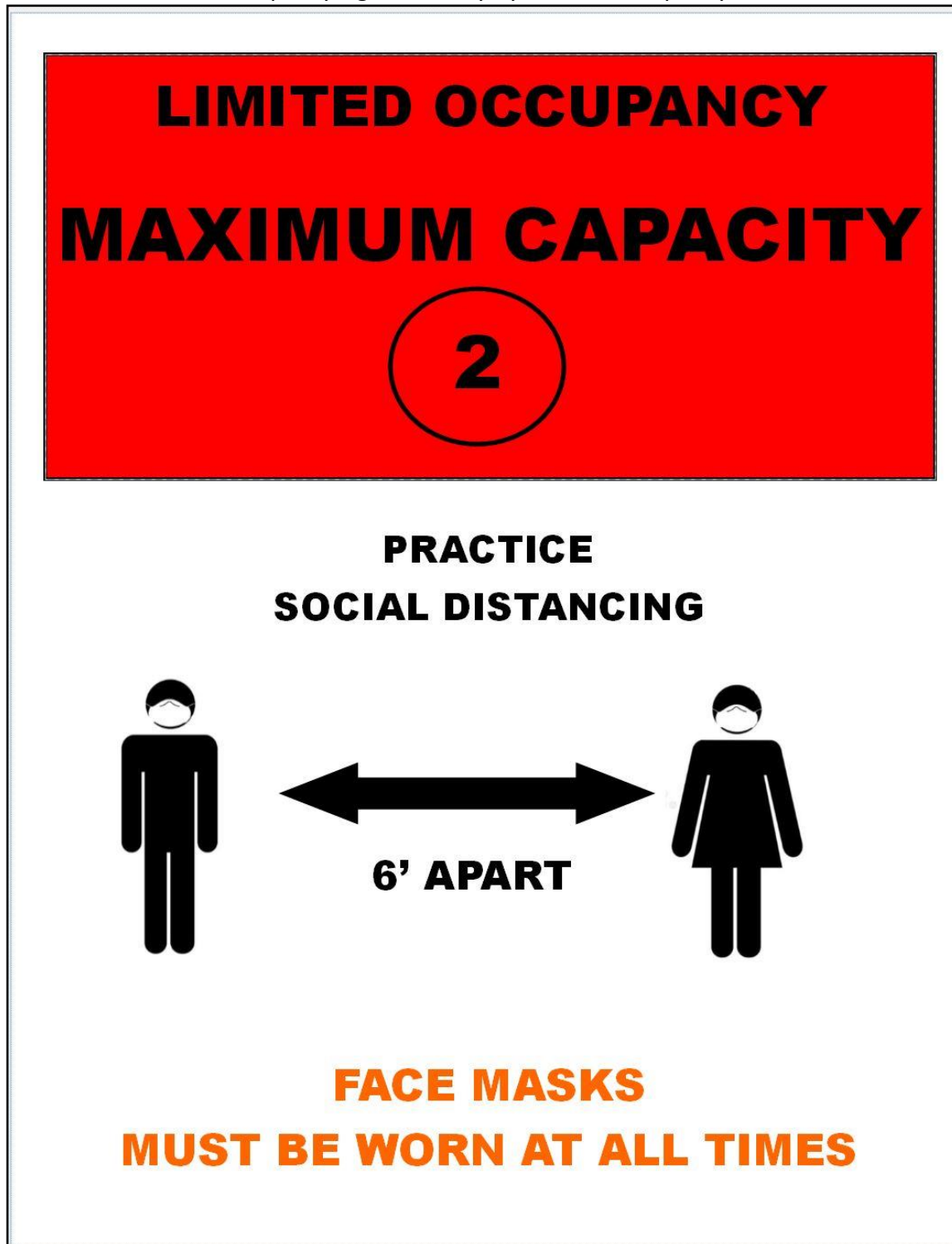
6' APART



NO DOGS ALLOWED

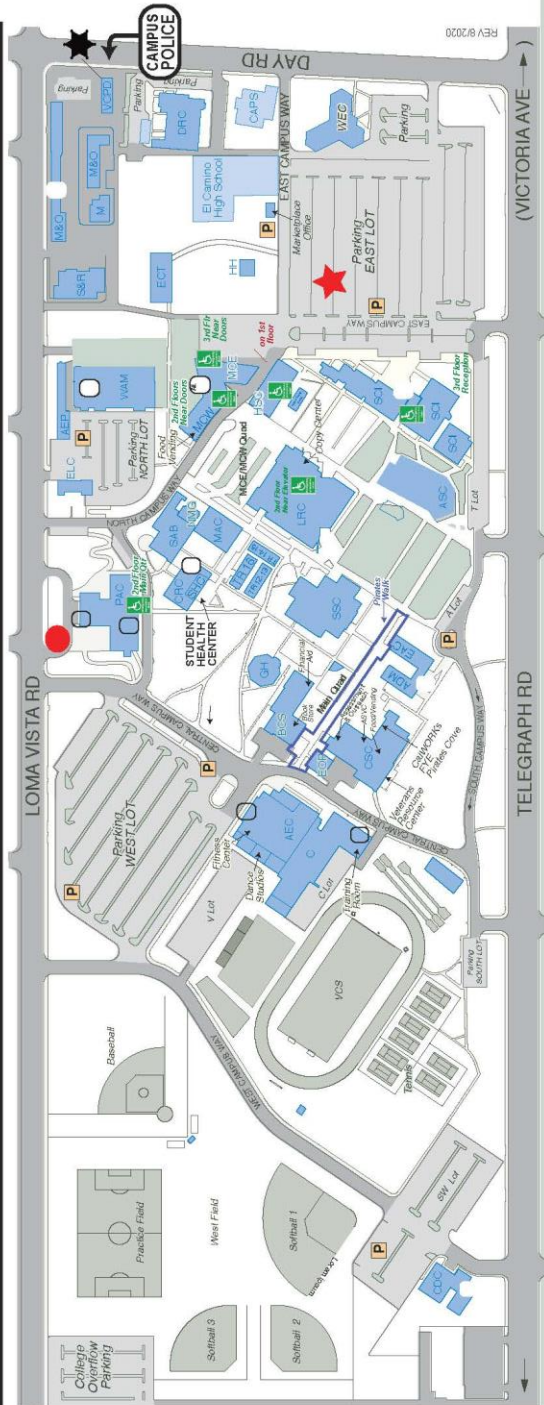
(except service animals)

Restroom/Elevator Occupancy signs will vary by maximum capacity allowed. This is one example:



CAMPUS MAP OF SCREENING AREAS AND ISOLATION AREA

VENTURA COLLEGE CAMPUS MAP



VENTURA COLLEGE BUILDING LEGEND

ADM	Administration (Administration & EAC)	GH	Guthrie Hall	SSC	Student Services Center (Admissions & Records, Career Development Center, Counseling, Financial Aid, Registrar's Office, Student Information Center, Student Transfer Center)
AEC	Athletic Event Center (Large Gym, Fitness Center)	HSC	Health Sciences Center		
AEC	Auto Education Center	HH	Head House		
AEC	Applied Education Center (Career Education 2, Applied Sciences)	LRC	Library & Learning Resource Center (Assistive Technology Training Center, Tutoring, Copy Center)		
BCS	Bookstore & Campus Services (Financial Aid, Basic Needs, VC Bookstore)	MAC	Media Arts Center		
C	Kinesiology (Small Gym)	M	Maintenance	S&R	Shipping & Receiving
CDC	Orelia Child Development Center	M & O	Maintenance & Operations	TR 12-13	Child Development/Education (Between MAC & SSC Bldg.)
CRC	Creative Resources Center (Student Health Center)	MCE	Multidisciplinary Center East	TR 14-15	Trailer Classroom (Between MAC & SSC Bldg.)
CSC	Campus Student Center (Assessment & Outreach, ASVC, CAWWORKS, Food Pantry, F.Y.E. Pitches Cove, SEA Vending, Veterans Resource Center)	MCW	Multidisciplinary Center West (Career Education, Vending)	TR 16	Nursing Skills Lab (Between MAC & SSC Bldg.)
DRC	Day Read Center (VC Foundation, District Economic Development, Institutional Effectiveness, Police Development)	NMG	New Media Gallery	VCS	Ventura College Sportsplex
ECT	Environmental/Construction Technology	PAC	Performing Arts Center	VGPD	Ventura College Campus Police (Lost & Found)
EIP	English Learning Center (Testing Center)	SAB	Studio Arts Building	WAM	Welding, Auto & Manufacturing
EOP	Extended Opportunities Programs & Services	SCI	Sciences Building	WEC	Wright Event Center