UCSB Emergency Operations Plan

University of California,

Santa Barbara

01/15/2022

Emergency Operations Plan (EOP)

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Plan Maintenance, Distribution and Revision

The Emergency & Continuity Services Program is responsible for maintaining this plan. The plan was developed to serve as a dynamic document. Thus, it will be updated on an on-going basis and will receive formal review every 12 months.

Record of Changes

Revision #	Issue Date	Summary of Revisions
1	12/12/2012	Major update
2	07/11/2013	Minor update
3	03/22/2016	Minor update

Initial distribution and plan updates will be made to the following recipients:

EOP Recipient	Location (of copies)	# of Plans
Emergency & Continuity Services	EH&S Building 565, Room 1023	1(Master)
Emergency Operations Center (EOC)	EH&S Building 565, Room 1000	8
Alternate Emergency Operations Center	H&RS Loma Pelona	8
Executive Policy Group	See staffing list	8
EOC Management Team	See staffing list	4
Santa Barbara County Office of Emergency Management	Office of Emergency Management 4408 Cathedral Oaks Road Santa Barbara, CA 93110 Phone: (805) 681-5526 Fax: (805) 681-5592	1

I. Introduction

A. PURPOSE

The purpose of the University of California, Santa Barbara (UCSB) Emergency Operations Plan (EOP) is to establish policies, procedures and an organizational structure for the mitigation, preparedness, response and recovery of emergency events impacting UCSB.

The UCSB Emergency Operations Plan incorporates the components of the Standardized Emergency Management System (SEMS), as described by California Government Code 8607(a) and the federal National Incident Management System (NIMS) as described in Department of Homeland Security document titled, National Incident Management System, dated March 1, 2004.

SEMS and NIMS require the use of standard protocols and the use of common terminology and a command structure known as the Incident Command System (ICS). The required components of SEMS and NIMS are reflected within this Emergency Operations Plan.

The Plan also incorporates the *Policy on Safeguards, Security and Emergency Management* and directives concerning the following required components of campus emergency preparedness programs as described in the University of California Facilities Manual (Volume 6: Chapter 4 Plant Administration).

Emergency Preparedness Program
A comprehensive and effective facility preparedness program shall consist of the following thirteen (13) components encompassing emergency preparedness, response, and recovery:

1. Designate a responsible official with full authority to implement a facility emergency preparedness program.

2. Develop a written facility-wide emergency operations plan including call-up notification, mobilization, response, and initial recovery operations. The facility emergency operations plan shall include the following components:

   - A warning and notification system
   - Communications systems
   - EOC operations/Incident Command System (ICS)
   - Emergency medical care
   - Evacuation
   - Facilities management
     a. Damage assessment and survey
     b. Utility shutdowns/backup power

  c. Cleanup/non-structural damage

  d. Restoration and repairs

- Fire & Rescue
- Hazardous materials and radiological hazard control
- Law enforcement
  - a. Coroner
  - b. Traffic control
  - c. Access control/security
- Mass care & shelter
- Public information
- Transportation
- Emergency animal care program

3. The Standardized Emergency Management System (SEMS), including ICS, should be incorporated into all facility emergency plans and operations.

4. Each facility must coordinate with local emergency response agencies. Mutual aid agreements or memorandums of understanding for emergency services including law enforcement, fire, medical, hazmat, public works, and mass care & shelter must be in place as needed. In addition to traditional agreements with public safety agencies, each facility may also consider agreements with private vendors for various supplies, equipment, and services.

5. Each facility shall establish and equip an Emergency Operations Center (EOC).

6. Facility EOC staff, senior officers/administrators, and all emergency response personnel shall be trained in ICS and their roles and responsibilities under the facility emergency operations plan.

7. Facility-wide educational/awareness programs for students, faculty, and staff shall be in place.

8. Emergency operations plans for each administrative and academic Department shall be developed.

9. Each facility shall implement a non-structural seismic hazard reduction program to identify and abate hazards.

10. A facility-wide emergency notification system shall be developed to alert the general campus community of the existence of emergency conditions and to provide immediate information and instructions.

11. Each facility shall conduct annual emergency exercises for all emergency response personnel and EOC staff.

12. Each facility shall acquire and maintain emergency supplies and equipment in order to establish self-sufficiency for 72 hours, to the extent practically feasible.

13. Each facility shall have a comprehensive recovery plan that covers both physical and programmatic resumption of academic functions, patient care, and business/administrative activities. The plan must also include cost recovery accounting and record keeping procedures and documentation for the FEMA claims process. The recovery plan should include the following components:

   - Identify and prioritize essential facility functions for recovery
   - Procedures for demolition/repair/rebuilding
   - Contingencies for alternate data processing/protection of vital records
   - Identify possible alternate sites for academic/administrative activities
   - Identify possible alternate student housing sites
   - Contracting procedures and agreements with vendors
   - Departmental recovery plan contingencies
   - Documentation procedures for claims process and after-action reports

UC Policy on Safeguards, Security and Emergency Management

Programs to create and maintain safeguards, security and emergency management are essential to ensure that the University mitigates risks and is able to continue to perform its mission in the event of natural or man-made disasters or other extraordinary events that might disrupt normal operations. These readiness programs are vital in protecting the lives and health of University faculty, staff, students and associates; in minimizing damage to and loss of University property and assets; and in restoring normal University operations as rapidly as possible.

Each campus and the Office of the President will maintain a comprehensive and effective program encompassing risk assessment, risk mitigation, emergency preparedness and response, and business recovery to strengthen crisis and consequence management capabilities across the University system. The scope and composition of such programs will be based on an assessment of the most probable risks, hazards, and losses that may occur at a particular location.

Each Chancellor will designate one or more responsible officials with full authority to implement campus-wide safeguards and security and emergency management programs. Campuses will coordinate with local public safety agencies and will establish interagency mutual aid agreements.

Standardized Emergency Management System (SEMS)

In 1994, state law required all state and local agencies to adopt the Standardized Emergency Management System (SEMS) by December 1996. SEMS is an

emergency management organizational structure used by all emergency response agencies statewide to coordinate response to multi-jurisdictional or multi-agency incidents. The intent of SEMS is to improve the coordination of state and local emergency response throughout the state, and to facilitate the flow of information and the rapid mobilization, deployment, and tracking of state and local resources.

All facilities should incorporate the major elements of SEMS into their emergency plans and operations. By incorporating SEMS, each facility will use the same basic emergency response organizational structure and terminology as all other city, county, and state agencies. This will facilitate smooth communication and coordination with outside agencies for response, resource allocation, and recovery at each facility during and after a major emergency incident. State disaster assistance programs also require the use of SEMS in order for each facility to be eligible for available reimbursement response costs.

In order to incorporate SEMS at each facility, the following are required:

- Adapt the Incident Command System (ICS) to the existing facility organizational structure. ICS is a standardized yet flexible emergency response organizational structure that forms the basis for the entire SEMS concept.
- Establish local interagency agreements as necessary.
- Provide appropriate training to senior executives and those employees involved in emergency response and recovery as identified in the facility emergency plan. Staff that should be trained for response and recovery including lead staff responsible for the physical plant, construction, environmental health & safety, police and fire, telecommunications and information systems, health services, housing and dining, and material management.

Facility Mutual Assistance

The University's facilities and operations are highly specialized, and therefore require highly skilled and trained personnel to deal with emergency response and recovery operations. For this reason, it may be preferable to call upon internal University resources for assistance, rather than outside agencies or contractors.

Each facility shall be authorized to enter into formal or informal agreements with other University facilities to share personnel, services, equipment, and supplies during a proclaimed state of emergency, or under other extraordinary conditions or circumstances as required immediately to avert, alleviate, or repair damage to University facilities, or to maintain the orderly operation of the facility. A facility requesting assistance shall exhaust its own resources, or face imminent depletion of its own resources, before calling upon another facility for assistance. Each facility shall provide assistance to other University facilities to the extent

operationally possible, based upon the availability and status of its own resources. A facility requesting assistance shall be responsible for all direct costs incurred by other University facilities that are related to providing that assistance.

This plan also incorporates the components of National Fire Protection Association standards (NFPA 1600) on Disaster/Emergency Management and Business Continuity Programs that have been adopted by the University of California system as of September 2004.

B. FORMAT

The Plan takes a multi-functional, multi-hazard approach to emergency preparedness. Thus it incorporates methods of hazard identification and mitigation, plans to address continuity of operations, and the structure of emergency response and recovery.

It is also intended to be "response ready" and was developed with checklists intended to be used by personnel during emergency drills, exercises or when responding to actual emergency events.

C. AUTHORITY

The President has delegated authority to the Senior Vice President--Business and Finance to further define measures to implement University policy regarding safeguards, security and emergency responses. The Chancellors are responsible for implementation at their respective locations.

This Plan is promulgated under the authority of the Chancellor and Vice Chancellor of Administrative Services. The direct management of the campus emergency and continuity services program rests with the Emergency & Continuity Services Program.   Oversight of campus emergency and continuity services activities is conducted by the UCSB Emergency Planning Committee.

D. PROCLAMATION OF CAMPUS STATE OF EMERGENCY

When feasible, a campus shall consult with the President of the University before proclaiming a state of emergency to exist on the campus. In any event, UCOP must be notified as soon as possible. A Chancellor may proclaim a campus state of emergency when:

Emergent conditions exist on or within the vicinity of the campus as a result of a natural or man-made disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or based on other seriously disruptive events; and

Extraordinary measures are required immediately to avert, alleviate, or repair damage to University property or to maintain the orderly operation of the campus. Other considerations include the need for resources beyond those on campus.

The Chancellor or their designee may proclaim a state of emergency for the whole campus or a portion of the campus, and he or she can officially downgrade the state of emergency to a business-as-usual state.

E. EMERGENCY SERVICES VISION, MISSION, AND OBJECTIVE

Vision: Emergency management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters.

Mission: The fundamental goal is to ensure that our people and critical functions are protected, to the fullest degree, from the impact of negative events. Emergency management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

Objective: The planning process for emergency events must consider who "owns" the risk in question. Since all potential events cannot be foreseen or controlled, the objective of emergency services efforts entails the development of plans and corresponding preparedness efforts to address the consequences of potential crisis and emergency events. As a result of this approach, the campus has implemented a plan to develop departmental continuity plans as part of the UC continuity planning initiative.

Preparedness is the next step in the process of risk reduction. Preparedness includes providing systematic training and testing of emergency support personnel and systems.   UCSB conducts training on a quarterly basis to include table-top, functional and full-scale exercises.

If an emergency event does occur, the University uses the Incident Command System and the system of emergency response called for in the Standardized Emergency Management System (SEMS), as described by California Government Code 8607(a) and the federal National Incident Management System (NIMS).

F. HAZARD IDENTIFICATION, MITIGATION, PREPAREDNESS, BUSINESS CONTINUITY, RESPONSE AND RECOVERY PERFORMANCE OBJECTIVES

The priority of any organization in considering how to react to unexpected events is to first identify known hazards, the potential likelihood and cost versus benefit to address the impact of these hazards, and then develop hazard mitigation programs and business continuity and emergency response and recovery plans. To support this goal, short term performance objectives to be accomplished in a 12 month period will be developed during an annual strategic planning session. Long term objectives will be defined and developed for multi-year projects, such as the development and testing of continuity plans and the conduct of non-structural seismic mitigation efforts. UCSB engages all these objectives thru the conduct of the emergency services program.

In terms of response, university personnel and equipment will be utilized to accomplish the following performance objectives:

- Priority I: Protect Lives
- Priority II: Protect Facilities and the Environment
- Priority III: Restore Normal Operations

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the University will move from the Incident Command System organization back to the regular UCSB organizational structure.

Essential to accomplishing these objectives is a system of communications that informs leadership of the potential and real threats to our people, operations, and mission. Since all potential events cannot be foreseen or controlled, communication systems must be developed to address the consequences of real and potential events. These communication systems are of two general categories (a) formal and (b) informal.

(a)   The formal communications include all those that necessarily support the Management of Emergency Operations and the Incident Command System (ICS), which are addressed here and delineated in the following sections.

Furthermore, in order to remain in a "response ready" status, and to ensure critical university functions are protected, to the fullest degree, from the impact of negative events, the formal communication systems must assure immediate dissemination of information on any incident (Level I through Level III) to agents/entities responsible for direct management of campus emergency services (Emergency & Continuity Services Manager, Section C - AUTHORITY).

Fulfillment of Sections B, C, D, E is predicated on the understanding that any campus incident requiring multilevel (two or more departments) response by Police, Fire, Environmental Health and Safety, First Responders, Local and/or Federal Law Enforcement is formally communicated to the campus police dispatcher for dissemination, and that the Emergency & Continuity Services personnel be included in that dissemination.

The Office of the Vice Chancellor, Administrative Services assumes the primary responsibility of informing (as necessary) the campus leadership and members of the Executive Policy Group of the incident; advise them concerning any escalation of the response; and briefs them on the investigation, resolution and recovery. The Office of the Vice Chancellor, Administrative Services will monitor the incident throughout its lifecycle, and as necessary, order the activation of the EOC should the incident escalate.

(b)   Informal communications include tools that provide a general awareness of events that could or would impact our campus, or which provide patterns and/or precedent for heightened awareness. The Emergency & Continuity Services Program will take the responsibility to provide periodic briefings to leadership that summarize informal communications from open source publications, federal and state government reports and campus police alerts. This briefing will be provided to:

Chancellor's Office
Emergency Planning Committee
Chief of Police
Office of the Vice Chancellor, Administrative Services
Other staff as needed

II. MANAGEMENT OF EMERGENCY OPERATIONS

A. INCIDENT COMMAND SYSTEM

This Emergency Operations Plan uses a management system known as the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

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

The organizational structure of the ICS does not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship.

B. COMMAND AUTHORITY & REPORTING STRUCTURE

The Chancellor or the Chancellors designee has ultimate responsibility for activation, oversight, and termination of the Emergency Operations Center. The Chancellor or designee is advised by the staff of Emergency & Continuity Services, or by the Incident Commander for the current event, concerning the scope of the emergency event in question and suggested need for EOC activation.

The first, most senior staff member of the emergency operations staff to arrive on campus will manage the EOC utilizing the EOC Management checklist. The most senior member of the emergency operations staff will continue to exercise EOC Management authority until relieved by a more senior member of the EOC management team.

C. ICS ORGANIZATION

The ICS is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance. The Responsibilities summarized below are elaborated in the Emergency Operations Center Checklists. Communication flows both up and down within the command structure. The campus ICS consists of three major elements which coordinate an emergency response:

- Incident Command Post
- The Executive Policy Group
- The Emergency Operations Center (EOC)

The Incident Command Post is the location the Incident Commander determines to be the best location from which to direct the field emergency response. The Incident Commander (IC) is the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has provides overall leadership for incident response and is responsible for the management of all incident operations at the incident site. The Incident Commander takes policy direction from the Executive Policy Group.

The Incident Commander establishes incident objectives. The IC, in consultation with emergency responders, determines the classification of the incident, the required response, and expands the emergency response organization as needed. The Incident Commander assumes all emergency response responsibilities until they are formally delegated to others. If a situation escalates, additional positions are assigned and resources obtained. The Incident Commander will size up the incident and assess resource needs. If the incident is complex and/or long-term, more staff may be needed. A Deputy Incident Commander and Command Staff may be assigned. If a Deputy is assigned, he or she must be fully qualified to assume the Incident Commander's position. A Deputy Incident Commander may be designated to:

- Perform specific tasks as requested by the Incident Commander
- Perform the Incident Command function in a relief capacity
- Represent an assisting agency that shares jurisdiction

The IC Command Staff may consist of:

- IC Public Information Officer (PIO): Has responsibility for interfacing with the public and media or with other agencies with incident-related information requirements. The IC PIO coordinates closely with the EOC PIO.

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- IC Safety Officer: Has responsibility for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

The Executive Policy Group provides policy guidance on priorities and objectives based on situational needs and the Emergency Operations Plan. Members of the Executive Policy Group, by virtue of their positions, have the authority to make decisions, commit resources, obligate funds, and command the resources necessary to protect the students, faculty, staff, and facilities. The Executive Policy Group may convene at an EOC. The EOC is activated to support the on-scene response during an escalating incident by relieving the Incident Commander of the burden of external coordination and securing additional resources.

An **Emergency Operations Center** (EOC) is a physical location that provides a central location where the University can provide coordination, executive decision-making and support during emergencies. The EOC does not command the on-scene level of the incident. The EOC is staffed with University personnel trained in EOC management.

The EOC Director has overall responsibility for the management of all EOC activities, including development, implementation, and review of an Incident Action Plan and conduct of post event assessment. He or she also assigns the EOC Command Staff and General Staff depending on the character and scale of the emergency. The EOC Command Staff consist of:

- **EOC Public Information Officer (PIO):** Is the primary liaison to the news media and provides news releases and other information as approved by the Executive Policy Group, assuring that only those administrators authorized to issue such statements issue official statements.

- **Liaison Officer**: Initiates and maintains contact with assisting public or private agencies (e.g. Santa Barbara City and County Offices of Emergency Services, American Red Cross, State Office of Emergency Services) utilizes Memorandums of Understanding when possible, and helps coordinate mutual aid support and assistance.

- **EOC Coordinator**: Assists the EOC Director and General Staff in developing overall strategic objectives as well as section objectives for the Action Plan, and assists the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.

The four EOC General Staff positions are:

- **Operations Section Coordinator**: Responsible for the assessment and implementation of field operations including law enforcement, facilities

management including building inspections, damage assessment, and repair and emergency construction. This function also includes traffic and parking control, and medical and psychological services.

- **Planning Section Coordinator**: Responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports to the EOC management and Incident Command.

- **Logistics Section Coordinator**: Responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, communications, lodging, transportation, food, donations, etc.). This includes shelter operations, and management of staff and student emergency volunteers.

- **Finance Section Coordinator**: Responsible for cost accountability, time reporting, establishing emergency accounting procedures, and workers compensation and risk and insurance administration. The team documents expenditures, personnel costs, purchase authorizations, damage to property, and equipment usage.

Training is a key to the success of this plan and an essential part of the ICS. All ICS participants and alternates will receive training in the ICS, in the functioning of the EOC, and in their primary role in the EOC. They will also receive an overview of the other EOC roles. This training includes an annual orientation to the EOC checklists and participation in exercises and drills.

III. ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

A. CRITERIA FOR ESTABLISHING AN EOC

The Emergency Operations Center (EOC) is normally activated only for substantial events when the establishment of resource management priorities is required. The EOC will be activated at the discretion of the Incident Commander or Executive Policy Group.

The following criteria indicate when an EOC should be activated:

• Resources beyond local capabilities are required
• The emergency is of long duration
• Major policy decision will or may be needed
• Activation of an EOC will be advantageous to the successful management of an emergency
• A local or state emergency is proclaimed

B. ACTIVATION OF THE EOC

The primary campus Emergency Operations Center is located in the Training Room (#1045) of the Environmental Health and Safety Building (Bldg. 565) on Mesa Road. The room which is designated for use as the EOC is used on a daily basis for training and is not a dedicated EOC facility. The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their role in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC. In the event that the primary EOC cannot be used, personnel should report to the alternate EOC located at Loma Pelona.   Upon the determination to activate the EOC, the EOC Director shall determine which EOC positions to activate and direct their activities.

1. If an emergency occurs during normal business hours, all designated management personnel will be notified to report to the Emergency Operations Center as soon as possible. Concurrently, key members of the various Department Emergency Operation Centers will also report to their designated areas.

2. If an emergency event occurs after normal business hours, the UCSB police Watch Commander will direct the Campus Police Dispatcher to

send a UCSB Alert notification to the EOC staff in order to notify them of the emergency, and request they respond to the EOC. If the event is so large as to unquestionably have a profound impact on the campus, EOC staff has been instructed to report to the EOC as soon as possible without waiting for a notification.

C. COMMUNICATION BETWEEN THE EOC AND DEPARTMENT EMERGENCY OPERATIONS CENTERS (DEOCs)

Certain units have developed Department Emergency Operations Centers (DEOCs) to coordinate the actions of their department and to facilitate communication to and from the EOC. The DEOCs are listed as follows:

- Housing & Residential Services
- Campus Design & Facilities
- Student Health Services

Additional DEOCs, such as Mass Care & Shelter or Counseling Services, may be activated if needed depending on the emergency situation. The EOC, through the Operations Section, will provide interdepartmental coordination of activities and will establish operational priorities to these Department Emergency Operations Centers. The DEOCs will automatically work to restore their critical business functions and will take action on pre-determined high priority response activities.

D. EMERGENCY NOTIFICATION AND TIMELY WARNINGS

Timely warnings and emergency notifications are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) (U.S. CFR Title 34, § 668.46) and the US Department of Education regulation, *Higher Education Opportunity Act* as amended. The following procedures regarding the issuance of immediate emergency notifications will be implemented in order to take reasonable steps to inform the campus community regarding acts of violence or other emergent, emergency events.

GENERAL REQUIREMENT

If a serious crime, a natural disaster or an intentional emergency occurs that poses an immediate threat to the UCSB community or a segment of the UCSB community, federal law requires that the institution immediately notify the campus community or the appropriate segment(s) of the community that may be affected by the situation. If the institution implements the procedures regarding notification of the UCSB community for an immediate threat, the institution is not obligated to implement the timely warning notice procedures. The types of incidents that may cause an immediate threat to the UCSB community could include but are not limited to emergencies such as: an active shooter, hostage/barricade situation, riot,

suspicious package with confirmation of a device, tornado, earthquake, tsunami, wildfire, fire/explosion, suspicious death, structural damage to a UCSB owned or controlled facility, biological threat (anthrax, etc), significant flooding, gas leak, hazardous materials spill, etc.

All members of the UCSB Community are notified on an annual basis that they are required to notify the UCSB Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students, employees and/or visitors on campus. The UCSB Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose an immediate threat to the community.

As per the requirements of the law, the university will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, UCSB Police Department, local police department, federal law enforcement and the Santa Barbara County fire and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

PROCEDURAL GUIDELINES

When notifications are requested from a Responsible University Authority (§359.5), they will be made as quickly as practicable given other operational priorities and staffing. Some or all of the following systems may be activated in the event of an immediate threat or emergency situation in order to communicate information quickly to the UCSB community:

- **UCSB Alert –** This is a web-based interface that broadcasts SMS and email messages to registered recipients. Current students are automatically enrolled in UCSB Alert. UCSB Alert is maintained by Cooper Notification, and is managed by Emergency and Continuity and Services Program staff.

- **Emer list-serv and Umail list-serv–** These are campus e-mail distribution lists for all staff, faculty and students at UCSB. They can be used to broadcast information and instructions relevant to the threat or emergency situation.

- **Outdoor Warning Speakers –** Outdoor Warning Speakers are positioned at various locations on campus. The speakers send an audible voice warning to people located in an outdoor location on the main campus. The Police Department can operate the speakers from Police Dispatch or from the EOC.

- **Campus Radio Station** 91.9 FM (KCSB) **–** The UCBS campus radio station is equipped with a satellite radio provided by the Santa Barbara County Office of Emergency Services (OES). During an emergency event, the County OES can provide timely information to KCSB, and the on-air KCSB DJ can provide that information to the UCSB community.

- **Campus Emergency Information Line –** This is a toll free telephone number (888-488-UCSB), which is hosted out of state and contains recorded emergency information. Messages are recorded as needed by the EOC PIO.

- **UCSB Emergency Resources Website –** This is an informational website about the UCSB Emergency & Continuity Services program. The UCSB Emergency Status website is managed by the Office of Emergency and Continuity Services.

- **UCSB Campus Website –** The main campus website www.ucsb.edu can be turned into a web blog which provides the capability to quickly provide information on campus emergencies. The EOC PIO will post updates during a critical incident on the UCSB campus website.

- **Patrol Car –** UCSB Police Department patrol cars are equipped with public address (PA) systems and can be strategically placed throughout the campus to facilitate communication through the PA system.

- **Low Power Radio –** An on campus radio station (1610 AM), operated by Parking Services is capable of broadcasting recorded notices and alerts.

EMERGENCY NOTIFICATION GUIDELINES

Notification of Criminal Activity

- In matters of a criminal nature, the Police Department will generally determine whether notifications are appropriate and necessary. With input from Dispatch and responding Patrol Officers, the Police Department Watch Commander will determine an incident's extent and scope, and whether it meets the criteria for a timely warning or emergency notification.

Notification of Non-Criminal Activity

- In matters not of a criminal nature, the campus department having jurisdiction will generally determine whether notifications are appropriate and necessary. When a campus department having jurisdiction over an incident is not available to make a determination about notifications, the Police Department Watch Commander or other Responsible University Authority

(§359.5) may determine an incident's extent and scope, and whether it meets the criteria for an Emergency Notification.

Public Notifications

- Authority to activate a public notification and determine which segment(s) of the campus or community should be notified will rest with the Chancellor, the Executive Policy Group, or the Chief of Police. The Police Department Watch Commander may initiate dialogue to determine if a notification should be made.

- In situations when there is not time for extensive consultation, the Watch Commander may initiate a notification.

EMERGENCY NOTIFICATION GUIDELINES

An Emergency Notification is a message sent to the campus community about an immediate threat to their health, safety or general welfare.

- Once requested by a Responsible University Authority (§359.5), notifications will be made as soon as practicable.

- Notifications will generally be made by a Police Department Dispatcher, or other individual who has been trained and is authorized to send notifications.

- If the incident response prevents a Police Department Dispatcher from sending a notification, one of the other trained individuals may be expected to send notifications.

- Notifications that do not meet the definitions of Emergency Notification or Timely Warnings should be made judiciously to avoid compromising the effectiveness of the system.

Emergency Notification Content

- The Watch Commander or other Responsible University Authority (§359.5) will decide the content of any message. If circumstances prevent the Watch Commander or other Responsible University Authority (§359.5) from determining the content of the message, he or she may assign the person sending the message the responsibility of determining the content of the message.

- All messages should include:

    o Type and location of situation
    o Time and date
    o Instructions for the recipient
    o Additional method for the public to obtain information
    o For a UCSB Alert message the type of alert must be in the

narrative.

Qualifying Event

Events that qualify for Emergency Notifications include but are not limited to the following:

- ♦ Earthquake
- ♦ Tsunami
- ♦ Fire /Wildfire
- ♦ Airplane crash
- ♦ Approaching tornado, hurricane, or other extreme weather conditions
- ♦ Gas leak
- ♦ Terrorist incident
- ♦ Armed intruder
- ♦ Bomb threat
- ♦ Civil unrest or rioting
- ♦ Explosion
- ♦ Nearby chemical or hazardous waste spill

Timely Notification

A Timely Warning is a message sent to the campus community about an ongoing or continuing threat of a criminal nature.

Events that qualify for Timely Warnings include, but are not limited to, the following:

- ♦ Homicide
- ♦ Manslaughter: both negligent and non-negligent
- ♦ Sex Offenses: both forcible and non-forcible
- ♦ Robbery
- ♦ Structural Burglary
- ♦ Aggravated Assaults

Public Notifications

- • Motor Vehicle Theft
- • Arson
- • Hate Crimes
- • Any crime considered by the institution to represent a threat to the public

E. UCSB Community Notification

All members of the UCSB Community are required to notify the UCSB Police Department (UCSB PD) at 805-893-3446 of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students, employees and/or visitors on campus. UCSB PD is responsible for responding to such situations to assess the potential threat and for summoning the necessary resources to mitigate, investigate, and/or document any situation that may pose a significant emergency or danger.

If UCSB PD determines that the situation does in fact, pose a threat to the community, UCSB PD will immediately notify the UCSB EOC Executive Policy Group. The Executive Policy Group will work with UCSB PD to notify the campus community, or the appropriate segments of the community that may be affected by the situation, using various systems that have been implemented to provide emergency information quickly, such as network emails, emergency text and voicemail messages.

Fire Safety

If a member of the UCSB Community finds evidence that a fire occurred and has been extinguished, and the person is not sure whether UCSB PD has already responded, the community member should immediately notify UCSB PD to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, he/she should not touch the trashcan and should report the incident to UCSB PD immediately and wait for an officer's response. The officer will document the incident prior to removing the trash can from the area.

Missing Students

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify UCSB PD at (808) 893-3446. UCSB PD will generate a missing person report and initiate an investigation.

IV. CAMPUS EMERGENCY OPERATIONS: CONCEPT, STRUCTURE AND ACTION

A. FUNCTIONAL ORGANIZATION

Every UCSB employee can potentially play a role in the Incident Command System (ICS). Perhaps the most critical aspect of the ICS is communications; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of the evolving incidents. Command posts, staffed by Incident Commanders at the scene of each major situation, will provide a standardized process for site incident command of emergency operations in the field. Command posts will also provide a location to meet and coordinate with arriving resources, and will establish and maintain communications with the EOC.

B. ROLE OF STUDENTS

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

C. ROLE OF FACULTY AND STAFF

Every member of the faculty and staff should read and understand both their Department Emergency Action Plans and familiarize themselves with their emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention, establish contact with their Departmental Safety Representative, and evacuate the building to pre-designated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

D. ROLE OF DEPARTMENT SAFETY REPRESENTATIVES

Department Safety Representatives, designated by the Department Head, are responsible for coordinating the department's emergency planning activities and for implementation of a Departmental Emergency Action Plan. In the event of an emergency, the Departmental Safety Representative is responsible for assisting with the safe evacuation of their department, and assessing injuries and damage to department personnel and property. They also serve as the primary contact to the campus Emergency Operations Center (EOC). The DSR collects and reports information on the department's status and also receives information and direction from the EOC. They disseminate information back to their department, providing direction and information on available resources. At least one DSR per major campus building has an 800 MHz radio that can be used if needed to communicate information to and from the EOC in an emergency event.

E. ROLE OF THE CAMPUS EMERGENCY RESPONSE TEAM (CERT)

Members of the Campus Emergency Response Team (CERT) will, upon the event of a major emergency, self-dispatch and provide good-Samaritan type assistance to those in need. Team members are specially trained in first aid and light search and rescue techniques.

F. ROLE OF D&CS DAMAGE ASSESSMENT TEAMS

Members of Design & Construction Services have been trained to evaluate the structural integrity of campus buildings following a disaster, and will evaluate and post structures with placards based on their assessments.   They will report the results of their assessment to the EOC via contact with the Operations Section.

G. DEPARTMENT EMERGENCY ACTION PLANS

Department Emergency Action Plans (DEAP) provide departments a specific operational guide outlining emergency responses for common types of incidents. The DEAP has been designed to meet the requirements of the Emergency Action/Fire Prevention Plan specified in Cal-OSHA Title 8, Sections 3220 and 3221. These Plans go into effect in the event of an emergency, allowing the Departmental Safety Representatives to evacuate personnel to their designated evacuation areas.   Emergency Operations Plans also recommend the contents of a Department Emergency Supplies Kit (i.e. First Aid supplies, flashlight, AM/FM radio, building floor plan, etc.). UCSB Emergency Information Flipcharts are an appendix to the DEAP, and provide response guidelines to individuals for specific situations.

H. DEPARTMENT CONTINUITY PLANS

Utilizing the *UC Ready* and *UC Resilient* software, departments and units are completing continuity plans which identify the impact of an event from a business perspective, specifically in terms of identifying critical functions and establishing processes for maintaining these functions in the event of an emergency or disruption.

I. RELAYING STATUS INFORMATION BACK TO DEPARTMENT/UNITS FROM THE EOC

Departmental Safety Representatives will disseminate information received from the EOC to those assembled at their area. The Public Information Officer will prepare public announcements regarding the status of the campus. These announcements will be made available via all available means, including the university website, UCSB Alert and press releases to the news media. The campus may also make announcements over the outdoor warning speaker system if necessary. Information may be recorded on the UCSB Emergency Information Line: (888) 488-UCSB if the campus phone system is operable. The campus community is educated to call this line in the event of a major disaster affecting the campus, for a recorded message reporting the status of UCSB, advising on campus closure, interruption of classes and work schedules, etc.

V. OUTSIDE ASSISTANCE: MUTUAL AID

Neither UCSB nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. These mutual aid providers may be generally divided into two categories: Inter-campus and Non-University.

A. INTER-CAMPUS

Within the ten-campus University of California system, there exists a variety of support resources that generally mirror the resources available at each campus. These resources include Police, EH&S, Campus Design and Facilities, and other specialized personnel. Each campus has designated an Emergency Planner who may be requested to serve as a contact person for requested resources & response teams.

B. NON-UNIVERSITY

The EOC Director or Incident Commander may request local, county, and state mutual aid resources. These specifically include Fire, Police and Emergency Response resources, although other specialized resources may be requested through specific procedures. State-level resources may be requested through protocol established by the California Emergency Management Agency (Cal EMA). The University will draw on local mutual aid first and then request assistance from the Santa Barbara County Operational Area to access state resources.

VI. EOC ACTIVATION GUIDELINES

The majority of emergency conditions and situations that occur at the University will be addressed via normal emergency response protocols. However, if the emergency situation requires a more extensive response, the Emergency Operations Center may be partially or fully activated under the following plan:

Activation Authority:

The decision to activate the EOC rests with the Chancellor or their designee. In addition, for a serious widespread disaster that presents immediate and obvious threats to UCSB (such as a large earthquake), all EOC staff and Executive Policy Group members are to assume their roles according to the UCSB Emergency Operations Plan. The Executive Policy Group may meet on an emergency basis via teleconference, message relay, or by reporting individually to the EOC.

PERMANENT MEMBERS OF THE EXECUTIVE POLICY GROUP

- Chancellor
- Executive Vice Chancellor – Academic Affairs
- Associate Chancellor- Budget & Planning
- Vice Chancellor – Student Affairs
- Vice Chancellor – Office of Research
- Senior Associate Vice Chancellor – Administrative Services
- Associate Vice Chancellor – Administrative Services
- Associate Vice Chancellor – Public Affairs

ACTIVATION LEVELS

Level 1 – Notification
The Executive Policy Group determines that the EOC does not need to be activated; however, key staff is notified of the current status of response operations. In a campus-wide emergency, DSRs will report their respective status to an on-scene incident commander or, if incident command is not present, directly to the campus EOC.

Level 2 – Alert
The Executive Policy Group determines that the EOC may need to be activated and contacts the Chancellor or their designee. Key staff are placed on alert of the possibility of activation and advised of the current status of response operations at UCSB. Alert means that all UCSB staff notified are to maintain contact with the EOC Management or with a designated contact that will serve as communications for the Alert status. This may be the Police

Dispatcher or another staff person who has been assigned as temporary communications coordinator (This can even be coordinated from a home or cellular telephone if more convenient for staff). If alert communication exceeds the capabilities of the Police Dispatch or other assigned position, then the EOC is partially activated in order to conduct efficient communications.

Level 3 – Activated

The Executive Policy Group determines that the EOC should be activated, determines which staff positions are needed for EOC operations and contacts the Chancellor or their designee. The Police Dispatch or a staff person in the Office of the Vice Chancellor, Administrative Services will then contact members of the EOC who have been designated to report in. EOC activation means that all UCSB staff notified is to report to the EOC as soon as possible. If the primary person is not available, the alternate will be contacted to report for duty.

Emergency Operations Center Organizational Chart

UC Santa Barbara
Emergency Operations Center
Organization Chart

Chancellor

EOC Director
Vice Chancellor, Admin. Services
Assoc. Vice Chancellor

Public Information
Assoc. Vice Chancellor, News & Comm.
Dir. News & Media Relations, News & Comm.

EOC Coordinator
Campus Emergency Manager
Business Contingency Specialist
EHS Business Officer

Safety
Chief of Police
Asst. Chief of Police

Liason
Director, Governmental Relations
Campus Emergency Manager
Business Contingency Specialist

Legal
Campus Counsel

Executive Policy Group
Chancellor
Executive Vice Chancellor
Vice Chancellor, Research
Vice Chancellor, Student Affairs
Vice Chancellor, Admin. Services
Assoc. VC, News & Communications
Chair Academic Senate
Faculty Advisor to the Chancellor
Assistant Chancellor-Budget & Planning

OPERATIONS
Director, Physical Facilities
Planning & Resources Director
Director, EH&S

PLANNING
Director, Design & Construction
Assoc. Dir., University Center
PF Services Coord., Facilities Mgmt.

LOGISTICS
Assoc. Dir., Telecommunications
Director, Human Resources
Director, Residential & Comm. Living

FINANCE
Assoc. Director, Procurement, Business & Financial Services
Director, Procurement, Business & Financial Services

Animal Care

Academic/Research Assessment

Communications
Assoc. Director, Telecommunications
Customer Relations Mgr, Comm. Services

Cost Analysis/Recovery
Assoc. Director, Procurement, Business & Financial Services
Procurement Services Mgr, Purchasing

EH&S
Director, EH&S
Hazardous Waste Program Manager
Campus Fire Marshal

Advance Planning
Exec. Dir., Housing & Residential Services
Exec. Asst. to the Chancellor
Chief Information Security Officer

Feeding
Director, University Center, Food Service
Director, Residential Dining Services

Donations (Monetary)

Physical Facilities
Area Mgr., Operations & Maintenance
Assoc. Director, Physical Facilities
Dir. of Residential Operations

Damage Assessment -SAP
Mechanical Engineer, Facilities Management
PF Services Coord., Facilities Management
Campus Emergency Manager

IT Support
Director, Business Relationship Mgmt.
Computer Network Technologist
Network Manager

Purchasing/Contracts
Assoc. Director, Procurement, Business & Financial Services
Procurement Services Mgr, Purchasing

Special Events
Director, Public Events
Special Events Coordinator, Public Events
Furniture Services Supervisor, Central Stores

Documentation
EH&S Administrative Staff

Sheltering
Director, Physical Activities & Recreation
Asst. Dir., Physical Activities & Recreation
Asst. Bldg. Mgr., Physical Activities & Recr

Risk Management
Risk Manager
Risk Management & Insurance Administrator

Student Health
Executive Director, Student Health
Staff Services Director, Student Health
Advice Nurse, Student Health

Housing Assessment
Director, Residential & Community Living
Energy & Environmental Manager, Housing
Executive Director, Housing

Volunteers/Donations
Director, Human Resources
Manager, Billing & Accounts Receivable
Business Contingency Specialist

Student Affairs
Senoir Assoc. Dean , Student Life
Assoc. Dean, Stdt Academic Support Services
Assoc. Dean, Student Wellness Services

Maps/Spatial Analysis
PF Services Coord., Facilities Mgmt.
GIS/CAD Specialist, Facilities Mgmt.
Exec. Officer/Dir, Sustainability/Geography

Transportation/Parking
Director, Transportation & Parking Services
Event & Enforcement Supervisor
Planning & Resources Director

Situation Analysis
Exec. Asst. to Vice Chancellor
Energy & Environmental Mgr., Housing
Exect. Asst. to the Chancellor

UC Police
Chief of Police
Asst. Chief of Police
Lieutenant Police

EXECUTIVE POLICY GROUP

Position

Chancellor
Executive Vice Chancellor – Academic Affairs
Associate Chancellor – Budget & Planning
Vice Chancellor – Student Affairs
Vice Chancellor – Research
Sr. Associate Vice Chancellor – Administrative Services
Associate Vice Chancellor – Administrative Services
Associate Vice Chancellor – Public Affairs

EMERGENCY OPERATIONS CENTER – STAFF

EOC MANAGEMENT

EOC Director	See Org Chart for Title
EOC Director Alternate	See Org Chart for Title
Public Information Officer	See Org Chart for Title
EOC Coordinator	See Org Chart for Title
Liaison Officer	

OPERATIONS

Operations Section Coordinator	See Org Chart for Title
Operations Section Coordinator Alternate	See Org Chart for Title
Debris Removal & Emergency Repairs	See Org Chart for Title
Police	See Org Chart for Title
EH&S	See Org Chart for Title

Medical & Counseling	See Org Chart for Title
Student Affairs	See Org Chart for Title
Building Damage Assessment	See Org Chart for Title

PLANNING

Planning Section Coordinator	See Org Chart for Title
Planning Section Coordinator Alternate	See Org Chart for Title
Advance Planning	See Org Chart for Title
Situation Analysis	See Org Chart for Title
Maps/Spatial Analysis	See Org Chart for Title
Documentation	See Org Chart for Title

LOGISTICS

Logistics Section Coordinator	See Org Chart for Title
Logistics Section Coordinator Alternate	See Org Chart for Title
IT & Communications	See Org Chart for Title
Personnel/Volunteers	See Org Chart for Title
EOC IT Support	See Org Chart for Title
Food & Water	See Org Chart for Title
Care & Shelter	See Org Chart for Title
Transportation/Vehicles	See Org Chart for Title

FINANCE

Finance Section Coordinator	See Org Chart for Title
Finance Section Coordinator Alternate	See Org Chart for Title
Cost Analysis & Budgeting	See Org Chart for Title
Contracts & Purchasing	See Org Chart for Title
Claims Management	See Org Chart for Title

FEMA Documentation	See Org Chart for Title

EOC DEACTIVATION GUIDELINES

1. EOC Director will notify teams when they are no longer required in the EOC.

2. Liaison Officer will notify Operational Area EOC at the Santa Barbara County Office of Emergency Management and other appropriate organizations of the expected planned deactivation.

3. All positions must ensure that any open actions not yet completed will be handled after the deactivation. EOC units should work through their respective EOC Section Coordinators to ensure transition to normal operations.

4. Ensure that all required forms and reports are completed prior to deactivation. Verify that all FEMA Documentation Forms are provided to EOC Section Coordinators and EOC Management.

5. Have copies made of all of your logs, reports, messages, and any other documents you used and received in the EOC. Leave originals in your position binder and keep the copies for a period of one year or as directed.

6. Be prepared to provide input to the After-Action report. Participation in the State After-Action reporting process, typically conducted within 90 days after an event, is mandatory for agencies seeking State reimbursement for qualifying expenses.

PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

WHEREAS, THE UNIVERSITY OF CALIFORNIA, SANTA BARBARA emergency policies and procedures empower the Chancellor or authorized representative to proclaim a Campus State of Emergency, when the campus has been affected by the emergency or disaster; and

WHEREAS, the Chancellor or authorized representative does hereby find:

That conditions of peril to the safety of persons and property have arisen within the campus caused by _____,
commencing on or about _____
_____, on the date of _____, warranting the necessity for, and proclamation of, a Campus State of Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the Chancellor or authorized representative of the University of California, Santa Barbara.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded the University of California Office of the President and the County of Santa Barbara Emergency Operations Center.

Chancellor or authorized representative   Date

CHECKLIST
EOC DIRECTOR

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Informs the Executive Policy Group of incident - Coordinates with other operational area EOCs to ensure appropriate levels of activation are in place - In consultation with the Executive Policy Group, activates the Emergency Operations Center (EOC) - If required, recommends the Chancellor declare a Campus State of Emergency and cancel classes - Determines EOC staffing needs; supervises Section Coordinators, PIO, Liaison Officer, EOC Coordinator - Establishes strategic objectives for the EOC - Schedules all EOC meetings - Issues status reports to Executive Policy Group - Deactivates EOC and transitions to recovery phase	
Support Responsibilities:	- Sets strategic plan for recovery and resumption of normal operations - Directs EOC staff to activate and report on status of their department emergency action plans	
Reports to:	Executive Policy Group	
Necessary Forms:	- Activity Log (see attached form) - After Action Report	
ACTIVATION PHASE		**DATE/TIME**
1.	Verify the details of the incident, including source with name and callback number:	
2.	If needed, direct Police Dispatch to send a campus-wide UCSB Alert notification. Provide dispatch with basic text.	
3.	Notify EOC staff and members of the Executive Policy Group to report to the EOC.	
4.	Contact the EH&S Technical Assistance Line (448-4089) to request assistance in setting up the EOC (tables, phones, checklists)	

		DATE/TIME
5.	Ensure that the EOC is properly set up and ready for operations. This includes: EOC check-in procedures are established, and EOC organization and staffing chart is posted and completed.	
6.	Coordinate with other Operational Area EOCs to ensure appropriate levels of activation are in place.	
7.	Based on current status reports, establish initial strategic objectives for the EOC.	

OPERATIONAL PHASE Checklist EOC Director		DATE/TIME
8.	Complete Incident Briefing (ICS Form 201) and conduct initial IC meeting with EOC Management.	
9.	Assign EOC staff to answer the EOC call in line: 893-3901 (has rollover capability to 3 phone lines)	
10.	Upon activation of the EOC and Declaration of a Campus State of Emergency, notify the following agencies: County of Santa Barbara OEM (805) 681-5526 UC Office of the President (510) 987-9594	
11.	Ask the Executive Policy Group who will act as UCSB spokesperson and alternate spokesperson for the event	
12.	Conduct IC Objectives Meeting. Complete Incident Objectives (ICS Form 202). Ensure that the UCSB EOC Liaison is maintaining effective inter-agency coordination	
13.	Advise all EOC staff to clear all external communication on the incident with the EOC Director and PIO. Assist the PIO with the release of all UCSB emergency response and status information.	
14.	Schedule and announce the initial planning meeting, and direct EOC management to update their section's incident objectives to inform the Incident Action Plan (IAP).	
15.	Every 2 to 4 hours, or after every major event, provide a general update and briefing to the entire EOC. Request Section Coordinators provide a summary of Section information. Request Planning Coordinator conduct situation briefing at established intervals (suggest every hour or as major events unfold)	

PROCEDURES CHECKLIST EOC DIRECTOR cont'd		DATE/TIME
15.	In the event of the need to evacuate the campus, contact the County EOC (805) 681-5526 to ensure campus evacuation planning is consistent with County plans	
16.	Maintain contact with the Chancellor and/or the Executive Policy Group for establishing policy on major campus issues, as well as to brief them about EOC activities	
17.	Maintain your *Activity* Log	
18.	Consider the potential duration of the event and need for additional staff to be called in to replace existing EOC staff. Consider the need for food and lodging for EOC staff	
19.	Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known	
20.	As the emergency subsides, facilitate the change from emergency response activities to recovery activities	
21.	Conduct a debriefing of all EOC staff before they leave. Consider the need for crisis counseling	
22.	De-activate the EOC as directed by the Chancellor or as the emergency subsides	
23.	Contact all external agencies and notify them of intent to deactivate the EOC	
24.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	
25.	Facilitate a meeting with EOC and incident staff to gather information for an after-action report	
26.	Have an *After Action Report* prepared for the State and for general distribution	

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CHECKLIST
PUBLIC INFORMATION OFFICER

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Name:_____ Date:_____ Time:_____

Primary Responsibilities:	• Media contact and coordination • Public information statements and releases • Coordinates media releases with County of Santa Barbara, Cal EMA and the Office of the President (as directed by the Chancellor) • Coordinates with PIO located at Incident Command • Controls and corrects misinformation and rumors • Communication to campus community	
Support Responsibilities:	• Coordinates with EOC management	
Reports to:	EOC Director	
Necessary Forms:	• Activity Log (see attached form)	
PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director, contact all necessary personnel	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, phones, TV etc.)	
6.	Establish a minimum of two (2) separate telephone lines: one for incoming media inquiry and one for secure internal communications	
7.	Notify all staff of EOC phone number: 893-3901	
8.	Send emails to all PIO staff with FYI and connect with Liaison officer to discuss level of information to be distributed how/when	
9.	Maintain *Activity Log* (be sure to record all contacts with media agencies)	
10.	Prepare media statements to be cleared for release by the Executive Policy group, or EOC Director regarding UCSB's status, known damage assessment, and information to be broadcast as important public information.	
11.	Continually brief and update the UCSB spokesperson with accurate and timely information	

PROCEDURES	CHECKLIST PIO cont'd	DATE/TIME
12.	Manage field requests for media control and UCSB spokespersons.	
13.	Prepare talking points for those speaking on-camera, post statements on website, determine if all campus email will go out	
14.	Monitor any inaccuracies that appear in print, radio, or television stories about emergency operations at UCSB and respond with a WRITTEN correction	
15.	Establish a means to communicate information regarding major incidents to UCSB faculty, staff, students and special needs populations (e.g. email, radio, text, sign language)	
16.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit.	
17.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

Addendum: PUBLIC INFORMATION OFFICER

Large scale or high profile incidents on the UCSB campus may attract media personnel directly to the scene rather than to a media contact. If media control has become a serious field concern, the media team will also include police escort.

California State Penal Code Unit 409.5b provides the right to access by the media to any incident with public access (this does NOT include the EOC or other sensitive operational management areas). The only restrictive authority to limit media access at an incident is for the protection of a crime scene or to safeguard lives and limit further property damage. However, at a field incident, if an appropriate area has been designated for the media, most media representatives will follow police guidelines and cooperate in order to gain access to information and good camera scenes.

The following guidelines will assist field personnel and field public information teams in working with the media at the scene of an incident:

A. If contacted by the media, employees are to politely and firmly request that the media wait for the UCSB spokesperson. The employees should immediately contact supervisors or the EOC and request the field public information team.

B. If security is important, access to the incident should be marked and barricaded with yellow tape and posted guards. A special area for the media can be designated and signs posted indicating media zone. The media will expect visual access for camera shots and personal contact with the UCSB spokesperson at this location.

C. Field Public Information will need to provide copies of all information released. All information given during interviews should have prior clearance for release by the EOC Director or the Executive Policy Group. Field teams should be informed to refrain from speculation and not to release names of victims or affected parties unless advised to do so or if the information has already been contained in a written media release.

<div align="center">CHECKLIST</div>

LIAISON OFFICER

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Communicates between Campus EOC and other agencies - Provide EOC status reports to County and State - VIP and Visitor Orientations and Briefings
Support Responsibilities:	Volunteer Organization and Coordination
Reports to:	EOC Director
Necessary Forms:	- Activity Log (see attached form) - County/State Status Report

PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director, contact all necessary personnel	
2.	DO NOT SHARE INFORMATION WITH ANYONE OUTSIDE THE EOC WITHOUT PRIOR APPROVAL OF THE EOC DIRECTOR.	
3.	Assess equipment needs for your unit (copier, computer, etc.)	
4.	Begin *Activity Log*	
5.	Notify all staff of EOC phone number: 893-3901	
6.	Establish contact with the County of Santa Barbara OEM (805) 681-5526	
7.	Establish and maintain a location for incoming agency representatives, providing EOC identification, workspace and support as needed.	
8.	Maintain Activity Log	
9.	Oversee all liaison activities, including coordinating outside agency representatives assigned to the UCSB EOC, and handling requests (geographical area of incident) from other EOCs for UCSB representatives	
10.	Ensure that EOC *Status Reports* are compiled and sent to Santa Barbara County EOC and or Cal EMA as required	
11.	Conduct briefings for VIP's and visitors, as directed by EOC Director	
12.	Work with the Personnel/Volunteer unit and with the Red Cross representative to assist in the coordination and use of volunteers	
13.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
14.	Keep copies of your logs, reports, messages used in the EOC	

<div align="center">CHECKLIST</div>

EOC COORDINATOR

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Serves as primary assistant to the EOC Director - Assist EOC Director and EOC staff in developing overall strategic objectives as well as Section objectives for the Action Plan - Monitors EOC staffing to ensure positions are staffed to the greatest effect with the resources available - Provide overall procedural guidance to EOC staff as needed	
Support Responsibilities:	Advise the EOC Director on proper procedures for enacting emergency proclamations	
Reports to:	EOC Director	
Necessary Forms:	Activity Log (see attached form)	

PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director, contact all necessary personnel	
2.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
3.	Maintain *Activity Log*	
4.	Notify all staff of EOC phone number: 893-3901	
5.	Assist the EOC Director in determining appropriate staffing for the EOC	
6.	Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan	
7.	Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan	
8.	Provide overall procedural guidance to General Staff as required	
9.	Provide general advice and guidance to the EOC Director as required	
10.	Assist the EOC Director in preparing for and conducting briefings with EOC Management Staff	
11.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
12.	Keep copies of your logs, reports, messages used in the EOC	

OPERATIONS SECTION COORDINATOR

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	• Primary contact between EOC and Incident Command • Lead EOC Operations Team • Coordinate with Planning, Logistics, and Finance • Multi-department field response • Mutual Aid requests • Coordinate with EOC Liaison in inter-agency coordination • Plan for short-term restoration
Support Responsibilities:	• EOC Management • Field Inspection status and damage assessment information
Reports to:	EOC Director
Necessary Forms:	• Activity Log (see attached form)

PROCEDURES		DATE/TIME
1.	Check in with EOC Director	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, etc.)	
3.	Assess equipment needs for your unit (copier, computer, etc.)	
4.	Begin & maintain *Activity Log*	
5.	Coordinate with EOC Management to ensure that Operations Section members have been notified to report in as needed	
6.	Ensure all Operations staff are able to communicate and that they have established contact with their supervisor	
7.	Notify all staff of EOC phone number: 893-3901	
8.	Ensure that there is radio contact established with Incident Commander	
9.	Assign an assistant to the Operations Section Coordinator and have that person start the Operations Incident Log	

PROCEDURES	CHECKLIST Operations Coordinator cont'd	DATE/TIME
10.	Obtain an initial report about UCSB operational status from EOC Management, Situation Status, and your Operations Team. Establish a briefing schedule with your Team members	
11.	Determine if you need more field staff – if so, request more staff from your team members, the Personnel/Volunteers unit in the EOC, or as necessary, through EOC Mutual Aid	
12.	Review information about incidents and incident response from your Operations units, the Planning Section Coordinator, and the Logistics Section Coordinator in order to assign each incident a response priority	
13.	Contact personnel in the field at incident location(s), determine their needs (equipment, personnel) make requests for support to Logistics Section Coordinator	
14.	Work with the Operations Team to direct and support all field operations	
15.	Exchange updates about the status of Incidents, Field Teams, Command Posts, DOC's Medical Triage areas and shelter operations with your team units, EOC Section Coordinators , and EOC Management	
16.	Analyze all field operations for potential hazards in order to maintain the safest operations possible	
17.	Confer with EOC Management regarding all Operations team requests for Mutual Aid as well as for executive-level policy decisions that must be made in order to proceed with field operations	
18.	Work with the Logistics Section to ensure that all necessary resources critical to field operations will be procured and delivered	
19.	Work with the Finance Section to ensure that requests for resources have adequate funding authorization	
20.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
21.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

ASSISTANT OPERATIONS SECTION COORDINATOR

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	● Activity Log ● Operations Status Boards postings ● Provide support to Operations Section Coordinator ● Inform Planning of significant information, of updates, and of changes regarding field incidents and incident response
Support Responsibilities:	● Documentation ● Personnel timekeeping
Reports to:	Operations Section Coordinator
Necessary Forms:	● Activity Log

PROCEDURES		DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Contact all necessary personnel	
6.	Using information gathered from: Situation Status, Operations Section units, and reports generated by other EOC units, begin an *Activity Log*, and post information about major incidents and the UCSB emergency response on the Operations status board(s) and display maps	
7.	Notify all staff of EOC phone number: 893-3901	
8.	Update the *Activity Log* and Operations status board(s) as additional information becomes available	
9.	Advise *Planning - Situation Status* of significant information, updates, and changes regarding field incidents and incident response	
10.	Assist the Operations Section Coordinator in compiling and tracking incidents, Shelter Reports from Care & Shelter, and Mutual Aid Requests if Mutual Aid is requested	
11.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
12.	Keep copies of all your logs, reports, and any other documents you used and received while working in the EOC	

POLICE

Name: _____ Date: _____ Time: _____

<table>
<tr><td>Primary Responsibilities:</td><td>

Field Incident Command Coordination
Public Safety
Mutual Aid and Multi-Agency Response Coordination
Liaison to EOC

</td></tr>
<tr><td>Support Responsibilities:</td><td>

Emergency Transportation
Traffic Control, Evacuation
VIP Escort

</td></tr>
<tr><td>Reports to:</td><td>Police Incident Commander, Ops Section Coordinator</td></tr>
<tr><td>Necessary Forms:</td><td>

Activity Log
Report of Incident

</td></tr>
</table>

PROCEDURES		DATE/TIME
1.	Check in with Incident Commander and Operations Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, etc.)	
4.	Begin *Activity Log*	
5.	Obtain a briefing from the Operations Section Chief regarding the status of all incidents and UCSB field operations	
6.	Establish contact with Police dispatch and receive the status of all on-duty personnel	
7.	Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your unit	
8.	Assess equipment needs for field personnel and coordinate with the Operations Section Coordinator and the Logistics Section Coordinator for equipment acquisition, as needed	

PROCEDURES	CHECKLIST Police cont'd	DATE/TIME
9.	Maintain Activity Log	
10.	Notify the Operations Section Coordinator and Planning-Situation Status of any new incidents or changes in major incidents	
11.	Coordinate with the Operations Section Coordinator to determine if Mutual Aid for operations will be needed.	
12.	Ensure your field personnel will have adequate food and water. Coordinate with Logistics Resources Support for meals and delivery	
13.	Assist Incident Commander with planning for continued operations, providing relief for Incident Commanders every four to six (4-6) hours for rest period	
14.	Plan for an extended EOC activation and determine staffing needs both for field operations as well as in the EOC. Upon arrival, brief your EOC shift replacement about the current status of your unit	
15.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

ENVIRONMENT, HEALTH & SAFETY

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	• Hazardous materials containment and response • Hazardous conditions control • Worker safety (includes personal protection and accident/injury prevention) • Workplace safety • Injury and death casualty reports and documentation • Sanitation and potable water • Radiation Safety (RSO)
Support Responsibilities:	• Facility inspections • EOC administrative support • Search and rescue • Mutual Aid and multi-agency response coordination
Reports to:	Operations Section Coordinator
Necessary Forms:	• Activity Log • Report of Incident • Mutual Aid Worksheet

	PROCEDURES	DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Obtain a briefing from the Operations Section Coordinator regarding the status of all incidents and UCSB field operations	
6.	Notify all staff of EOC phone number:893-3901	
7.	Notify all staff of EOC email address: eoc@ucsb.edu	
8.	With your Section Coordinator, establish field response priorities	

PROCEDURES	CHECKLIST EH&S cont'd	DATE/TIME
9.	Advise the Operations Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your unit	
10.	Assess equipment needs for field personnel and coordinate with the Operations Section Coordinator and the Logistics Section for equipment acquisition, as needed	
11.	Ensure that the public water system has potable water. Provide disinfecting services or emergency water supplies if necessary.	
12.	Notify the Operations Section Coordinator and Situation Status of any new incidents or changes in major incidents	
13.	Give and receive updates about field assignments, resource availability, and incident status.	
14.	Coordinate with the Operations Section Coordinator to determine if Mutual Aid for operations will be needed.	
15.	Ensure your field personnel will have adequate food and water. Coordinate with the Logistics Section for meals and delivery	
16.	Maintain your *Activity Log*	
17.	Prepare a status report from your unit every four (4) hours, or as directed. Be sure to include the status of every major incident in which your unit is involved	
18.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
19.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

UCSB

MEDICAL & COUNSELING SERVICES

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	• Coordination of field triage and medical treatment • Coroner liaison and casualty accounting • Mental health and psychological services • Report WC claims to Claims Unit
Support Responsibilities:	• Coordinate with Care and Shelter Team • Liaison with SB County Public Health • Coordinate with other Student Affairs functions
Reports to:	Operations Section Coordinator
Necessary Forms:	• Activity Log • Report of Incident

PROCEDURES		DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, etc.)	
4.	Begin *Activity Log*	
5.	Obtain a briefing from the Operations Section Coordinator regarding the status of all incidents and UCSB field operations	
6.	Coordinate with SB County Public Health to receive information regarding the status of patient transfer to medical facilities	
7.	Notify all staff of EOC phone number: 893-3901	
8.	Notify all staff of EOC email address: eoc@ucsb.edu	
9.	Establish contact and receive the status of all available medical personnel	
10.	Advise your Section Coordinator and appropriate EOC staff of the status and availability of personnel controlled by your unit	

PROCEDURES	CHECKLIST Medical & Counseling cont'd	DATE/TIME
11.	Advise your Section Coordinator and appropriate EOC staff of the status and availability of personnel controlled by your Departmental Operations Center (DOC)	
12.	If needed, coordinate with the Operations Section Coordinator to establish hazard-free sites for First Aid and Triage Screening, the Coroner Staging Area, and the Medical Transportation Staging Area (default medical staging area is Student Health Services parking lot)	
13.	Assess equipment needs for medical personnel and coordinate the Operations Section Coordinator and Logistics Section Coordinator for equipment acquisition, as needed	
14.	Maintain your *Activity Log*	
15.	Coordinate with the Liaison Officer to receive updates concerning the status of local and regional medical facilities	
16.	Record employee injuries for worker's compensation processing	
17.	If your personnel report any new incidents or changes in major incidents, notify the Operations Section Coordinator and Situation Status using the *Report of Incident Form*	
18.	Give and receive updates about field assignments, resource availability, casualty counts, and incident status.	
19.	Coordinate with the Operations Section Coordinator to determine if Mutual Aid for operations will be needed.	
20.	Ensure your field staff adequate food and water. Coordinate with Resources Support for meals and delivery	
21.	Prepare status reports from your unit every four (4) hours, or as directed	
22.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement and about the current status of your unit	
23.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST - OPS
STUDENT AFFAIRS

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Facilitates communications and coordinates activities related to emergency student services - Coordinates with academic divisions the resumption of classes
Support Responsibilities:	Contribute to strategic plan for recovery and resumption of normal operations
Reports to:	Operations Section Coordinator
Necessary Forms:	Activity Log

	PROCEDURES	DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess the status of all UCSB student services	
4.	Contact all necessary personnel	
5.	Notify all staff of EOC phone number: 893-3901	
6.	Notify all staff of EOC email address: eoc@ucsb.edu	
7.	Begin and maintain Activity Log	
8.	Coordinate the flow of information for student affairs departments to and from the EOC	
9.	Coordinates with UCOP in establishing an emergency call center	
10.	Contributes to strategic plans towards recovery and resumption of normal operations	
11.	Coordinates with academic divisions on the resumption of classes	
12.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
13.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST - OPS
DAMAGE ASSESSMENT

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	● ATC-20 Damage Assessment Teams ● Preliminary damage inspection reports
Support Responsibilities:	● Situation Status ● Contribute to strategic plan for recovery and resumption of normal operations
Reports to:	Operations Section Coordinator
Necessary Forms:	● Activity Log ● ATC-20 Detailed Evaluation Safety Assessment Forms

PROCEDURES		DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Check with EOC Situation Status to receive information, initial reports of building damage, utility status, and field hazards	
4.	Begin *Activity Log*	
5.	Notify all staff of EOC phone number: 893-3901	
6.	Notify all staff of EOC email address: eoc@ucsb.edu	
7.	Determine the number of fully equipped inspection teams available and forward this information to your Section Coordinator. Work with Resources Support, if necessary, to ensure inspection personnel have all required personal safety and field recording equipment	
8.	Consult with the Incident Commander and review the building inspection priority list for preliminary building inspections	
9.	Maintain *Activity Log*	
10.	Maintain contact with inspection teams and assign inspections according to the building inspection priority list	
11.	Coordinate with your Section Coordinator to ensure that inspection teams do not enter any buildings or areas with known chemical spills or other known major hazards inside	
12.	Record inspections information to the Building Inspection Status Report and forward to appropriate Planning Section	

PROCEDURES	CHECKLIST Damage Assessment cont'd	DATE/TIME
13.	Determine food and water needs for Inspections staff and coordinate with the Logistics Section for procurement and delivery	
14.	Assess inspections staffing needs and coordinate with your Section Coordinator to determine if UCSB will need additional inspectors via Mutual Aid.	
15.	Keep Operations Section and EOC Management informed of assessed damage to UCSB	
16.	Do **NOT** release any information regarding disaster-related financial losses to the media without authorization from EOC Director or the Policy Group	
17.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	

CHECKLIST - OPS

DEBRIS REMOVAL & EMERGENCY REPAIRS

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	● Emergency debris removal ● Urgent and immediate repair jobs	
Support Responsibilities:	● Situation Status ● Damage assessment report	
Reports to:	Operations Section Coordinator	
Necessary Forms:	● Activity Log	
PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Receive and relay initial reports of building and utility damage to Operations and Planning sections	
6.	Obtain repair priorities from Operations section Coordinator	
7.	Conduct debris removal and emergency repairs as required	
8.	Document all activities: take photos of area before and after emergency work. Record personnel and equipment use records	
9.	Maintain *Activity Log*	
10.	Coordinate with EOC Operations on debris removal and emergency repair work that cannot be performed by Physical Facilities personnel alone, as well as for procurement of emergency contract services and supplies	
11.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
12.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST - LOG
LOGISTICS SECTION COORDINATOR

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Delivery of all resources to support EOC and field operations - Mass care and shelter - Personnel and volunteer management - Transportation management
Support Responsibilities:	- Field operations - FEMA documentation and recovery
Reports to:	EOC Director
Necessary Forms:	- Activity Log (see attached form) - Report of Incident

PROCEDURES		DATE/TIME
1.	Check in with EOC Director	
2.	Check communications availability for your unit, including land-based telephone, cellular telephone, fax, radio, electronic mail	
3.	Assess equipment needs for your unit (copier, computer, internet etc.)	
4.	Begin *Activity Log*	
5.	Receive an update regarding Logistics Section personnel contacted and en route to the EOC. Assign staff temporarily to Logistics Section not yet staffed by primary or alternate EOC staff	
6.	Check with EOC Section Coordinators and EOC Management for an overview of emergency incidents and UCSB operational status	
7.	Notify all staff of EOC phone number: 893-3901	
8.	Notify all staff of EOC email address: eoc@ucsb.edu	
9.	Obtain from the Operations Section Coordinator and EOC Management the priorities for resource requests	
10.	Identify the status and availability of all on-campus resources including food, water, supplies, equipment, donations (human resources, equipment, materials and facilities), etc. Maintain an inventory of all available resources and be prepared to procure supplies that may be needed by all EOC Sections	

PROCEDURES	CHECKLIST Logistics Coordinator cont'd	DATE/TIME
11.	Coordinate with EOC Personnel/Volunteers and EOC Management to identify the status and availability of all UCSB employees who may be able to assist with emergency response	
12.	Maintain *Activity Log*	
13.	Work with the Operations Section Coordinator and Planning Section Coordinator to identify requests for resources, ensure that all resources are being procured and delivered in the field, and project needs for duration of emergency	
14.	If you received reports from field staff regarding major incidents in the field, report these to the Operations Section Coordinator	
15.	Refer to and coordinate with the EOC Director for resource needs that cannot be met with available resources, and/or policy decisions that must be made in order to proceed with procurement, contract, and emergency work	
16.	Verify funding authorization for large expenses or potentially extensive contracts with the EOC Director.	
17.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
18.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST –LOG
CARE & SHELTER

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	• Coordinate with Red Cross and SB County EOC in establishing and operating shelters • Large group care and identification of those sheltered • Temporary sheltering (overnight or several days) • Large group food service • Shelter information centers • Student and employee assistance services
Support Responsibilities:	• Field medical treatment centers (when co-located with Care and Sheltering • Field command centers • Field personnel support (primarily meals and rest areas)
Reports to:	Logistics Section Coordinator
Necessary Forms:	Activity Log Report of Incident

	PROCEDURES	DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin Activity Log	
5.	Refer to the UCSB Shelter Annex Plan for information on setting up and operating a shelter	
6.	Check with Logistics Section Coordinator and EOC Liaison to determine if care and sheltering sites need to be established	
7.	Notify all staff of EOC phone number: 893-3901	
8.	Notify all staff of EOC email address: eoc@ucsb.edu	
9.	Advise your Section Coordinator and appropriate EOC staff of the status and availability of personnel controlled by your Departmental Operations Center (DOC)	

	PROCEDURES CHECKLIST Care and Shelter cont'd	DATE/TIME
10.	Assess equipment needs for field personnel and coordinate with your DOC, the Operations Section Coordinator and the Logistics Section Coordinator for equipment acquisition, cost estimates, and funding authorization, as needed	
11.	If directed by the Operations Section Coordinator, or upon request from SB County, set up one or more shelter sites on campus. Assign a shelter manager and support staff for each shelter.	
12.	Coordinate with the Medical EOC unit to determine if shelters should include first aid and triage screening and medical transportation staging areas	
13.	Coordinate with the American Red Cross to establish policies regarding length of shelter's operation, services provided, sign-in and sign-out procedures, persons to be allowed into shelter, budgeting	
14.	Maintain your Activity Log	
15.	Maintain communication with shelter managers and coordinate with the Operations Section Coordinator and the Logistics Section Coordinator to ensure that shelters have adequate supplies	
16.	Give and receive updates about incidents, resource availability and shelter status to Logistics Section Coordinator	
17.	Coordinate with the Operations Section Coordinator to determine Mutual Aid needs (giving or receiving). If so, complete the Mutual Aid Worksheet for the Operations Section Coordinator	
18.	Ensure your field personnel will have adequate food and water. Coordinate with the Logistics Section for meals and delivery	
19.	Coordinate with the Operations Section Coordinator regarding information to be released regarding UCSB shelters. Request assistance from the Public Information Officer if needed	
20.	Prepare status reports from your unit every four (4) hours, or as directed	
21.	Plan for an extended EOC activation and determine EOC and shelter staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
22.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST -LOG
INFORMATION TECHNOLOGY & COMMUNICATIONS

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	• Restoration of IT and communications infrastructure
	• IT and Communications support for EOC Operations
	• Locate and secure alternative communications means
Support Responsibilities:	Situation Status
Reports to:	Logistics Section Coordinator
Necessary Forms:	Activity Log
	Report of Incident

	PROCEDURES	DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Activate and test all UCSB communications systems, identifying all major areas of IT and communications system damage and/or non-service. Forward a report with this information to the Operations Section Coordinator	
3.	Identify and provide alternative means for accomplishing critical communications tasks if normal equipment is not functioning. Provide the Operations Section Coordinator time and cost estimates for employing your identified alternatives	
4.	Obtain a briefing from the Operations Section Coordinator regarding the status of all incidents and UCSB field operations	
5.	Advise your Section Coordinator and appropriate EOC staff of the status and availability of field personnel controlled by your unit	
6.	Assess equipment needs for field personnel and coordinate with the Operations Section Coordinator and the Logistics Section for equipment acquisition as needed.	
7.	Notify the Operations Section Coordinator and Situation Status of any new incidents or changes in major incidents using the Report of Incident form	
8.	Give and receive updates about field assignments, resource availability, and incident status.	
9.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit.	
10.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST -LOG
FOOD & WATER

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Field personnel food and water service - EOC staff food and water service - Care and Shelter food service
Support Responsibilities:	- Planning and Budget unit - Accounting and Audit unit
Reports to:	Logistics Section Coordinator
Necessary Forms:	Activity Log (see attached form)

	PROCEDURES	DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Begin *Activity Log*	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Check with the Operations Section Coordinator and the Planning Section Coordinator to assess the number of field personnel who will need food and water	
5.	Check with EOC Management to determine food and water needed by EOC staff	
6.	Check with Care & Shelter to determine food and water needed by shelters. If the shelters are public, let SB County and VOAD take the lead on food and water needs for public shelters	
7.	Identify all available sources of food and water for UCSB personnel (on and off campus)	
8.	Assess available food and water supplies from UCSB inventories, including Housing and Dining or other UCSB kitchens for food preparation. Take student needs into account.	
9.	Maintain *Activity Log*	
10.	Develop a plan for procurement, delivery, and serving of food and water.	
11.	Coordinate with the Personnel/Volunteers unit to assign food and water delivery and serving staff	

12.	Ensure that a *Log* is prepared from your unit which documents any employees or volunteers working for your unit in the field.	

CHECKLIST -LOG
EOC IT SUPPORT

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	● Set up computer, internet and TV capability at EOC
	● Provide computer workstation support
	● Assist EOC staff with WebEOC
Support Responsibilities:	● IT & Communications Unit
Reports to:	Logistics Section Coordinator
Necessary Forms:	● Activity Log

PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director and your Section Coordinator	
2.	Check communications availability for the EOC, including land-based telephone, cellular telephone, internet, fax, radio, and satellite e-mail	
3.	Set up computers, internet, telephones, projector and TV in the EOC	
4.	Begin *Activity Log*	
5.	Provide workstation support to computer users in the EOC as needed	
6.	Assist EOC staff in logging on and using Web EOC	
7.	Coordinate with the IT & Communications Unit on the status of communications resources and capabilities for the EOC	
8.	With EOC Director's approval, assist outside agencies in accessing UCSB's EOC communications capabilities	
9.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
10.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

UCSB

CHECKLIST -LOG
PERSONNEL/VOLUNTEERS

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Personnel status - Manage volunteers - Maintain records of hours worked for all response personnel - Maintain records of mutual aid personnel hours worked - Provide personnel with timekeeping tools - Hire temporary workers
Support Responsibilities:	- Food services - Equipment and supplies - Account and Audit Unit
Reports to:	Logistics Section Coordinator
Necessary Forms:	Activity Log

PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director and your Section Coordinator	
2.	Check communications availability for your unit, including land-based telephone, cell phone, fax, radio, e-mail and runners (where appropriate)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Identify all UCSB employees who are on campus and working during the disaster, working through Departmental Operations Center or EOC positions as necessary	
6.	Identify UCSB employees who wish to work on disaster response, those who do not want to work, or those who cannot work on the disaster response	
7.	Notify all staff of EOC phone number:893-3901	
8.	Notify all staff of EOC email address: eoc@ucsb.edu	
9.	Coordinate with EOC Management and the Operations Section Coordinator to establish the Volunteer Staging Area. Provide a coordinator for this site	

PROCEDURES	CHECKLIST Personnel/Volunteers cont'd	DATE/TIME
10.	Maintain *Activity Log*	
11.	Ensure the Volunteers Staging Area and Mutual Aid Staging Area both have adequate staffing to process personnel	
12.	Coordinate with the Contracts, Equipment & Supplies unit to identify all contracted services working for UCSB	
13.	Obtain from all personnel working for UCSB disaster response the following information: ● Status as UCSB employee, volunteer, or Mutual Aid worker? ● Normal UCSB work assignment & employee ID # (if UCSB employee) ● ID of agency (if Mutual Aid worker) ● Driver's License or Identification Card (for all non-UCSB workers) ● Address & phone number (for all non-UCSB workers)	
14.	Provide field and EOC management personnel with timekeeping forms	
15.	Coordinate with EOC Management for requests for UCSB Mutual Aid labor and keep records of UCSB employee names, SS#'s, Employee ID#'s, hours worked, and all contact info	
16.	As directed by EOC management, develop a process for hiring temporary workers for specific jobs on campus; or contract the services of a temporary employment agency to perform this task	
17.	Remind DOC coordinators to keep time records for all paid and volunteer staff	
18.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
19.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST -LOG
TRANSPORTATION/VEHICLES

Name:_____   Date:_____   Time:_____

Primary Responsibilities:	● Transportation on and off Campus ● Transportation support (fuel, drivers)
Support Responsibilities:	● Equipment delivery ● Supply delivery ● Evacuation ● Medical transportation
Reports to:	Logistics Section Coordinator
Necessary Forms:	● Activity Log

PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director and your Section Coordinator	
2.	Check communications availability for your unit, including land-based phone, cell telephone, fax, radio, e-mail and runners (where appropriate)	
3.	Check all availability of buses, vans, trucks, vehicles and get inventory, number and type of vehicles	
4.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
5.	Begin *Activity Log*	
6.	Check with Physical Facilities for the status of available UCSB fuel supplies.	
7.	Determine the number and types of usable vehicles on campus and their capabilities. Compile a vehicle inventory and list fuel assets	
8.	Notify all staff of EOC phone numbers: 893-3901	
9.	Notify all staff of EOC email address: eoc@ucsb.edu	
10.	Work with EOC Personnel/Volunteers to obtain drivers for UCSB vehicles. Record personnel and assignment information for drivers and vehicles	
11.	Based upon priorities established by the Logistics Section Coordinator, the Operations Section Coordinator and EOC Management, make preliminary assignments and have vehicles available for operational needs	
12.	Maintain *Activity Log*	

| 13. | Coordinate with Logistics Section Coordinator if Mutual Aid is needed for mass transportation | |

PROCEDURES	CHECKLIST Transportation/Vehicles cont'd	DATE/TIME
14.	Check with local gas stations for fuel supply and availability. Obtain emergency purchase orders or Procurement Cards from EOC Contracts, Equipment & Supplies unit for fuel purchases	
15.	Make the list of fuel assets in UCSB – both gasoline and diesel	
16.	Obtain information regarding the status of local and regional transportation routes (freeways, aviation, etc.). Plan for transportation to and from UCSB for VIPs and essential UCSB staff	
17.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
18.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

Evacuation

Vehicles
One responsibility of Public Safety, in the event of a campus closure or evacuation, is to direct vehicles off campus in a safe and controlled manner, following a traffic management plan. The officer in charge shall alter the plan when necessary due to:

1. The nature of the emergency
2. The immediate impact upon the campus
3. The timing of the emergency
4. The availability of officers to implement the plan

Traffic Control
Staffing is contingent upon the number of police, parking enforcement, and Field Operations staff currently on call. These departments shall have a plan in place for responding to the evacuation of UCSB. Of course, their ability to respond in a timely manner shall be contingent upon the exact nature and extent of the emergency.
This plan begins with the "worst-case" scenario — immediate campus evacuation. The plan may be modified to establish additional points of traffic control, dependent upon staff availability. Initially, Public Safety staff, with possible assistance from CERT volunteers, shall be the primary controllers.

FINANCE SECTION COORDINATOR

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Accounting of all emergency expenses - Fiscal analysis to determine total expenses, funding authorization, and funding sources - Activation of emergency financial support to students, faculty, and staff - Contracts and purchasing
Support Responsibilities:	- EOC management - Field operations - Repair and emergency construction - FEMA documentation and recovery
Reports to:	EOC Director
Necessary Forms:	Activity Log (see attached form)

PROCEDURES		DATE/TIME
1.	Check in with EOC Director	
2.	Check communications availability for your unit, including land-based telephone, cellular telephone, fax, radio, electronic mail and runners (where appropriate)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Check with EOC Management to ensure EOC Finance staff has been notified to report to the EOC. Assign staff to temporarily fill units where primary EOC staff are not available	
6.	Obtain a briefing on the status of the emergency and current UCSB response operations	
7.	Notify all staff of EOC phone numbers: 893-3901	
8.	Notify all staff of EOC email address: eoc@ucsb.edu	
9.	Establish the Disaster Accounting System for the EOC. EOC Director may distribute high-value emergency Procurement Cards to EOC/DOC's	

PROCEDURES	CHECKLIST Finance Coordinator cont'd	DATE/TIME
10.	Maintain FEMA documentation forms	
11.	Verify funding authorization for the disaster with EOC Management and coordinate authorization and spending thresholds	
12.	Maintain *Activity Log*	
13.	Project expenditures as requested by EOC Management, and notify EOC Management when expenditures approach authorized spending limits. Coordinate with EOC Management for policy decisions necessary for disaster expenditures (EOC Management will confer with the Executive Policy Group)	
14.	Coordinate with the Logistics Section Coordinator to ensure that the EOC has an efficient and accurate system for processing and accounting of all purchases and expenditures	
15.	Work with EOC Management and your Finance Section to complete the FEMA Public Assistance Grant documentation. UCSB must submit a complete and timely application in order to receive reimbursement from FEMA	
16.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
17.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

UCSB

CONTRACTS & PURCHASING

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Emergency procurement - Equipment delivery and set-up - Supplies delivery - Emergency contracts and purchase orders
Support Responsibilities:	- Logistics Section - Cost Analysis & Budgeting unit
Reports to:	Finance Section Coordinator
Necessary Forms:	Activity Log FEMA Documentation Form

PROCEDURES		DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check communications availability for your unit, including land-based telephone, cellular telephone, fax, radio, storehouse, delivery driver, material handling equipment, electronic mail	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin Activity Log	
5.	Develop a plan for procurement, delivery, and setup of equipment and supplies. Assign equipment delivery and setup staff, with assistance from EOC Personnel & Volunteers unit if necessary	
6.	Coordinate with your Section Coordinator to set up the process for preparing purchase orders and contracts documentation in the EOC	
7.	When procuring equipment or services, assess on-campus supplies first	
8.	Coordinate with your Section Coordinator to ensure all necessary supplies and services have been acquired and appropriately documented	
9.	For each day of EOC operations, prepare a FEMA documentation form for any expenses your unit may have generated, including procurements, contract documents, supplies	
10.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

COST ANALYSIS & BUDGETING

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Monitor all authorized expenses - Account for documentation of all emergency expenses including labor, benefits, purchases, and contracts - Review all expenditures to verify budget account, invoices, and documentation - Budget planning to identify existing sources of funding - Recommend budget and funding plans for emergency and recovery expenses
Support Responsibilities:	- Logistics Team - FEMA Documentation
Reports to:	Finance Section Coordinator
Necessary Forms:	Activity Log

	PROCEDURES	DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check communications availability for your unit, including land-based telephone, cellular telephone, fax, radio, electronic mail	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Work with your Section Coordinator to establish the Disaster Accounting System. Set up the accounting and review process for the system including: a) itemization of all expenses and, b) documentation files containing originals or copies of expenditures. EOC may use special high-value Procurement Cards for emergency needs.	
6.	Maintain *Activity Log*	
7.	Receive and file all forms, invoices, purchases orders, supplies, facilities recovery, food, medical facilities and other documentation related to disaster expenses	
8.	Determine current spending totals. Review authorized spending thresholds and determine remaining funds available	
9.	Review the existing UCSB budget to identify available sources of funding for disaster expenditures.	
10.	Continue to plan for future authorized expenses and for transition to normal accounting procedures at the conclusion of UCSB emergency response	

	PROCEDURES CHECKLIST Cost Analysis and Budgeting cont'd	DATE/TIME
11.	Develop a plan with recommendation for continued authorization of expenses, funding accounts and budget management for submission to EOC Management	
12.	For each day of EOC activation, forward to your Section Coordinator a daily summary of expenses and total accumulated disaster costs	
13.	Meet with the Finance Section Coordinator to project expenses for emergency operations.	
14.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
15.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CLAIMS MANAGEMENT

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Processes Workers Comp claims - Processes General Liability & Property claims - Ensures timely reporting of WC claims
Support Responsibilities:	- Contracts and Purchasing - Medical & Counseling Unit claims documentation
Reports to:	Finance Section Coordinator
Necessary Forms:	Activity Log (see attached form)

PROCEDURES		DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check communications availability for your unit, including land-based telephone, cellular telephone, fax, radio, electronic mail	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Establish communications with the Medical & Counseling unit and the Care & Shelter unit to receive timely information needed to process WC claims	
6.	Establish communications with Contracts and Purchasing unit to receive timely information needed to process General Liability, Vehicle, and Property claims	
7.	Assist Contracts and Purchasing with required waivers and releases for emergency contracts	
8.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
9.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

FEMA DOCUMENTATION

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- FEMA Disaster Assistance Claims - FEMA Application - Source Documentation Files
Reports to:	Finance Section Coordinator
Necessary Forms:	FEMA Documentation Forms

PROCEDURES		**DATE/TIME**
1.	Coordinate with the Finance Section Coordinator to obtain copies of the FEMA Report Forms prepared by the EOC staff, DOC staff, and by field personnel. There should be a FEMA Form for most EOC positions and each field department for each day of emergency operation	
2.	Contact each activated Departmental Operations Center to ensure they are instructed to capture and report all expenses and estimates necessary for the potential FEMA claim	
3.	FEMA requires costs to be accounted by site-specific activities. Photographs are the best documentation of damage and response and re-construction costs. Coordinate with EOC Management to obtain photographs to support costs. You will need to check with FEMA for the guidelines after each disaster to determine costs will be allowed in the application. Generally, expenses for physical damage and reconstruction are eligible.	

4.	Contact Cal EMA to obtain information on the FEMA Post-Disaster Briefing meeting (usually within two weeks after a Federally declared disaster). Make arrangements for yourself and a representative from Financial & Business Services to attend the briefing. Be prepared to submit the *Notice of Interest Form* at the briefing. FEMA will hold public meetings to present current information and provide dates for the application process.	
5.	Make sure that you have a valid source document on file to substantiate any and all expenses listed in your application	
6.	Keep a duplicate of the FEMA Documentation Binder ready for inspection and review during the application and reimbursement process. Maintain the records for a minimum of seven years after the final payment	

CHECKLIST -PLAN
PLANNING SECTION COORDINATOR

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- EOC Planning Team - Liaison with Operations, Logistics, and Finance Sections - Develop advance plans for EOC Director estimating duration and potential outcomes
Support Responsibilities:	- EOC Management - Field operations - FEMA documentation and recovery
Reports to:	EOC Director
Necessary Forms:	Activity Log

	PROCEDURES	DATE/TIME
1.	Check in with EOC Director	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, calculator, maps, status boards etc.)	
4.	Begin *Activity Log*	
5.	Receive an update regarding Planning Team personnel contacted and en route to the EOC. Assign staff to temporarily fill Planning units not filled by primary or alternate EOC staff	
6.	Request information regarding field incidents and priorities from Incident Commanders, and the Operations Section Coordinator, including the priority inspection list for buildings	
7.	Notify all staff of EOC phone numbers: 893-3901	
8.	Notify all staff of EOC email address: eoc@ucsb.edu	
9.	Maintain *Activity Log*	
10.	Maintain contact with EOC management and the EOC Section Coordinators to give and receive updates about the UCSB emergency response	
11.	Work with the Logistics and Finance Sections to ensure your Section has sufficient staffing and supplies to carry out their EOC functions	

PROCEDURES	CHECKLIST Planning Coordinator cont'd	DATE/TIME
12.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
13.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	
14.	Develop advance plan for the EOC Director indicating estimates of event duration and event potential outcomes	

SITUATION ANALYSIS

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	- Post Situation Status Information in EOC - Keep records and documentation of all EOC activities - Identify inaccuracies and conflicting reports - Prepare EOC reports for EOC Management - Monitor media reports and essential planning information including: weather, major incidents in the Santa Barbara County region, and other factors that may affect UCSB operations
Support Responsibilities:	Public information and rumor control
Reports to:	Planning Section Coordinator
Necessary Forms:	Activity Log

PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Receive initial incident information from the Planning Section Coordinator, the Operations Section Coordinator, and the EOC Liaison	
6.	Notify all staff of EOC phone numbers: 893-3901	
7.	Notify all staff of EOC email address: eoc@ucsb.edu	
8.	On the Situation Status Board(s) and maps, post all information regarding major incidents, status of buildings and utilities, number of persons dead, injured and sheltered, weather reports and forecasts, and traffic conditions	
9.	On the large UCSB map, identify medical treatment centers, shelters, Mutual Aid/multi-agency staging areas, field command posts, and volunteer check-in sites	
10.	Re-organize the status boards and maps to best display the information needed for EOC operations according to the nature of the emergency incident(s) at UCSB (earthquakes, utility failure, civil disturbance, etc)	
11.	Verify incoming status information. Identify, investigate, and clarify conflicting reports or information that cannot be verified	

PROCEDURES	CHECKLIST Situation Analysis cont'd	DATE/TIME
12.	Keep a chronology of events, if possible, for event reconstruction and after-action reporting purposes	
13.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
14.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST –PLAN
MAPS, SPATIAL ANALYSIS

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	● Develop and post maps and other visual information in EOC ● Coordinate event mapping activities with other GIS experts	
Support Responsibilities:	Situation Analysis	
Reports to:	Planning Section Coordinator	
Necessary Forms:	Activity Log	
PROCEDURES		DATE/TIME
1.	Check in with EOC Director and Situation Analysis Unit	
2.	Assess equipment needs for your unit (copier, computer, printer, etc.)	
3.	Begin Activity Log	
4.	Working closely with the Situation Analysis unit, develop, post and keep up-to-date maps and other visual aids to assist EOC staff in managing the emergency	
5.	On a large UCSB map identify medical treatment centers, shelters, DOCs, Mutual Aid/multi-agency staging areas, field command posts, and volunteer check-in sites	
6.	Coordinate GIS activities with other GIS technical experts, such as the Geology department, SB County EOC, etc.	
7.	Update maps and other visual aids in Web EOC as requested by the Planning Section Coordinator	
8.	Support the Situation Analysis unit with other incident status postings as requested	
9.	Keep a chronology of events, if possible, for event reconstruction and after-action reporting purposes	
10.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
11.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST -PLAN
ADVANCE PLANNING

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	● Provide strategic planning functions for the EOC including potential response and recovery issues likely to occur beyond the next operational period, generally within 36 to 72 hours. ● Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives. ● Provide periodic briefings for the EOC Director and General Staff addressing the process of transitioning from response to recovery.
Support Responsibilities:	● Identification and assessment of strategic recovery and restoration issues on an enterprise-wide basis.
Reports to:	Planning Section Coordinator
Necessary Forms:	● Activity Log

PROCEDURES		**DATE/TIME**
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin *Activity Log*	
5.	Receive initial incident information from the Planning Section Coordinator, the Operations Section Coordinator, and the EOC Liaison	
6.	Notify all staff of EOC phone numbers: 893-3901	
7.	Notify all staff of EOC email address: eoc@ucsb.edu	
8.	As response transitions to recovery mode, advise Operations Section Coordinator and EOC Director on the need to inform departments to implement their UC Ready Continuity Plans.	
9.	Develop an Advance Plan identifying significant response or recovery resource needs, and any other key issues likely to affect EOC operations. Provide periodic forecasts of incident potential.	
10.	Submit the Advance Plan to the Planning Coordinator for review and approval prior to conducting briefings for the General Staff and EOC Director.	

PROCEDURES	CHECKLIST Advance Planning cont'd	DATE/TIME
11.	In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.	
12.	Keep a chronology of events, if possible, for event reconstruction and after-action reporting purposes	
13.	Plan for an extended EOC activation and determine staffing needs. Upon arrival, brief your shift replacement about the current status of your unit	
14.	Keep copies of all your logs, reports, messages, and any other documents you used and received while working in the EOC	

CHECKLIST –PLAN
DOCUMENTATION

Name:_____ Date:_____ Time:_____

Primary Responsibilities:	• Collect, organize and file all completed emergency related forms including: EOC position logs, situation reports, EOC Action Plan
	• Provide document reproduction services to EOC staff.
	• Reproduce and distribute the Situation Reports and Action Plans.
Support Responsibilities:	• Provide office supplies to EOC staff as needed
Reports to:	Planning Section Coordinator
Necessary Forms:	Activity Log

PROCEDURES		DATE/TIME
1.	Check in with EOC Director and your Section Coordinator	
2.	Check availability of communications for your unit (land-based phones, cell phones, faxes, radios, email, runners, etc.)	
3.	Assess equipment needs for your unit (copier, computer, calculator, etc.)	
4.	Begin Activity Log	
5.	Meet with the Planning Section Coordinator to determine what EOC materials should be maintained as official records.	
6.	Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.	
7.	Set up and maintain document reproduction services for the EOC.	
8.	Collect, organize and file all completed emergency related forms including: all EOC position logs, situation reports, EOC Action Plans and any other related information, just prior to the end of each operational period.	
9.	Maintain a permanent electronic archive of all Situation Reports and Action Plans associated with the emergency.	
10.	Reproduce and distribute the Situation Reports, EOC Action Plan, and other documents as requested by the Planning Coordinator.	
11.	Assist the EOC Coordinator in the preparation and distribution of the After Action Report.	