

# **UC Irvine**

# **Emergency Operations Basic Plan**

**September 2020**

PROPRIETARY AND CONFIDENTIAL TO THE  
UNIVERSITY OF CALIFORNIA, IRVINE

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**PLAN MAINTENANCE AND REVISION**

The Emergency Management Director is responsible for maintaining this plan. The plan was developed to serve as a dynamic, living document. It will be updated on an on-going basis and will receive formal review every 3 years.

**Record of Changes**

<b>Revision #</b>	<b>Issue Date</b>	<b>Summary of Revisions</b>
Version 2.0	April 2006	Full Revision
Version 3.0	Dec. 2006	Full Revision
Version 4.0	April 2007	Full Revision
Version 5.0	April 2009	Full Revision
Version 6.0	January 2013	Full Revision
Version 6.1	January 2014	Contact Revisions, EAP Information, HVA Information, New Annexes
Version 6.2	April 2014	Updated Sections VI & VII
Version 6.3	January 2015	Updated Section V & VI
Version 6.4	June 2015	Updated Section II
Version 7.0	January 2017	Full Revision
Version 7.1	September 2017	Added Section X
Version 8.0	January 2020	Full Revision , Crisis Core Team , Annex XXI

INITIAL DISTRIBUTION AND PLAN UPDATES WILL BE MADE TO THE FOLLOWING RECIPIENTS:

<b>EOP Recipient</b>	<b>Location (of copies)</b>	<b># of Plans</b>
Police Department*	Admin, Dispatch, Patrol	6
EOC*	Management Section Box	1
Alternate EOC*	Mangement Section Box	1
EMAC Committee members	Offices	20
CEPG members	Offices	15

City of Irvine	Irvine Police Department	1
Orange County Sheriff's Dept – EM	Operational Area	1
DOC Managers	Offices	5

\* - Annexes included

## I. INTRODUCTION

### A. PURPOSE

The purpose of the University of California, Irvine (UCI) **Emergency Operations Plan (EOP)** is to establish policies, procedures, and an organizational structure for the mitigation of, preparedness for, response to and recovery from emergency events impacting the campus. The Plan expands on and incorporates UC Irvine Administrative Policy Section 905.30: Emergency Management Policy.

The UCI 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 directives concerning the required components of campus emergency preparedness programs as described in the **University of California Facilities Manual** (Volume 6: Chapter 4 Plant Administration). The elements of the Facilities Manual that pertain to campus emergency preparedness programs list thirteen (13) components encompassing emergency preparedness, response and recovery.

### B. FORMAT

The Plan takes a multi-functional, multi-hazard approach to emergency management. Thus it incorporates methods of hazard identification and mitigation, plans to address continuity of operation, and the structure of emergency response and recovery. The Plan includes the core document, all annexes and appendices and references to related plans and procedures.

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. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

### C. AUTHORITY

This Plan is promulgated under the authority of the Chancellor of UCI and Vice Chancellor for Administrative and Business Services. The day-to-day management of campus Emergency Management programs rests with the Emergency Management Director and the Emergency Management Division of the Police Department. The Emergency

Management Advisory Council (EMAC) provides input for program preparation, development, implementation, evaluation and maintenance.

## D. PROCLAMATION OF CAMPUS STATE OF EMERGENCY

The Chancellor or designee may proclaim a state of emergency throughout 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. The need to proclaim a campus state of emergency is predicated on the nature, extent and impact of an event like an earthquake, fire, act of violence or public health emergency. Declaration of a campus state of emergency is further discussed in the Chancellor's Executive Policy Group (CEPG) Crisis Management Guide (Annex IX).

## E. EMERGENCY MANAGEMENT VISION AND MISSION STATEMENT

The vision for campus-wide emergency services, as captured in Policy 905.30, is to safeguard the welfare of students, faculty, staff and visitors, and to protect the University's mission of teaching, research and public services.

The mission of the Emergency Management Division is to continuously improve the resilience and readiness of the campus community and the ability to respond to and recover from natural and human-caused emergencies within the framework of the phases of emergency management – mitigation, preparedness, response and recovery.

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

UCI, in conjunction with the University of California Office of the President Safety, Security, and Anti-Terrorism Committee, completed a Hazard Vulnerability Assessment (HVA) in 2005 to identify the hazards that pose the greatest risk to the campus. An updated HVA was completed in 2016, resulting in an updated list of hazards for the campus. The top ten hazards for UCI have been identified as follows:

1. Catastrophic Earthquake
2. Active Shooter
3. Laboratory/Residential Building Fire
4. Cyber Threat
5. Public Health Emergency
6. Hazardous Materials Spill/Release
7. Terrorism
8. Civil Disturbance/Protest
9. Discrimination/Harassment
10. Wildland Fire

The priority of any organization 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 are developed during an

annual strategic planning session. Long term objectives are 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. UCI engages all of these objectives through the conduct of the Emergency Management program.

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

All potential events cannot be foreseen or controlled and a primary objective of the Emergency Management Division includes the development of plans and corresponding preparedness efforts to address the consequences of potential crisis and emergency events. In the process of planning for emergency events, one must first consider who 'owns' the risk in question. Towards this end, the campus has implemented a plan to develop departmental emergency action plans (EAPs) as well as continuity plans as part of the UC Ready initiative to ensure both department level readiness and campus level preparedness.

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

- Priority I: Protection of Life Safety;
- Priority II: Maintenance of Life Support and Assessment of Damages;
- Priority III: Resumption of Research and Teaching; and
- Priority IV: Restoration of General Campus Operations

It is anticipated that, as operations progress from Priority I through Priority II, III, and IV responses, the administrative control of the campus will transition from the incident command structure back to the normal UCI organizational structure.

Essential to accomplishing these objectives is a system of communications that informs leadership of the potential and real threats to our people, mission and operations. In addition to routine campus communication channels, urgent, emergency and crisis-related communications systems are described in the Guide to Emergency Communications Across Campus (Annex VIII).

## II. MANAGEMENT OF EMERGENCY OPERATIONS

### A. INCIDENT COMMAND SYSTEM

The 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 necessary control 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. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

## B. COMMAND AUTHORITY & REPORTING STRUCTURE

Upon determination that a state of emergency exists, the decision to activate the campus Emergency Operations Center (EOC) will be made by the Chancellor or Chancellor's designee. The decision to activate is typically made with the advice and counsel of the Vice Chancellor for Administrative and Business Services, the Chief of Police, the Emergency Management Director, and senior leaders involved with the event.

The first, most senior staff member of the EOC staff to arrive will manage the EOC until relieved by a more senior member of the EOC staff or the EOC Manager. The Emergency Management Division is responsible for coordinating the activation of EOC staff, physical set-up of the EOC facility, and fulfilling the role of the EOC Coordinator.

## C. ICS ORGANIZATION

The Responsibilities summarized below are elaborated upon in the Emergency Operations Plan and related appendices and annexes. Communication flows both up and down the command structure. The EOP consists of three major elements:

- The Chancellor's Executive Policy Group (CEPG);
- The Emergency Operations Center (EOC);
- The Department Operations Centers (DOCs).

The Chancellor or designee has ultimate responsibility for activation, oversight, and termination of the Emergency Operations Center (EOC). The Chancellor or designee may proclaim a state of emergency throughout 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.

The five EOC section and functional responsibilities are:

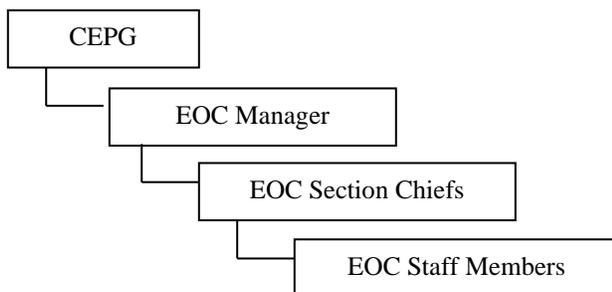
- a) **Management:** The **EOC Manager** has overall responsibility for the management of all emergency activities including development, implementation, and review of an Incident Action Plan (IAP) and conduct of post event assessment. He or she also designates a leader for each of the other Sections, depending on the character and scale of the emergency. The Public Information, Student Affairs, Academic Affairs, Liaison, and Safety Officers, as well as the EOC Coordinator, report to and directly assist the EOC Manager.
- 1) **Public Information Officer:** Is the liaison to the news media and provides news releases and other information as approved by the EOC Manager, assuring that official statements are issued only by those administrators authorized to issue such statements. Provides information for the response to inquiries from the public relative to the disaster. Accredits bona fide members of the news media operating on campus. Coordinates the Public Affairs DOC and ensures that a multi-agency Joint Information Center (JIC) is staffed as required.
  - 2) **Student Affairs Officer:** Monitors and evaluates the status of all students, coordinating both the emergency student/family message center and the short and long term recovery of classes and related activities concerning students. Responsible for coordination of student volunteers and emergency financial aid services for students. Also responsible for coordination with Student Housing activities.
  - 3) **Academic Affairs Officer:** Serves as a liaison between the EOC and academic departments, Academic Senate, Deans, Assistant Deans, Division of Undergraduate Education, Graduate Division, Office of Research, and Division of Continuing Education. Assists with continuity of instruction and research. Coordinates with Student Affairs Officer on short term and long term recovery of classes. Coordinates relocation needs with Registrar, Space Management, and Academic Departments.
  - 4) **Liaison Officer:** Initiates and maintains contact with assisting public or private agencies (e.g. American Red Cross, FEMA, OES), utilizes Memoranda of Understanding when possible, and helps coordinate mutual aid support and assistance. May be used to establish a UCI position at the City of Irvine, City of Newport Beach, and/or Orange County EOCs.
  - 5) **Safety Officer:** Monitors and evaluates all EOC, DOC, and field operations for hazards and unsafe conditions and develops measures for assuring responder personnel safety during the emergency response.
  - 6) **EOC Coordinator:** Sets up facility, provides available supplies, communications and other equipment, and monitors communications flow. Establishes and manages a system of EOC and field runners, and

manages the check-in area for EOC staff. Provides assistance to the EOC Manager as necessary.

- b) **Operations Section:** Represents the campus Emergency Management units—the actual on-scene emergency responders. They are responsible for the assessment and implementation of field operations including but not limited to law enforcement, facilities management, information technology, transportation and EH&S.
- c) **Planning and Intelligence Section:** Responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports to EOC Management and field operations. They are also responsible for damage assessment and developing specialized technical assessments of the event.
- d) **Logistics Section:** Responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).
- e) **Finance and Administration Section:** Responsible for cost accountability and risk assessment. They document expenditures, purchase authorizations, damage to property, equipment usage, vendor contracting, and develop FEMA documentation.

Detailed job action sheets providing information on each EOC assignment are provided in the appendices to the Emergency Operations Center Plan, (Annex I).

This reporting structure can be seen below. Please also refer to the Organizational Chart in the Emergency Operation Center Standard Operating Procedures (EOC SOP) (Annex I).



### III. ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

#### A. EMERGENCY LEVEL CLASSIFICATIONS

The majority of emergency conditions and situations that occur at the University will be addressed via normal response protocols. However, if the emergency situation requires a

more extensive response, the campus Emergency Operations Center may partially or fully activate. Three levels of operation have been identified, relative to the magnitude of the emergency:

- **Standby/Monitor:** The emergency includes incidents that can be managed using normal response operations. The EOC is not activated, but appropriate EOC personnel are informed and placed on alert status.
- **Partial Activation:** The emergency can no longer be managed using normal procedures. The EOC is partially activated, i.e. some, but not all positions are filled, to coordinate and support the response to the incident. One or more DOCs may be activated, depending upon the nature of the incident. EOC staffing decisions are made by the EOC Manager and depend on the circumstances surrounding the event.
- **Full Activation:** A major emergency such as an earthquake or significant terrorist event. The EOC is activated in either its primary or secondary location. All or most EOC positions and DOCs are activated. All emergency personnel should report for duty. A campus proclamation of emergency is declared during a Level 3 emergency.

## ACTIVATION GUIDE

Event/Situation	Activation Level	CEPG Staffing	EOC Staffing	DOCs Activated
<ul style="list-style-type: none"> <li>▪ Moderate incidents involving 2 or more departments</li> <li>▪ Severe Weather Warning</li> <li>▪ Earthquake advisory</li> <li>▪ Flood Watch</li> <li>▪ Localized power failures</li> </ul>	<b>Standby / Monitor</b>	<ul style="list-style-type: none"> <li>▪ Advisory to Core group</li> </ul>	<ul style="list-style-type: none"> <li>▪ EOC Manager</li> <li>▪ Planning Section Chief</li> </ul>	One or more DOCs may be activated.
<ul style="list-style-type: none"> <li>▪ Moderate Earthquake</li> <li>▪ Wildfire affecting campus</li> <li>▪ Major wind or rain storm</li> <li>▪ Large incidents involving 2 or more DOCs</li> <li>▪ Imminent earthquake alert</li> <li>▪ Extended campus-wide power outages</li> </ul>	<b>Partial</b>	<ul style="list-style-type: none"> <li>▪ Core group initial meeting</li> <li>▪ Monitor situation</li> </ul>	<ul style="list-style-type: none"> <li>▪ EOC Manager</li> <li>▪ All Section Chiefs and Branches as appropriate to situation</li> </ul>	Multiple DOCs activated.
<ul style="list-style-type: none"> <li>▪ Major campus or regional</li> </ul>	<b>Full</b>			

<p>emergency. Multiple DOCs and all departments, with heavy resource involvement</p> <ul style="list-style-type: none"> <li>▪ Major earthquake</li> <li>▪ Significant terrorist event</li> </ul>		<ul style="list-style-type: none"> <li>▪ Core group</li> <li>▪ Pertinent ad hoc members</li> </ul>	<p>All EOC Positions.</p>	<p>All DOCs activated.</p>
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**B. CRISIS CORE TEAM ACTIVATION**

The Crisis Core Team (CCT) is the first-line activation assessment capability for the campus. During incidents on campus that are non-catastrophic in nature such as a minor earthquake or partial power failure, the Emergency Manager, Chief of Police, or Vice Chancellor of DFA may activate the CCT to determine the condition of the campus prior to create a common operating picture and situational awareness prior to activating the EOC. The CCT will meet in person or via conference call to obtain rapid situational awareness / common operating picture, develop an initial situation report and / or incident action plan (as necessary), and to make the determination and recommendation for EOC activation.

**C. ACTIVATION AUTHORITY**

The Chancellor or designee has ultimate responsibility for activation, oversight, and termination of the Emergency Operations Center (EOC).

Upon determination that a state of emergency exists, the decision to activate the campus Emergency Operations Center (EOC) will be made by the Chancellor or Chancellor's designee. The decision to activate is typically made with the advice and counsel of the Vice Chancellor for Administrative and Business Services, the Chief of Police, the Emergency Management Director, and senior leaders involved with the event.

**D. ACTIVATION OF THE EOC**

Designated primary and secondary EOC locations are identified on campus. Neither location is a dedicated EOC. Both locations have redundant supplies and are easily converted to use as the campus EOC. The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their roles in the EOC. Upon declaration of a partial or full EOC activation, the EOC Manager shall determine which EOC positions to activate and direct their activities.

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 Operations Centers will also report to their designated areas.

If an emergency event occurs after normal business hours, the Emergency Management Division will coordinate 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 are to assume a full activation and assume their roles according to this plan.

The Emergency Operations Center Standard Operating Procedures (EOC SOP) (Annex I) provides additional details for EOC activation.

## E. DEACTIVATION AND DEMOBILIZATION OF THE EOC

The Chancellor or designee, advised by the EOC Manager, will determine when to deactivate the EOC and transition to normal campus operations. There may be several levels of transition prior to the eventual resumption of normal operations. See Emergency Operations Center Plan (Annex I) for details.

## IV. FUNCTIONAL ROLES

### A. ROLE OF THE CHANCELLORS EXECUTIVE POLICY GROUP (CEPG)

Designated members of the Chancellor's Cabinet comprise the Chancellor's Executive Policy Group (CEPG). The CEPG will be activated to respond to non-routine events, situations, issues, or incidents that require significant executive management engagement, deliberation, and decision-making. The CEPG will function as a crisis management team to a full range of potential crises and risks and will consider a broad array of impacts and consequences. The CEPG will communicate with the UC Irvine Emergency Operations Center (EOC) if activated, or the Incident Commander (IC) to provide institutional direction and strategy.

### B. ROLE OF THE CRISIS CORE TEAM

The Crisis Core Team will convene to conduct initial information sharing / assessment of the incident. The Crisis Core Team consists of representatives from:

- Emergency Management
- Chief of Police
- DFA Executive Team (VC, Chief of Staff, AVC Operations, Director of Support Services)
- CEPG (Chancellor's Chief of Staff)
- Strategic Communications
- Academic Affairs
- Student Affairs
- Housing
- Facilities Management
- Environmental Health and Safety
- Office of Information Technology
- Transportation

The Core Team will be notified via ZotALERT, text message, email, Outlook invite, telephone, or other method if required to meet (2 of 3 conditions met) within 30 minutes of the event, if possible. The team may meet in person or/and via conference call as determined by the Director of EM, Chief of Police, VC DFA, or their designees. On-campus meetings will be held at the EHS building, Hamilton conference room (EOC). If this location is damaged or otherwise not available, the meeting will occur at the UCI Police Department Conference Room.

The objective of the meeting will be to determine emergency activation levels for the event and develop an initial situation report and / or initial EOC action plan.

Core Team Meeting Agenda (30 min):

- Welcome and introductions (Meeting Chair – 1 min)
- Situation status update (PD Watch Commander / Chief of Police – 5 min)
- Operations status report (2 min each)
  - Facilities
  - EH&S
  - OIT
  - Transportation
  - Housing
  - Student Affairs
  - Strategic Communications
- Group discussion (all – 5 min)
- Next steps (VC DFA – 5 min)
- Adjourn

Crisis Core Team conference call information:

**(866) 740-1260**

**Access Code: 2369682#**

**Chairperson Code: \*6450#** (Used only by meeting organizer)

## C. ROLE OF THE EMERGENCY OPERATIONS CENTER (EOC)

The EOC is both a physical location and a staff organization. Response priorities, activities and work assignments will be planned, coordinated, and delegated from the EOC. The EOC will provide interdepartmental coordination of activities and will work collaboratively with the DOCs to establish operational priorities.

## D. ROLE OF THE DEPARTMENT OPERATIONS CENTERS (DOCS)

Essential response departments have Department Operations Centers (DOCs) and DOC Plans to coordinate the actions of their personnel and to facilitate communication to and from the EOC. DOC plans shall include standard operating procedures (SOPs) for emergency responses. Campus DOCs include:

- Police Department
- Facilities Management
- Environmental Health & Safety
- Student Affairs
- Student Housing
- Office of Information Technology
- Transportation & Distribution Services

DOCs may activate independently in response to localized events that require extraordinary attention (e.g. power failure, hazmat spill, internet failure or attack, civil disturbance, etc.) Upon independent DOC activation, the DOC Manager shall contact the police watch commander and the Emergency Management Director to apprise them of the situation. DOCs may also be directed by the EOC to activate during an emergency.

The DOCs work to restore their critical business functions and take action on pre-determined high priority response activities. Resources above and beyond typical levels that are needed to restore critical functions will be cleared through the EOC Manager and Operations Section Chief.

## E. ROLE OF THE COMMAND POSTS

The campus has been divided into 13 emergency response zones (Zones) where field Command Posts may be established in a campus-wide emergency. These Command Posts, serving as unified command staffed by Zone Captains and Police and other responders such as Orange County Fire Authority, provide a standardized process for site incident command of emergency operations in the field. Command posts also provide a contact point for teams and arriving resources, radio communications with the EOC, a process for requesting resources, and the assistance of people on site to Emergency Management (i.e., medical, care & shelter). This is also where Zone Captains are stationed to receive status reports and requests for assistance from Building Coordinators.

## F. ROLE OF THE ZONE CREW

The Zone Crew serves as the campus evacuation team. In non-evacuation emergency events, zone crew members may be called upon to direct shelter/secure-in-place actions if safe to do so, or participate in zone activities to support Police and other responders.

- Zone Captains serve as the liaison between the Building Coordinators and the EOC. He or she is responsible for assisting with safe evacuations, assessing injuries and damage to personnel and property, compiling and relaying area status information to the EOC and for disseminating information to building occupants from the EOC. The Zone Captain also serves as a liaison with Emergency Responders (Police, Fire, Hazmat) at the field command post during an emergency. Zone Captains are responsible for maintaining a sufficient number of Zone Crew members for their zones and ensuring that all Zone Crew members receive training and orientation to fulfill their duties.

- Building Coordinators coordinate the actions of the Floor Wardens, Suite Representatives and Lab Representatives, and serve as a liaison to relay communications between the Assembly Areas and the Zone Captain. Building Coordinators are responsible for ensuring that the Floor Wardens, et al., receive sufficient training and orientation to fulfill their duties. In the event of an emergency, the Building Coordinator is responsible for coordinating safe evacuation with the assistance of the Floor Wardens, et al.
- Floor Wardens (et al.) are responsible for assisting with notification and safe evacuation of occupants from their offices, classrooms, or other work areas, assessing injuries and damage to personnel and property, and providing status reports to their Building Coordinators. They account for occupants at the pre-designated emergency assembly area. They may also be stationed at doors to ensure that people do not re-enter an evacuated building. Building Coordinators work collaboratively with Zone Captains to identify and assign Floor Wardens.

## G. ROLE OF FACULTY AND STAFF

Every member of the faculty and staff should read and understand the Emergency Procedures flip chart, localized department emergency action plans (EAPs) and business continuity plans, and familiarize themselves with campus emergency procedures and building evacuation routes. Employees must be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action. They should follow Emergency Procedures to report fires or other emergencies that require immediate attention, establish contact with their Zone Crew members, and evacuate the building to pre-designated assembly 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.

## H. ROLE OF STUDENTS

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

## I. ROLE OF THE CAMPUS SEARCH AND RESCUE TEAM (CSAR)

Members of the Campus Search and Rescue Team (CSAR) will, upon the event of a major emergency, provide Good Samaritan type assistance to those in need. When activated by the Emergency Operations Center, CSAR team members will report to a pre-designated staging area and receive assignments to provide assistance to on-campus responders and aid to the campus community in accordance with the CSAR training program. CSAR is based on the FEMA Citizen Corps Community Emergency Response Team (CERT) model and curriculum.

## J. ROLE OF DEPARTMENT EMERGENCY ACTION PLANS AND CONTINUITY PLANS

Each department is responsible for completing Emergency Action Plans (EAPs) and Continuity Plans which enable them to prepare for various types of emergencies that could occur on campus and guide their response during and after an emergency.

Utilizing the UC Irvine Emergency Action Plan (EAP) template, departments and units shall complete EAPs which identify department specific emergency contacts, evacuation and assembly area information, location of emergency supplies, and other critical emergency response-specific information.

Utilizing the UC Ready software, departments and units shall complete 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. Each department is responsible for using their UC Ready plan to assist in recovery and restoration efforts.

Emergency Management staff, functioning as UC Ready system administrators may access a series of reports within the tool to assist in establishing campus-level recovery objectives. Standard reports available include critical functions, location of departments, contact information, upstream and downstream dependencies, critical IT applications and key stakeholders.

## V. COMMUNICATIONS

**Emergency Communications to the Campus Community:** In the event of a significant emergency or dangerous situation occurring on the campus that poses an immediate threat to the health or safety of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include zotALERT text messaging, e-mail, social media (Facebook, Twitter, and Nixle), the UC Irvine web site, and other methods as outlined in the Guide to Emergency Communications Across Campus (Annex IX).

**Relaying Building Information to the EOC:** The Zone Crew members act as the “eyes and ears” of the EOC, providing accurate up-to-date information about emergency incidents. Floor Wardens and Building Coordinators should provide information concerning injuries, damage, evacuation, and resources to their Zone Captains. The Zone Captain then compiles this information from all departments/units and submits it via radio or runner to the Zone Coordinator who is equipped with a radio in the Planning and Intelligence Section in the EOC. The Zone Coordinator relays status information and requests for assistance to the Situation Status Unit Leader in the Planning Section of the EOC. The Operations Section may also receive emergency information directly from emergency personnel in the field. Together, this information provides the basis for initiating the emergency response and mutual aid support.

**Relaying Information from the EOC to Buildings:** The Zone Coordinator will disseminate information from the EOC to Zone Captains in the field via radio or runners. Zone Captains will further disseminate information to Building Coordinators and other Zone Crew members who will communicate with persons in the Assembly Areas.

**Relaying Information between CEPG/EOC/DOC locations:** Effective communications between response groups dispersed around the campus is critical to effective response. The web-based application WebEOC is the primary mode for significant response actions to be quickly shared among the groups. WebEOC is administered by the County of Orange Operational Area and used by jurisdictions throughout the County. WebEOC is also the standard means to provide updates regarding the status of the campus to the County EOC. Alternative means of communicating between CEPG/EOC/DOC locations include but are not limited to email, phone, text messaging and runners.

**Alternative Campus notification systems:** The Guide to Emergency Communications Across Campus (Annex IX) details the variety of modalities for communicating with the campus community. The campus Public Information Officer will prepare public announcements regarding the status of the campus and will be disseminated through all available means as appropriate. Announcements regarding the campus and surrounding area may also be made through mass media and social media outlets.

## VI. CAMPUS EVACUATION GUIDELINES

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. Should it become necessary to evacuate a building, an area, or the entire campus, the campus has procedures in place. All members of the campus community are to be familiar with the Emergency Procedures flip charts posted prominently throughout the campus. The flip charts provide general guidance regarding response actions for many emergency situations including but not limited to evacuations. In addition, floor plans with emergency procedures and evacuation routes are posted in accordance with Title 19 of the California Code of Regulations near stairway and elevator landings, and inside public entrances to the buildings. The following information is a distillation of these procedures; please also refer to campus recommendations on the evacuation of persons with disabilities, access and functional needs.

### A. CAMPUS-WIDE EVACUATIONS

In a major emergency, the decision to implement evacuation procedures generally rests with the members of the CEPG. In situations requiring immediate action, public safety responders (Police and Fire) can also order an evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (e.g. bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of public safety officials. In a major earthquake, individuals should “drop, cover, and hold”: take cover until the shaking stops, and then assess their surroundings for damage and injuries. If safe, remain in place. If unsafe, evacuate to the building’s predesignated assembly area and wait for information from campus Emergency Management personnel.

The procedures for a campus-wide evacuation will vary depending on the nature of the event. The Police Department and Transportation and Distribution Services will take the lead in coordinating and conducting the evacuation. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

## B. BUILDING EVACUATIONS

These emergencies may include a building fire or fire drill, localized hazardous materials spill, bomb threat, criminal violence, or other safety concerns. In a building-specific incident, follow these evacuation guidelines: When a fire alarm sounds, everyone must evacuate in accordance with California state regulations. In the event of a bomb threat, the UCI Police Department has authority to assess the credibility of the threat and determine whether to evacuate the site. For incidents involving hazardous materials, established department protocols for notification and response should be followed.

**Zone Crew Members** will ensure that all building occupants (including all students or visitors) proceed to the predesignated assembly area for their particular building. The **Floor Wardens** and other designated Zone Crew members will serve as liaisons with the **Building Coordinators** to ensure that the building is appropriately secured and that all personnel are safely evacuated.

## C. EVACUATION OF PERSONS WITH DISABILITIES, ACCESS, OR FUNCTIONAL NEEDS

Persons with disabilities, access, or functional needs are urged to self-identify and work with their supervisor, colleagues, classmates, and Zone Crew members to determine evacuation routes and methods, areas of safe refuge, and other emergency planning needs before an emergency occurs.

Persons with disabilities which may prevent or impair a timely and safe evacuation from a building via a designated fire exit stairwell may be evacuated utilizing a specially designed evacuation chair with the assistance of one or two trained “buddies”. If no evacuation chair is available, or trained evacuation chair buddies are not available, the disabled person is to be moved to a fire exit stairwell and the Building Coordinator and/or Zone Captain is to be notified of the individuals name and location so that responding fire or police may evacuate the disabled individual. Departments needing to purchase evacuation chairs for self-identified persons with disabilities, access, and functional needs should contact the Emergency Management Director at 949-824-7147 for information on the recommended equipment and training.

## **VII. CLOSING (SECURING) THE CAMPUS**

Individual buildings, portions of campus, or the entire campus may be closed in the event of a situation that poses a serious risk to the health, safety, or security of the University. When an event has occurred and the UCI Police Department has stabilized and isolated the immediate area, if the Chief of Police or designee believes a building, an area, or the entire campus should be closed (secured), the Chief of Police will contact the Chancellor or designee to obtain consent to the closure.

Securing the campus will result in either a secure-in-place order for all persons in a building, an area, or the entire campus to seek safe shelter and stay in place, or an order to evacuate the campus as described above. Typically, secure-in-place actions are necessary for a short duration of less than 4 hours. (Additional information regarding campus closures is provided in the UC Irvine Administrative Policy on Emergency Management: 905-30 Section E)

## **VIII. OFF-CAMPUS ASSISTANCE AND MUTUAL AID**

Neither UCI 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 and five medical center University of California system, there exists a variety of support resources that generally mirror the resources available at each campus. These resources include Police, Fire, EH&S, Facilities Management (Physical Plant) and other specialized personnel. Each campus has designated an Emergency Manager who may be requested to serve as a contact person for requested resources and response personnel.

### **B. NON-UNIVERSITY**

The EOC Manager may request local, county, and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be requested through specific procedures. State-level resources may be requested through protocol established by the California Office of Emergency Management (CalOES). The University will draw upon local mutual aid, requesting City resources first and then assistance from the Orange County Operational Area (OA) to access state resources. The Campus may also participate in disaster sheltering activities in conjunction with the American Red Cross. The decision to use non-University mutual aid will be made by the EOC Manager in consultation with the Chancellor's Executive Policy Group.

## IX. TRAINING AND EXERCISES

Building essential response capabilities requires a systematic program to train and exercise individuals, teams and organizations to meet a common baseline of performance.

Training and exercises are designed and conducted to assess and validate required skills and measurable proficiency. Training and exercises should utilize a standardized after action reporting system to collect, analyze, and disseminate lessons learned, best practices, and other information to improve preparedness and response capabilities. After action items are documented in a corrective action plan and assigned to specific departments or positions/sections within the EOC to address in a timely manner.

Training and exercises are conducted on a periodic basis, at least annually, to develop and maintain the readiness of response procedures and personnel. All ICS participants and alternates will receive training in the ICS (including appropriate SEMS and NIMS training), 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.

Training and exercises are also provided to develop and maintain response capabilities for all aspects of emergency management including but not limited to CEPG, DOCs, Zone Crew and CSAR team members.

All staff and faculty shall be advised of their responsibilities under this plan whenever the employee's responsibilities or designated actions under the plan change, whenever the plan is changed through a) the on-line core safety training program, b) updates to the Emergency Procedures flip chart, or c) the Safety on Site (SOS) program.