

**Colleges and Residential Units**  
**EMERGENCY RESPONSE PLAN**

**DRAFT**

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## **Management of Emergency Operations**

- A. Local Incident Commander**
- B. Operations Chief**
- C. Planning Chief**
- D. Administration Chief**
- E. Logistics Chief**
- F. Other Teams**
  - **Fire Suppression Team**
  - **Search and Rescue Teams**
  - **Medical Operations**
  - **Transportation Teams**
  - **Security Teams**
  - **Communication**
  - **Assembly Area Operations**

## **Appendix A – Emergency Specific Responses**

- **Emergency Notification**
- **Bomb Threat**
- **Demonstration**
- **Earthquake**
- **Elevator Failure**
- **Evacuation**
- **Fire**
- **Hazardous Materials**
- **Utility (flood, gas, steam, ventilation)**
- **Violent Behavior**

## **Appendix B – 800 MHz Radio Instructions**

## **Appendix C – Supply List**

## **Appendix D – Emergency Contact Information**

## **Appendix E – College/Unit Specific Keys**

## **Appendix F – College/Unit Specific Roster**

## **Appendix G – College/Unit Specific Utility Locations/Maps**

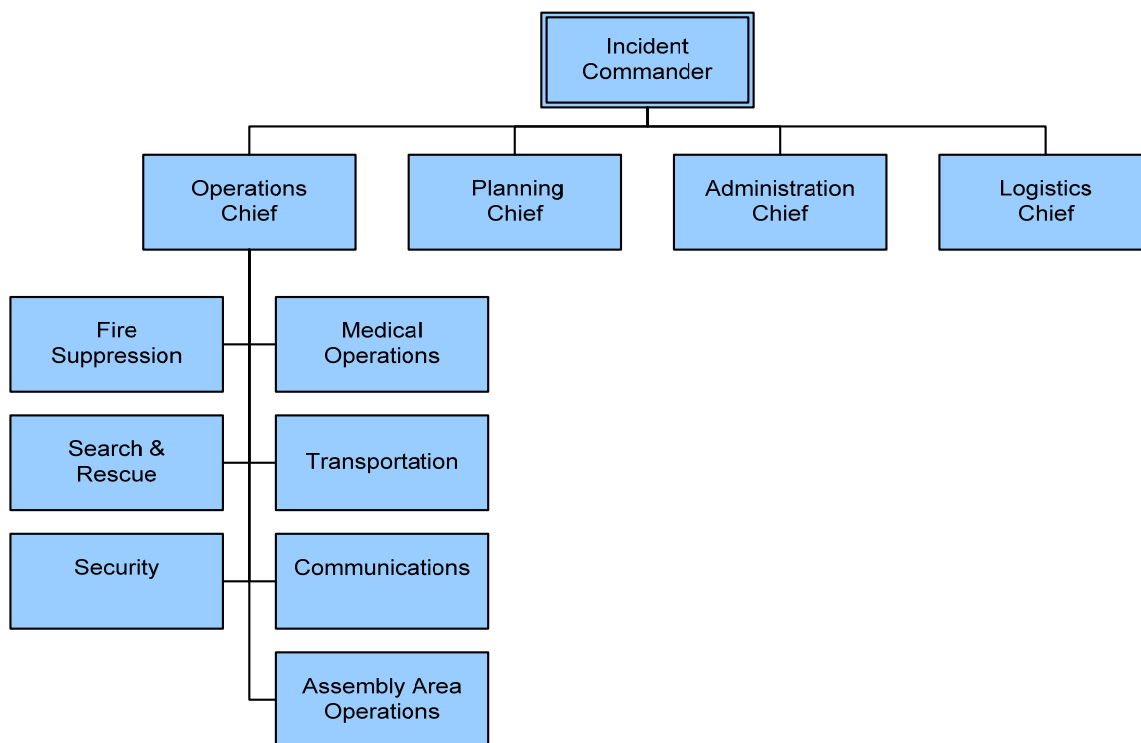
## Management of Emergency Operations

### Introduction

In the event of an emergency or disaster, it will be necessary for staff to coordinate response efforts within the community. To aid in that response, these checklists have been developed.

### Incident Command Structure (ICS)

When responding to an emergency or disaster, normal lines of authority may have to be set aside to coordinate efforts. To that end, those staff members present on site at the time of the incident will need to create a temporary command structure to delegate responsibilities and to ensure a best-practices response to the incident for the community. The campus has adopted the Incident Command Structure (ICS) model to aid in assigning responsibilities as is demonstrated in the following diagram:



As seen in the diagram, the local Incident Commander (IC) is the leader. This person must have the ability to lead and will report to the Student Affairs Disaster Operations Center (SADOC) or to UCPD or UCFD personnel upon arrival. Reporting to the IC are four area chiefs, each in charge of a different set of responsibilities. Each of these areas of responsibility will be explained and have its own checklist. The ICS is not a committee structure but a command structure. Orders must be followed without debate.

### Local Incident Commander

The local Incident Commander will be responsible for the entire response effort and needs to be able to lead. The IC will not be directly involved in the response efforts and will remain at a command post to be set up with a full view of the response area and the assembly area for the community. The command post must remain in communications with the SADOC, the campus Emergency Operations Center (EOC) or with senior management (AVC or higher) as

applicable for the duration of the event based upon the scope of the emergency or disaster. The IC appoints the area managers who will manage the response activities.

The local IC must be the only authority making local decisions and should be the most disaster or emergency response trained person on hand, regardless of that person's regular campus level of authority. All local ICs must adhere to any directions or instructions given to them by the campus EOC, the SADO, or by professional fire or police staff (in that order) and should maintain that chain of command even in the face of directions or instructions called in by persons of authority not on the above list and not on site. All other directions should be considered as advisory information only.

The IC role must be consistent throughout the response effort and should the IC need to sleep or take a break, the position must be passed to someone else. The role should also be surrendered should a more experienced person arrive that can provide better-informed leadership. In any case, before transferring authority to a new IC, it is imperative that the outgoing IC fully brief the incoming IC.

### **Local Incident Commander Responsibilities**

The local IC, once identified, must take charge immediately and establish the rest of the ICS structure based upon immediate needs. Critical roles that must be assigned immediately are the Operations Chief and a Planning Chief. The Operations Chief should be ideally CERT trained and familiar with the local buildings and their layout. The Planning Chief needs to be familiar with the local community and staff and be able to accurately document every aspect of the response.

As more volunteers become available, the other two positions can be staffed. In the interim, the Planning Chief and the IC can jointly handle Administration and the Operations Chief can handle Logistics.

### **Local IC Immediate Actions Checklist**

- Evacuate all community members endangered by the disaster or emergency to the assembly area for your community.
- Ensure that a roll is taken of all persons evacuated and their names listed. This document must be kept current as more people arrive. Do not let community members leave the assembly area if at all possible to ensure their safety.
- Establish a command post in an area adjacent to (but not directly uphill, downhill, downwind to) the area affected by the disaster or emergency. The command post should be far enough away that you can see the entire area at a glance to monitor the status of the area.
- Appoint an Operations Chief and assign them to arrange and deploy fire control teams for lightly and moderately damaged buildings only followed by search and rescue teams to conduct an exterior assessment of each building in the community and to report back with that information before taking further action.
- Assign an Administration Chief to record the names of all staff assisting with the response, the time they began and the roles that they have been assigned to. Have the chief further begin documenting the event in general and to manage the roll list from the assembly area.

- Assess the condition of the community based upon the information reported back from both Operations and Administration and form an initial response plan. Keep responder safety as your number one priority and doing the greatest good for the most number of people as the second.
- Put your plan in action.
- Establish communications with (in order) the SADO, EOC or Student Affairs AVC or VC. Stop when you first achieve communications and report to that group until directed otherwise. Report the general conditions initially and then maintain a communications link, only reporting when requested or if a critical need arises. For large scale disasters, you will not be the only community reporting in. Utilize runners if needed should your communications equipment not function.
- Assign a Planning Chief to organize information flowing into the command post and to keep you informed as things get reported.
- Assign a Logistics Chief to track materials used in the response.

### **Local IC Ongoing Actions Checklist**

- Keep [SADO, EOC or Student Affairs AVC/VC] informed of all local developments and assistance requests.
- Keep revising your response plan to capture local developments and maintain responder safety.
- Ensure that your community gets fed and that sanitation issues get resolved.
- Ensure that all responders are taking breaks and getting sleep. Proper nutrition is essential. Allow for non-response break activities for responders.
- Report on local road conditions and keep this information current should conditions change.
- Ensure that there is an informed IC at the command post at all times.

### **Local IC Closing Actions Checklist**

- At some point, professional responders (fire and police) will arrive on site to take over some aspects of the response efforts. Professional responders have authority over local efforts and their directions should be adhered to.
- In conjunction with the [SADO, EOC or Student Affairs AVC/VC], ensure that all community residents are housed and their needs seen to.
- Ensure that all responders have been accounted for and that their times worked have been noted.
- Ensure that all equipment used in the response has been returned or accounted for.
- Ensure that all forms detailing response activity have been completed and returned to Planning.
- Ensure that all equipment is returned to its proper storage as appropriate.
- Gather all responders and discuss the response and the emergency that lead to the response. Allow responders to voice their thoughts and feelings. Have a senior manager present if possible. Inform all responders that the EAP is available for confidential follow-up counseling should anyone need it.
- Gather all paperwork generated from the Administration Chief and the Planning Chief.
- Deliver all paperwork to the SADO or to a Student Affairs AVC or VC.
- Write a report detailing your disaster response and planning processes and add bullet points at the end concerning what worked and what didn't work. Forward the completed document to a student affairs AVC or VC.

### Operations Chief Responsibilities

The goal of the Operations group is to account for all community members and their guests, to provide medical care to the injured, and to minimize further damage to structures and property. All this while ensuring the continued safety of all responders.

The Operations Chief is responsible for managing all field operations and care for persons unable to evacuate on their own to the assembly area. The Operations Chief does not do field work and remains at the command post to confer as needed with the IC, Planning Chief, Logistics Chief and Administration Chief.

The Operations Chief must prepare for and oversee: fire suppression teams for fires smaller than a wastebasket; search and rescue teams; medical operations teams; communications between these teams; and security and care for the evacuees at the assembly area. There must always be an Operations Chief at the command post. If the current chief must leave for any period of time, a successor must be briefed completely first and then assumes full authority for all operations.

### Operations Chief Immediate Actions

- Gather information:**
  - What disaster supplies and tools are on hand?
  - How many people are available to help in the response?
  - What are their skills?
  - What is the state and status of each building in the community?
  - Does any aspect of the disaster or emergency pose a threat to the assembly area?
  - Does any aspect of the disaster or emergency pose a threat to the responders?
  - Can those exposure issues be mitigated?
  - Are all the residents from each building evacuated to the assembly area?
  - For those not accounted for, are they known to have been away at the time of the disaster?
  - Do you have access to all buildings in the community?
  - How many known fatalities, injuries and non-injured community members have been accounted for?
- Communicate all this information to the IC immediately once known.
- In conjunction with the IC and Planning Chief, **establish a plan** to gather any information still not known but relevant to the response planning.
- Prioritize fire suppression, building damage assessments and utility leak assessments initially.
- Know that if a building has sustained heavy damage (foundation damage, collapses of walls or roofs, or anything else that compromises the stability of the structure – including fires larger than a wastebasket), that building cannot be entered and is unsafe for response activities other than an exterior voice triage asking people to exit the building on their own if they can hear the responders. Buildings that are still structurally sound and stable (those still intact that do not make noises – creaks, pops, shearing or tearing sounds) can be entered by rescuers, but time should be limited in any building showing larger cracks or extensive damage to furniture or fixtures.

- Form **fire suppression teams** in groups of three – all should have extinguishers. Two enter as buddies to extinguish fires not larger than a wastebasket while the third stays outside of the building on the main walkway or road and monitors the building for the safety of the other two. This person must yell for the others to get out at the first sign that the building has become unstable. Fire suppression should be done at a distance of eight feet from the fire and the extinguisher should be aimed at the base of the flames and swept back and forth while in use. If two extinguishers cannot put out the fire, leave immediately and consider the building heavily damaged. Report it as heavily damaged to the command post.
- Form **building damage assessment teams** in groups of three – all should be wearing protective gear – hard hats, work gloves, safety goggles and dust masks. One of the team stays on the main walkway while the other two go as buddies together around the building to check and note if the walls are not straight; for signs of collapse, fire or utility leaks; for any other signs of damage, and to report any evidence of people still in the building. These teams are never to enter any buildings. All written records of the building assessments are to be returned to the command post to the Planning Chief.
- Establish a **medical treatment area** away from the assembly area but near the incident area that is safe, uphill and upwind, expandable and adjacent to a paved road for easy ambulance access when they become available.

### **Operations Chief Ongoing Actions**

- Ensure that all responders sent into the field return safely and are accounted for at all times.
- Ensure that responder teams are fed balanced meals and are getting proper rest breaks and sleep as appropriate.
- Ensure that no responder is performing the same task for any extended periods – all responders should rotate roles during the response to limit their exposure to emotionally traumatic experiences.
- Prioritize medical operations but ensure that all buildings have been damage assessed and that the assessments have been fully documented.
- Maintain contact with the SADOE/EOC/SA AVC/VC. Provide hourly reports including injury and evacuee status and numbers plus building status reports.

### **Operations Chief Closing Actions**

- Do not dismiss any responders without permission from the IC.
- Ensure that all trapped people that can be rescued have been rescued and that the EOC is aware of those that cannot be extracted from debris.
- Ensure that all responders have returned from the field.
- Ensure that all responders are gradually moved into roles with lower levels of responsibility and exposure to the stresses and trauma they have been working with.
- Meet with all responders in an area where you can have some privacy to discuss the event and the response efforts to allow people to discuss their reactions. Relay information from the SADOE/SA AVC/VC about further counseling available to all responders – mention the EAP as well.

### **Planning Chief Responsibilities**

The Planning Chief is responsible for organizing all information coming in from the field to provide the IC with current status and situation reports and to assist in prioritizing response activities. The Planning Chief does not leave the command post and does not give orders. All reports to people outside of the command post are conveyed by the IC only. The Planning Chief only provides information to the IC.

### **Planning Chief Immediate Actions**

- Get multiple copies of all CERT forms and area maps. Be prepared to cluster information into simple totals for the IC to communicate to the SADO or SA AVC/VC.
- As initial building damage reports arrive, mark the information on a map of the community and mark the time that the information on each building arrives directly on the map next to the building status. Update this information each hour onto a clean copy of the map. Save the old map for record.
- As reports come in from the field note all fires, water leaks, gas leaks, collapsed buildings, tree falls and other major damage to the community for the IC to report.
- Assess any threat these items might pose to response efforts or to the community and prioritize any situations which might endanger lives. Immediately inform the IC of these areas of concern.
- As the roster arrives from the assembly area, get a count of the number of evacuees.
- As reports from the responders arrive, keep a separate tally of the number of injured broken into categories of immediate, delayed, minor and dead.
- Ensure that records are being kept of all response activities and that all records are sent for your review so that you can keep abreast of the response and update the IC.
- Keep all reports for record.

### **Planning Chief Ongoing Actions**

- Maintain current status reporting with the Operations Chief.
- Note the time that each summary update and map update is made. Keep all updates for record. Updates should not leave the command post for any reason – make copies if needed.
- Provide updates to the IC regularly and upon request.
- Ensure that accurate records are maintained.

### **Planning Chief Closing Actions**

- Update all reports and note the time that each update is finalized.
- Help gather all reports and maps and arrange them chronologically.
- Turn in the entire collection of sorted reports to the IC for file.

### **Administration Chief Responsibilities**

The Administration Chief is responsible for recordkeeping and tracking of all personnel hours and financial expenditures (if any). Work in conjunction with the Planning Chief to maintain accurate records of all response activities.

### **Administration Chief Immediate Actions**

- Gather information regarding each person involved in the response: names, departments, response skills and trainings, start times for response activities.
- Ensure that Logistics and Operations are recording their activities.
- Start an ongoing log noting the times and nature of all response activities.

### **Administration Chief Ongoing Actions**

- Keep record of all breaks times, and stop times of each responder.
- Maintain the log of response activities.
- If any funds are used to purchase any supplies or services in promotion of response activities ensure that all receipts are made part of the response log.

### **Administration Chief Immediate Actions**

- Ensure that all staff working on response activities have been accounted for and that all work records have been finalized.
- Complete the log of response activities and assist the Planning Chief in putting all records and field reports in chronological order.
- Gather all other records and turn the entire package over to the IC.

### **Logistics Chief Responsibilities**

The Logistics Chief is responsible for finding, gathering, inventorying, dispensing and tracking all supplies and non-personnel resources used in response activities.

### **Logistics Chief Immediate Actions**

- Locate the disaster supplies for the community. There should be an inventory sheet in with the supplies.
- Get copies of the supply tracking forms from the Logistics Chief.
- Start an inventory log to track all items during the entire response. The log should track the quantity of each type of equipment, any damage to the equipment, check out/in times, and who checks out and returns all equipment.
- Quickly gather all readily and safely available extinguishers, tools or other supplies. Log them on the inventory log with the time that they arrive.
- Work with the Planning and Operations Chiefs to strategically dispense disaster supplies where they will do the most good for the most number of people.
- When issuing each item of equipment, note what and how many are being issued to whom and the time that supplies are issued.

### **Logistics Chief Ongoing Actions**

- As additional supplies become available, log the items and the time on the inventory log.
- As equipment returns from the field, note the quantity, time and person returning the equipment. Inspect all returned equipment for damage and note any damage on the inventory log.
- Inform the Planning Chief if supplies are running low or if the Operations Chief requires supplies that are not on hand.

### **Logistics Chief Closing Actions**

- Check in and inspect all equipment, noting any damage.
- Create a list of all equipment used up in the response.
- Ensure the return all equipment to where it was obtained from.
- Complete the inventory log and turn it in to the Administration Chief or IC for record.

## **Other Teams**

### **Fire Suppression Teams**

As part of operations, fire suppression teams work using the buddy system and one safety person to extinguish all small fires (only). Small fires are those not larger than an office wastepaper can. All members of fire suppression teams must carry fire extinguishers and know how to operate them.

Any fires larger than a wastepaper can have the strong potential to flare up and pose too large a danger to responders – if such a fire is found, responders are to leave the building immediately and call out to any people left in the building to leave immediately. Mark the building as heavily damaged.

Use extinguishers only once for safety.

### **Search and Rescue Teams**

All members of search and rescue teams should be CERT-trained for safety and have proper personal protection equipment before going into the field. Search and rescue teams should use their CERT training and protocols while in the field.

### **Medical Operations**

A CERT-trained person should oversee medical operations and only CERT-trained people or those medically certified as first responders or EMTs should conduct triage or provide treatments. Medical operations should be run in accordance with CERT training.

### **Transportation Teams**

Transportation teams should operate in threes – two to transport and one safety person. The roles should rotate to allow team members to rest. If not CERT trained, training should be given before teams are sent into the field. Safety for team members is the highest priority and teams should join together for difficult transports.

### **Security Teams**

Security teams are to provide safety to the assembly area. Non-residents should not be permitted into the assembly area and community members should be encouraged to remain in the assembly area for their safety. Security teams should escort community groups if needed to designated food service areas.

### **Communications**

A lead should be designated to ensure that all field teams can remain in contact with the Operations Chief. Radios, runners with notes, or cell phones are common methods of communication. A list should be kept current of how to contact each team and be available to the Operations Chief at all times. If needed, the lead should organize and manage a group of communication runners.

### **Assembly Area Operations**

A lead should be designated to ensure that the needs of persons in the assembly area are met and that the community is kept informed of news regarding response and recovery operations.

## Appendix A

# Emergency Specific Responses

### EMERGENCY NOTIFICATION PROCEDURES

When you call 911 (or any other emergency number) from a campus location to request emergency assistance, you will be connected to University Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency (fire, hazardous materials, medical, etc.)?
  - How did it happen?
  - When did it happen?
  - Who are you (your name)?
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved)?
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

### BOMB THREAT PROCEDURES

A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the University Police immediately. Use a telephone in a safe area. Do not operate any power switch and do not activate the fire alarm.

#### IF THERE IS AN EXPLOSION

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 911 if no one has already called.

#### IF YOU RECEIVE A BOMB THREAT

- Stay calm and try to keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
  - When will it explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Where did you leave it?
  - Did you place the bomb?
  - Who is the target?
  - Why did you plant it?
  - What is your address?
  - What is your name?
- Observe the caller's:
  - Speech patterns, accent & tone
  - Emotional state
  - Background noise
  - Age and gender
- Write down other data:

- Date and time of call
- How threat was received
- Call University Police and submit your notes from the telephone call or the bomb threat letter or note to University Police.
- Follow any instructions the Police give you.

If you are told by emergency responders to evacuate the building:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions of emergency responders.

## **DEMONSTRATION/CIVIL DISTURBANCE PROCEDURES**

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police.

If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

If evacuation occurs, meet at the designated evacuation meeting point and await further instructions and information.

## **EARTHQUAKE PROCEDURES**

### **IN CASE OF AN EARTHQUAKE**

#### **INSIDE THE BUILDING**

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building.
- If it is safe to do so, stabilize any laboratory procedure that could lead to further damage, such as turning off burners or electrical equipment.

#### **OUTSIDE THE BUILDING**

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster or other debris.
- Move away from fire and smoke.
- Proceed to your designated evacuation meeting point if safe to do so.
- Stay alert for further instructions.

## **ELEVATOR FAILURE**

If you are trapped in an elevator, use the emergency phone to call for assistance.

If the elevator does not have an emergency phone, turn on the emergency alarm (located on the control panel) to signal your need for help.

## **EVACUATION PROCEDURES**

### **WHEN EVACUATING YOUR BUILDING OR WORK AREA**

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. Reminder: take prescription medications, keys, purse, glasses, etc. with you if at all possible; it may be hours before you are allowed back in the building.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated evacuation meeting point.
- Wait for instructions from emergency responders.
- **Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.**
- Building occupants are required by law to evacuate the building when the fire alarm sounds.

### **Maps of Evacuation Areas are listed in Appendix G**

## **FIRE PROCEDURES**

Building occupants are required by law to evacuate a building when the fire alarm sounds.

### **IF THERE IS A FIRE IN YOUR WORK AREA**

- If you have been trained and are able to safely extinguish the fire, do so. Make sure, however, that you have a safe exit from the fire area.
- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call 911 and report the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation meeting point.
- On your way out, warn others near by.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors, Do not open them if they are hot.
- If doors are hot, place a wet cloth at the base to keep smoke from entering.
- Use stairs only. Do not use elevators.
- Move well away from the building and go to your designated meeting point.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

## **HAZARDOUS MATERIALS PROCEDURES**

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call 911 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a hazardous materials user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If as a hazardous materials user you spill a hazardous material or materials:

- Leave the area of the spill immediately and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- If you are able to clean up the spill, follow proper clean-up procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- If you require assistance to clean up the spill:

During normal business hours, contact EH&S at 459-2553. If there is no answer, dial campus dispatch at 911 and ask them to page EH&S.

During off-hours, contact University Police at 459-2231. If you suspect or witness a release of hazardous material into the environment (air, water, ground) call University Police.

## **UTILITY FAILURE**

In the event of major utility failure, notify Physical Plant, unless it occurs during off-hours, in which case you will need to notify Campus Police. Evacuate the building if the fire alarm sounds and/or upon notification by Campus Police.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property.

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

## ***FLOODING / PLUMBING FAILURE***

If flooding occurs:

- Cease using all electrical equipment.
- Notify University Dispatch at 911.
- If necessary, evacuate the building.

## ***GAS LEAK***

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Notify University Dispatch at 911.
- Evacuate as soon as possible.

## ***STEAM LINE FAILURE***

In the event of a steam line failure:

- Notify University Dispatch at 911.
- Evacuate as soon as possible.

## ***VENTILATION PROBLEM***

If odors come from the ventilation system:

- Immediately notify Physical Plant at 459-2238 and EH&S at 459-2553.
- If necessary, cease all operations and evacuate area.
- If smoke is present, activate fire alarm system. Then call 911 from a safe location.

## **VIOLENT/CRIMINAL BEHAVIOR**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behaviour, etc., do not take unnecessary risks. Notify University Police as soon as possible and give them the following information:

- Nature of the incident.
- Location of the incident.
- Description of the person(s) involved.
- Description of the property involved.

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

## Appendix B

### 800 MHz Radio Instructions

#### RADIO BASICS

- Turn the radio on and adjust the volume.
- Set the toggle switch to the correct “zone”, either A, B, or C. Turn the rotary selector switch to the correct position (1-16). Check that the display shows the name of the talkgroup you want to use. Housing Commons switch position for CSO Radios is **A3**. All other College radios use **A1**.
- DURING A DISASTER, TURN THE RADIO TO HOUSING COMMONS (HCOMM), AND AWAIT INSTRUCTIONS FROM THE EMERGENCY OPERATIONS CENTER (EOC).
- Do not speak into the radio unless it is absolutely necessary or you are requested to do so. You are sharing a limited number of radio channels with all other UCSC radio users INCLUDING PUBLIC SAFETY AGENCIES. You will not know when emergency communications are in progress on other talkgroups, and your unnecessary transmission may delay another radio user reporting or responding to an emergency incident.
- Make all transmissions as brief and concise as possible. Be aware that the radio system will automatically end an excessively long transmission (over sixty seconds).
- Press the Push-to-Talk button, and always pause for a moment before speaking. This ensures that the radio system has time to respond to your transmission and prevents the first part of your transmission from being lost. Likewise, do not release the Push-to-Talk button until you have finished speaking. If you are often asked to repeat part of your message, you may be inadvertently cutting off part of your transmission.
- Hold the radio with the antenna straight up and speak directly into the front of the radio. This is important.
- When calling another radio, say its identifier first, then yours, for example:  
*“Crown Maintenance, this is Upper Quad CRE.”*
- Don’t use personal names to call another radio. Don’t ever use profanity on the air.
- If you are out of range of the radio system, you will hear a low steady tone when you press the Push-to-Talk button. Try changing location.

#### TO REPORT AN EMERGENCY REQUIRING POLICE, FIRE, OR EMERGENCY MEDICAL ASSISTANCE:

- Turn the selector knob all the way clockwise to position 16. The display will show EMERG or similar text. Press the Push-to-Talk button and tell the Communications Center dispatcher you have an emergency by saying:  
*“Control, this is YOUR USER NAME reporting an emergency”*
- The EMERGENCY talkgroup is monitored at all times. The dispatcher will answer you and ask for the details of the emergency. Follow the dispatcher’s instructions.
- Note: Almost all portable radios have the Emergency talkgroup in switch positions A-16, B-16, and C-16. However, it is important to verify this for the radio you are using before you begin using the radio.

## Radio Regulations (from the ITS Website)

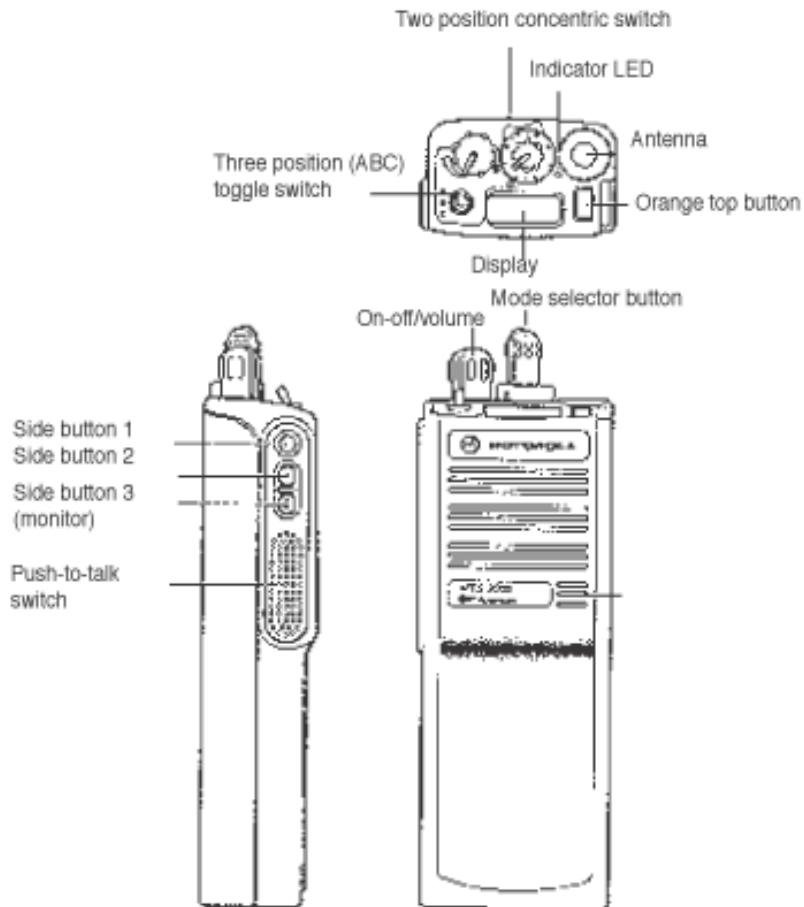
The UC Santa Cruz 800MHz radio system uses radio frequencies allocated by the federal government for public safety use and licensed to the University of California System. In the case of governmental organizations such as the University, non-public safety users are permitted to use these frequencies in association with public safety agencies.

The Federal Communications Commission (FCC) is authorized by law to formulate and enforce regulations governing radio frequency use. All radio users are required to follow FCC rules and regulations and failure to comply may result in substantial fines levied against the University and may place the UC Santa Cruz licenses in jeopardy.

The regulations below are of particular importance and are enforced by the FCC:

- Use of indecent, obscene, or profane language is strictly prohibited: "whoever utters an obscene, indecent or profane language by means of radio communications shall be fined not more than \$10,000 and/or imprisoned not more than two years. (Title 18, US Code, Chapter 71, paragraph 1464)
- Federal law states that "each licensee [i.e. UC Santa Cruz] shall restrict all transmissions to the minimum practicable transmission time and employ efficient operating procedure to maximize the utilization of the spectrum." FCC interpretation of this rule forbids the use of "CB" type language as a wasteful and inefficient use of radio time.
- Federal law states that radio users may transmit only the following types of communications:
  1. Any communication related directly to the imminent safety of life and property. Federal law provides such emergency transmission with priority over all other communications.
  2. Communications directly related and necessary to those activities which make the licensee eligible for the license, i.e. University business.
  3. Communications for testing purposes required for proper radio system maintenance.

Please ensure that you follow these regulations at all times when using the UCSC radio system. If you have any questions about permissible communications or wish to discuss possible violations of FCC regulations, please contact Information Technology Services at 9-5550.



MTS 8000 I Radio

## Appendix C Supply List

<b>General Supplies</b>	<b>Cache Type and Quantity</b>		
	<i>Large Cache</i>	<i>Medium</i>	<i>Small</i>
<i>Item</i>			
Solar / crank/ battery flashlight & radio	10	5	3
Chem Lites	288	144	70
Clipboards	30	15	8
Duct Tape	20	20	10
Dust Masks	120	60	40
Electric Lanterns	20	10	6
D Cell Batteries	80	40	20
Portable Toilet pail with seat and lid	20	10	5
Heavy Duty Liner bags for pail toilets	500	250	125
Self dissolving deodorant packets (Bio-Blu)	20 boxes	10 boxes	5 boxes
Toilet Paper	500	250	200
Bio Hazard Bags (large)	100	50	25
Gloves Rubber (kitchen Type)	40 pair	20 pair	10 pair
Gloves (Work)	40 pair	20 pair	20 pair
Towels (cloth)	100	50	50
Grease Pencils	12	6	4
Markers	24	12	8
Paper Pads	30	15	10
Pens	36	18	10
Safety Goggles	40	20	10
Scissors	8	4	2
Space Blankets	500	250	125
Purell (large bottles)	20	10	5
Liquid Soap (Dishwashing or multi purpose)	10 liters	5 liters	2 liters
Blankets	250	125	75
Playing Cards (other entertainment)	72 Decks	30 decks	10 decks
Tents (6 person)	50	25	15
Water Purification Tablets	24 bottles	12 bottles	8 bottles
C Cell Batteries	20	10	10
Megaphones	2	1	1

<b>Tools</b>	<b>Cache Type and Quantity</b>		
	<i>Large Cache</i>	<i>Medium</i>	<i>Small</i>
<i>Item</i>			
Caution Tape	10 rolls	5 rolls	3 rolls
Garbage Bags	300	150	50
Hammers	6	3	1
Hard Hats	30	15	10
Multi Purpose Tool (leatherman)	1	1	1
Pliers	2	1	1

"4 in one prybar - utility tool"	12	6	3
Rope 100 ft sections	3	2	2
Screwdriver 4 in 1	2	1	1
Stretcher kevlar cloth	10	5	5
Shovels Full Size	5	3	2
Tarps	25	15	10

<b>First Aid Supplies</b>	<b>Cache Type and Quantity</b>		
	<b>Large Cache</b>	<b>Medium</b>	<b>Small</b>
<b>Item</b>			
Alcohol Wipes	500	250	250
Band Aids (mixed)	1000	500	250
CPR Pocket Mask	6	3	3
Dermicel Tape	48 rolls	24	12
First Aid Handbook	10	3	2
Nitrile Exam Gloves (Large)	8 boxes	4 boxes	4 boxes
Kling brand (medical) wrap	36 rolls	18 rolls	12 rolls
Saline Irrigation Solution	36 liters	18 liters	12 liters
Sterile pads 4x4 (boxes, not indiv packets)	6 large boxes	3 large boxes	3 large boxes
	6 large boxes	3 large boxes	3 large boxes
Sterile pads 5x9	boxes	boxes	boxes
Tampons	250	125	75
Trauma Dressings Indiv Sterile Dressings (4x4)	4 large boxes	2 large boxes	2 large boxes
	boxes	boxes	boxes
Triage Tags	120	60	30
Triangular Bandages	48	24	15
Tweezers	12	6	3
Q-tips	1000	500	250
<b>Incident Command System (ICS) Command Post Kits</b>	1	1	

## Location of Caches

Large caches: 13  
(colleges = 9, OPERS, Village, Baytree Plaza, FSH)

Medium caches: 7  
(Hahn, Grad, Village, UTC, Inn, Granary, Health Care, Kerr?)

Small: 4  
(Camper Park, ARC, Media Services?, Boating Harbor?)

## **Appendix D**

### **Emergency Contact Information**

Each College/Residential Unit is to provide the following documents in this section:

- Quick Reference Guide – Unit Specific
- CUHS Emergency Contact List – Grid
- SA Division Phone Tree/ Call List

## **Appendix E**

### **College/Unit Specific Keys**

#### **Sample Key List for Crown College**

<b>Key</b>	<b>Access Points</b>
H1380	Leonardo Maintenance Shop
791	Library Basement
8101	Apartment Master
8215	Apartment Office
602	Groundskeeping Cabinet @ Admin
H1370	Residence Hall Master
1961	College Master Key

## **Appendix F**

### **College/Unit Specific Roster**

Each College/Residential Unit is to provide the following documents in this section:

- Resident Roster (Alpha List)

## **Appendix G**

### **College/Unit Specific Utility Locations/Maps**

#### EMERGENCY EVACUATION MAPS

Each College/Residential Unit will include the following maps in this section:

- Unit Floor plans
- Residence Hall Area Evacuation Maps
- Apartment Area Evacuation Maps
- Administration Building/Classroom Building
- Dining Hall

#### **UTILITY SHUT-DOWN LOCATIONS**

During an emergency situation or disaster, the Incident Commander, in consultation with the university Emergency Operations Coordinator, may authorize the shut-down of utilities. The maintenance supervisor, if present, will coordinate the shut-down of utilities.

All members of the emergency team will be trained to shut-down utilities, and will be responsible for knowing the location of the utility shut-downs in their respective building areas.

Tools necessary to access and turn-off the valves in the vaults will be stored with the emergency supplies. (screwdriver and/or channel locks.) Unless the valve is stuck, turn-off requires only the use of your hands.

#### **Electric Power Shut Off**

Main Electric Shutdown for ALL Crown buildings (excluding Apts): Utility room below Dining Hall (stairs to the left of Dining Hall loading dock) **1963 key (or 1961 Master Key)**

Electric utility room across from boiler room. All main electric for buildings. Switches have labels below them with building names.

***Residence Halls*** In Boiler Room located in the basement of each building; "E" marks emergency panels. MAIN breaker switch will cut electric to that building.  
**Access: H1370 Residence Hall Master key.**

***Apartments*** 1st floor utility closet each Apt. Building has electric breaker panels with Main power breaker switch and individual apartment breaker switches on the apt meters. **Access: 8101 key**  
Bldg. 15 electric breaker switches located in the closet of the Crown-Merrill

Community Room for that side of the building, and in the utility space behind the Laundry Room for that side of the building. **Access: 8101 key.**

**Classroom Building** Breaker box and switches located in the boiler room below classroom building accessed by door closest to Library Building. **Access: 1963 or 1961 key.**

**Library Building** Breaker panels on 2d floor stairwell outside Computer Lab. **Access: 1962 or 1961 key.**

**Vallier Hall** Breaker boxes located in utility room end of 1st floor hallway by the stairs. **Access: 1962 or 1961 key.**

**Administration Building** Breaker boxes located in Boiler room rear 1st floor in alcove. Two boxes for front and rear areas of the building. **Access: 1963 or 1961 key.**

**Dining Commons and Connected Buildings** Dining Hall breaker box, located in utility room below Dining Hall. **Access: 1963 or 1961 key.**

### **Gas Valve Shut Off**

**Residence Halls** Upper Quad- Behind Galen on gas meter apparatus. Lower Quad- Behind Rutherford on gas meter apparatus.

**Apartments** On gas meter apparatus ground level outside each Apt building.

**Classroom Building** In boiler room behind and above water main valves in alcove behind boilers.

### **Water Shut Off**

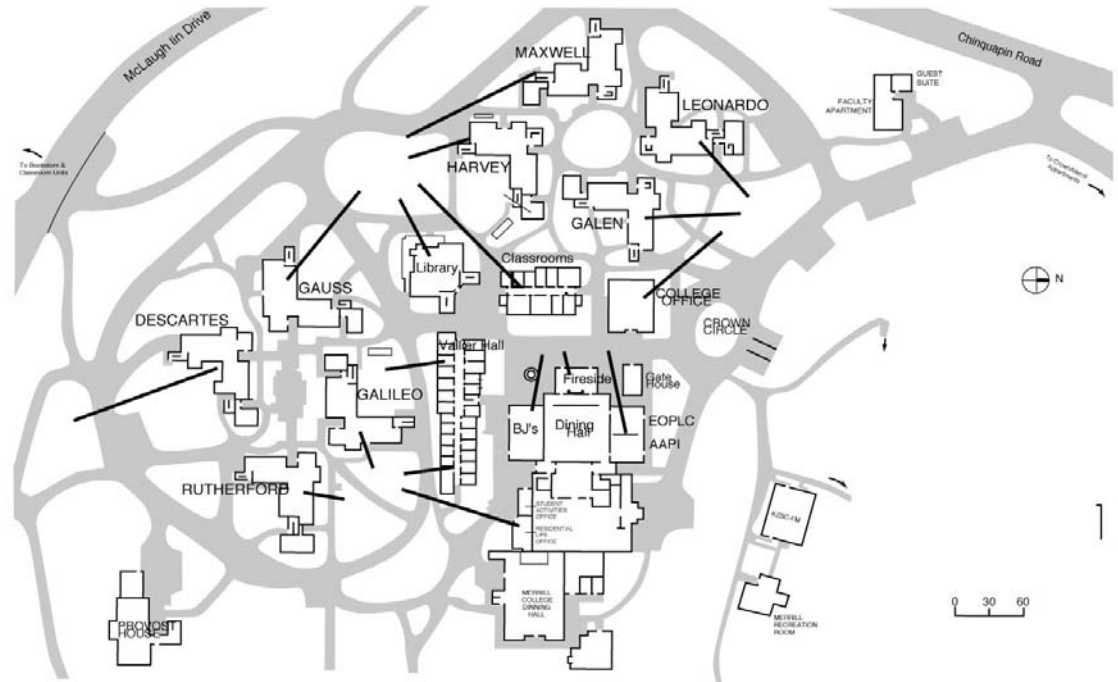
**Residence Halls** Upper Quad, Vallier, and Administration- Galen crawl space accessed through custodial closet end of basement hallway. Lower Quad- Rutherford crawl space accessed through outside door next to service door.

**Apartments** Located ground level next to center stairwell each building.

**Dining Commons** In Dining Hall boiler room alcove.

**Faculty Apt/Guest Suite** Water and gas near on outside wall of East side Faculty Apt near garbage can enclosure. Electric breaker on outside West wall of Faculty Apt.

### Map of Crown College



### Map of Crown/Merrill Apartments

