



**EMERGENCY
OPERATIONS
PLAN**

RECORD OF CHANGES

CHANGE NUMBER	SUBJECT OR PAGE NUMBER	ENTERED BY	DATE ENTERED
1	Changed UCM to UC Merced all applicable pages	Rita Spaur	July 13, 2009
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

Table of Contents

SECTION	SUBJECT	PAGE NO.
	RECORD OF CHANGES.....	2
	Table of Contents	1
	PREFACE	1
SECTION 1 EXECUTIVE SUMMARY		1
100.00 INTRODUCTION		2
100.10	PURPOSE.....	2
100.11	SCOPE.....	2
100.12	MISSION.....	2
100.13	AUTHORITY	3
100.20	MANAGEMENT OF EMERGENCY OPERATIONS	4
100.21	Incident Command System	4
100.22	Command Authority & Reporting Structure	4
100.23	Organization	4
100.24	Training	6
100.25	The Emergency Operations Center (EOC).....	6
100.30	EMERGENCY LEVELS.....	6
100.31	Normal Campus Conditions-(No Emergency) (Level 0)	6
100.32	Critical Incident (Minor Emergency) (Level 1)	6
100.33	Crisis (Major Emergency) (Level 2)	6
100.34	Disaster (Severe Emergency) (Level 3)	6
100.40	ACTIVATION OF EOC.....	7
100.41	EOC ACTIVATION GUIDE	7
100.50	EOC DEMOBILIZATION	8
100.60	DEPARTMENT OPERATIONS CENTERS (DOCs)	8
100.70	COMMAND POSTS	8
100.80	OFF-CAMPUS ASSISTANCE AND MUTUAL AID	8
100.81	INTER-CAMPUS	8
100.82	NON-UNIVERSITY	8
100.90	COMMUNICATIONS	9
100.91	UC MERCED COMMUNICATIONS	9
100.92	FIELD COMMUNICATIONS	9
110.0	CAMPUS EVACUATION GUIDELINES.....	9
110.10	CAMPUS-WIDE EVACUATIONS	9
110.11	BUILDING EVACUATIONS	10
110.12	RESTRICTIONS AT INCIDENT SITE	10
110.13	RESTRICTED CAMPUS ACCESS DURING EMERGENCY	10
120.00	FUNCTIONAL ROLES	10
120.10	ROLE OF STUDENTS	11
120.11	ROLE OF FACULTY AND STAFF	11
130.00	PREPAREDNESS	12
130.10	UC MERCED EMERGENCY PREPAREDNESS PLAN	12
130.11	BUILDING EMERGENCY PLANS	12
130.12	ROLE OF THE DEPARTMENT SAFETY COORDINATOR	12
130.13	ROLE OF THE BUILDING MANAGER	13
130.14	DEVELOP BUSINESS CONTINUTY PLAN.....	14
130.15	THE LAW ENFORCEMENT INFORMATION SHARING PROGRAM	14
140.0	SUMMARY	15
SECTION 2 INITIAL EMERGENCY RESPONSE		1
200.00 INITIAL EMERGENCY RESPONSE.....		2
200.10	INITIAL REPORTING	2
200.20	INITIAL RESPONSES TO A REPORTED EMERGENCY	2
200.21	DISPATCH POLICE OFFICER TO THE SCENE	2
200.22	DISPATCH APPROPRIATE EMS/FIRE SERVICES	2
200.23	DISPATCH EH&S.....	2
200.24	DISPATCH FACILITIES STAFF	2
200.25	CONTACT CHIEF OF POLICE	2
200.26	CONTACT EXECUTIVE DIRECTOR OF COMMUNICATION	2

200.27 CONTACT BUILDING MANAGER/S	2
200.28 CONTACT CAMPUS FIRE MARSHALL	2
200.30 CONTACT CHANCELLOR'S EXECUTIVE POLICY GROUP	3
210.00 FIRST RESPONDING POLICE OFFICER CRITICAL TASKS GUIDELINES	3
220.00 ASSIGNMENT OF EMERGENCY STATUS	3
220.10 Critical Incident (Minor Emergency) (Level 1)	3
220.20 Crisis (Major Emergency) (Level 2)	3
220.30 Disaster (Severe Emergency) (Level 3)	3
SECTION 3 EOC ACTIVATION AND ORGANIZATION.....	1
300.00 ACTIVATION OF THE EMERGENCY OPERATIONS CENTER.....	2
310.00 EMERGENCY LEVELS.....	2
311.00 Critical Incident (Minor Emergency) (Level 1)	2
312.00 Crisis (Major Emergency) (Level 2)	2
313.00 Disaster (Severe Emergency) (Level 3)	2
314.00 Declaration of Emergency.....	2
315.00. EOC ACTIVATION GUIDE	3
320.00 UC Merced Emergency Organization	4
320.20 Executive Policy Group.....	6
320.30 Field Incident Command Team	6
320.31 Emergency Director	6
320.32 Field Incident Commander	6
320.33 Public Information Officer.....	6
320.40 The EOC Management Section	6
320.41 Emergency Director.....	7
320.42 The Public Information Officer (PIO)	7
320.43 EOC Coordinator	7
320.44 Campus Counsel	8
320.45 Student Affairs Coordinator.....	8
320.46 Safety Officer	8
330.00 Conduct of Operations.....	8
330.10 The EOC Team	8
330.11 The Operations Section Chief.....	9
330.12 The Planning Section Chief	9
330.13 The Logistics Section Chief.....	10
330.14 The Finance/Business Section Chief	10
340.00 Other Significant Responsibilities During Emergencies	11
340.10 Facilities Management.....	11
340.11 Information Technology	11
350.00 Equipping Incident Command Post and EOC	11
350.10 Incident Command Post (ICP).....	11
350.11 ICP Equipment List	12
350.20 Emergency Operations Center (EOC)	12
350.21 EOC Equipment List.....	12
360.00 Other Emergency Response Areas	13
360.10 Staging Areas.....	13
360.20 Media Center/JIC.....	13
360.30 Campus Telephone Center.....	13
370.00 Recovery Phase EOC Structure.....	13
380.0 DEACTIVATION OF THE EOC	14
SECTION 4 INCIDENT DOCUMENTATION	1
400.00 INCIDENT DOCUMENTATION.....	2
400.10 Action Plans.....	2
400.10f Emergency Action Plan	3
400.20 After Action Reports.....	11
SECTION 5 PLANNING ASSUMPTIONS	1
500.00 General Assumptions.....	2
500.10 An Emergency may occur at any time	2
500.11 Most Incidents are handled locally.....	2
500.12 Incident plans must be flexible.....	2

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

500.13	Outside resources or assistance may be delayed	2
500.14	Media events must be properly addressed.....	2
500.15	Operational requirements must be sustainable.....	2
500.16	Communications will be disrupted.....	2
SECTION 6 RESPONSE TO NATIONAL THREAT		1
600.00	CAMPUS RESPONSE TO NATIONAL THREAT ALERT LEVELS	2
SECTION 7 LEGAL, TRAINING AND REFERENCES		1
700.00	EOP LEGAL BASIS AND REFERENCES	2
700.10	EOP Conflicts	2
700.20	Laws and Mandates	2
700.21	Public Laws (PL).....	2
700.22	United States Code (USC),.....	2
700.23	National Standards	2
700.24	State Codes.....	2
700.25	University of California Directives	2
700.30	SEMS/NIMS.....	2
700.40	Training and Certification Standards.....	3
700.41	Annual Training	3
700.42	Exercises and Evaluation.....	3
700.43	EMS Training and Medical Training shall be monitored	3
700.44	Incident Command System Adoption and Training	3
700.45	Incident Command and Incident Management.....	4
700.46	The Command Function and the SEMS/NIMS.....	4
SECTION 8 RESOURCES.....		1
800.00	EMERGENCY ASSISTANCE CONTACT NUMBERS	2
800.10	ON-CAMPUS RESOURCES.....	2
	Off-Campus Resources	3
SECTION 9 EMERGENCY NOTIFICATION.....		1
SECTION 10		1
ANNEX A: CRISIS COMMUNICATIONS PLAN.....		1
SECTION 11		0
ANNEX B: EOC POSITION CHECKLISTS.....		0
SECTION 12		1
APPENDIX C: INCIDENT RESPONSES		1

PREFACE

Although most critical incidents and emergencies will be handled by personnel and resources that are located within close proximity to the incident site, there nevertheless can be incidents that will overwhelm resources and require a coordinated response by the campus.

Campus emergency responders should anticipate and plan for all foreseeable events that can negatively affect the campus population or infrastructure. Given the limited availability of resources, special attention is given to prior planning, extensive training and operational exercises including the use of tabletop exercises. Included in these efforts is consideration given to the pre-positioning, vendor contracting, and storage as needed, of food, water, and other critical supplies and equipment.

The primary purposes of the campus emergency response effort are the protection of lives and the physical integrity of the campus including the ability to continue the business and functions of the institution.

Emergency response personnel and the campus community must be able to effectively communicate and operate during an emergency or disaster. One of the critical elements that will permit seamless cooperative efforts requires that the model of the State and Federal Incident Command System be institutionalized and thoroughly practiced at all levels before, during and after any emergency or disaster.

Because of federal mandates beginning in 2006, all public agencies that depend on federal training funds and/or federal emergency incident management support must become NIMS compliant. It is imperative that UC Merced support and demonstrate the intention and the ability to meet these mandates.

The guidelines in this document are designed to be flexible allowing for structured management of a small emergency or of the largest disaster. The plan addresses the requirements of University of California, Office of the President, the federal directives that were published or adopted on or after 2004, including the National Incident Management System (NIMS), and the National Response Plan (NRP), Homeland Security Presidential Directive-5 (HSPD-5), Homeland Security Presidential Directive-8 (HSPD-8), National Fire Protection Association standards (NFPA), and the California Standardized Emergency Management System (SEMS) mandate.

This plan does not include the tactical and operational considerations necessary to manage an incident. Those plans are confidential operations plans maintained by first responders and support function entities.

Section 1 Executive Summary

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

100.00 INTRODUCTION

100.10 PURPOSE

The purpose of the University of California, Merced (UC MERCED) Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to a major Emergency. The Plan incorporates operating procedures from the “Incident Command System” (ICS) for handling emergencies resulting from fires, floods, storms, hazardous materials, criminal incidents affecting a broad spectrum of the community, and other potential disasters and emergencies.

The UC MERCED Emergency Operations Plan utilizes the Standardized Emergency Management System (SEMS), (in compliance with the National Incident Command System) as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS and NIMS incorporate the use of the Incident Command System (ICS), the Master Mutual Aid agreement, existing mutual aid systems, County operational area concept, inter-agency coordination, and after action reporting and analyses. This system, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding departments and agencies.

100.11 SCOPE

This Emergency Operations Plan is a campus-level plan that guides the emergency response of UC Merced personnel and resources during a major disaster. It is the official Emergency Operations Plan for UC Merced and precludes actions not in concert with the intent of this plan, or the emergency organization created by it. 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.

The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

100.12 MISSION

It is the mission of UC MERCED to respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

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

It is anticipated that as operations progress from Priority I through Priority II and III responses, the administrative control of the campus will transition from the EOP structure back to the normal UC MERCED organizational structure. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.

100.13

AUTHORITY

This Plan is promulgated under the authority of the UC Merced Chancellor.

As the Chancellor of the University of California, Merced, I direct that this plan be in full force and effect as of 12:01 A.M. on February 15, 2008.

This Emergency Operations Plan is reviewed and approved by:

Signed

Chancellor

Date

Signed

Vice Chancellor – Administration

Date

Signed

Chief of Police/Emergency Director

Date

Signed

EH&S Director

Date

Signed

Executive Director of Communications

Date

Signed

Executive Director of Facilities

Date

Signed

UC Merced Fire Marshall

Date

100.20

MANAGEMENT OF EMERGENCY OPERATIONS

100.21 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 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 may 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.

100.22 Command Authority & Reporting Structure

Upon determination that a state of emergency exists, the Chief of Police/Emergency Director or designee shall activate the EOC. The Chief or designee will continue to exercise EOC Management authority and will activate elements of the EOP as necessary.

100.23 Organization

The responsibilities summarized below are elaborated in the Emergency Operations Plan. Communication flows both up and down within the command structure.

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

100.23.1 The Chancellor's Executive Policy Group:

The Chancellor has ultimate responsibility for activation and termination of the Emergency Operations Center. The Chancellor's Executive Policy Group membership is appointed by the Chancellor. The group's primary role is to advise and assist the EOC in making strategic policy decisions, and maintain liaison with the UC Office of the President, and State and Federal Officials as appropriate.

Only the Chancellor or designee may declare a state of emergency throughout the entire campus or a portion of the campus, and he or she may officially downgrade the state of emergency to a business-as-usual state. The chair of succession for declaration of a state of emergency in the absence of the Chancellor is first to the Provost/Executive Vice Chancellor, then to the Vice Chancellor for Administration.

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

100.23.2 The Emergency Operations Center - *There are five Sections, within the EOC:*

- **Management Section:** Under the guidance of the Emergency Director has overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment. The Public Information, Student Affairs, Liaison and Safety Officer, and EOC Coordinator report to and directly assist the EOC Director. University Counsel assists the Emergency Director and Executive Policy Group.
- **Operations Section:** Represents the campus emergency services units—the actual on-scene emergency responders. They are responsible for the assessment and implementation of field operations.
- **Planning and Intelligence Section:** Responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports to the EOC management and field operations. It is also responsible for damage assessment and developing specialized technical assessments of the event.
- **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.).
- **Finance and Administration Section:** Responsible for cost accountability and risk assessment. They document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develop FEMA documentation.

100.23.3 EOC Reporting Structure

Each EOC Section is comprised of specific functions, called Units and Branches, and is overseen by the EOC Section Chiefs who report directly to the EOC Coordinator or Campus Emergency Director. It is essential that each ICS participant understands the reporting procedures and follows them throughout the course of an emergency incident:

- Units report to and take direction from their branch coordinators, and work with their department operations center when applicable and other units within their branch.
- Branch Coordinators report to and take direction from their EOC section chief. Members work with their staff, their department operations center when applicable, and other branches within their section.
- EOC Section Chiefs report to, take direction from the EOC Coordinator if the coordinator's position is staffed or in the absence of the coordinator from the Emergency Director, and work with their Units and other EOC Section Chiefs.
- EOC Director reports to and takes direction from the Chancellor's Executive Policy Group and oversees the EOC.
- Chancellor's Executive Policy Group is responsible for policy level decisions, fiscal authorization, strategic policy and direction for recovery and resumption of normal operations.

Please also refer to the EOC Organizational Chart in Section 3 of the EOP for more detailed information.

100.24 Training

Training is critical to the success of this plan and an essential part of the ICS. All emergency response and management participants and alternates will receive training in the ICS, in the functioning of the EOC, the field incident command center, and in their primary role. The training includes an annual orientation to the EOC checklists and participation in exercises and drills.

100.25 The Emergency Operations Center (EOC)

The EOC, located in the Kolligian Library, is maintained in a state of readiness for conversion and activation. The facility is used for training and is a designated, but 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 roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of emergency designated personnel should report directly to the EOC. If an EOC member is unsure of whether to report, he or she should first contact the UC Police Communications Center at 228-2677 (CAT-COPS) to determine when and where to report. In the event that the primary EOC cannot be used, or must be moved EOC personnel will be directed to an alternate location by their section chief.

100.30

EMERGENCY LEVELS

An emergency is defined as any incident human-caused or natural that requires responsive action to protect life and property. In addition, the following four definitions are provided to assist in the planning and response to predicted or existing campus conditions:

100.31 Normal Campus Conditions-(No Emergency) (Level 0)

When normal campus conditions exist, no unusual response or planning activities are necessary.

100.32 Critical Incident (Minor Emergency) (Level 1)

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the university. A critical incident causes significant disruption to the subgroups that they affect, but do not disrupt overall institutional operations. During a critical incident, a Field Incident Command Post may be established as determined necessary by the University Chief of Police/Emergency Director or designee. The Incident Command Post will generally be located as close to the actual incident scene as possible. An example of a Level 1 incident may include a hazardous materials spill, or a water supply line break requiring multi agency clean-up efforts and building evacuation, but localized to one building.

100.33 Crisis (Major Emergency) (Level 2)

A crisis or major emergency is any event that disrupts the orderly operations of the University or its institutional missions. A crisis affects all facets of the institution and may raise questions or concerns over closing or shutting down the institution for any period. Outside emergency resources may be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of a Field Incident Command Post and may require an Emergency Operations Center (EOC) and Chancellor's Executive Policy Group activation. An example may include a flood affecting the majority of campus, a campus-wide sustained power outage, a wildfire threatening the campus, or an active shooter incident.

100.34 Disaster (Severe Emergency) (Level 3)

A disaster is an event whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may be experienced. A coordinated effort of all campus-wide resources is required to control effectively the situation and outside emergency services and resources will be essential. In all cases of a disaster, a Field Incident Command Post, the Chancellor’s Executive Policy Group and an EOC will be activated, and appropriate support and operational plans will be executed. Examples may include a county pandemic outbreak, extreme weather affecting the community and campus and/or UC Merced controlled properties.

100.40 ACTIVATION OF EOC

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

The decision to activate the EOC is made by the Chancellor, the Executive Vice Chancellor/Provost, the Vice Chancellor for Administration, or the Chief of Police/ Campus Emergency Director. Any of these positions may convene an ad-hoc advisory group to assist in this determination. Upon declaration of the Level 2 or Level 3 emergency, the Campus Emergency Director will determine which positions to activate and direct their activities. (See “EOC Activation Guide” below and Section 3 “Activation of EOC”)

100.41 EOC ACTIVATION GUIDE

Event/Situation	Activation Level	EOC Staffing	DOC’s Activated
Severe Weather Advisory, Moderate incidents involving 2 or more departments, Flood Watch, Localized power failures	ONE (Standby/alert)	Campus Emergency Director, EOC Coordinator Planning Section Chief Operations Section Chief	One or more DOCs may be activated
Wildfire affecting campus, major wind or rain storm, large incidents involving 2 or more DOCs, Flood alert, extended campus-wide power outages, on campus death of student	TWO (Partial activation)	Partial Chancellor’s Policy Group Emergency Director All EOC Section Chiefs	Multiple DOCs activated
Major campus or regional disaster. Multiple DOCs and all departments, with significant resource involvement. Major Fire or Flood. Active Shooter incident, significant terrorist or Eco-terrorist event, pandemic outbreak	THREE (Full activation)	Chancellor’s Policy Group All EOC Positions	All DOCs Activated

100.50 EOC DEMOBILIZATION

The Policy Group, advised by the Emergency Director, will determine when to deactivate the EOC and transition to normal campus operations.

100.60 DEPARTMENT OPERATIONS CENTERS (DOCs)

Essential response departments have DOCs and DOC plans to coordinate the actions of their personnel and to facilitate communication to and from the EOC. UC Merced Campus DOCs include:

- Police Department
- Facilities Management
- Environmental Health & Safety
- Residence and Student Life
- Information Technology
- Campus Communications
- Human Resources
- Student Health Services

DOCs may activate independently in response to localized events that require extraordinary attention (e.g. power failure, Internet failure or attack, civil disturbance, etc.) Upon independent DOC activation, the DOC Director shall contact the Chief of Police to apprise her of the situation. DOCs may be directed by the EOC to activate during an emergency.

The EOC will provide interdepartmental coordination of activities and will establish operational priorities for the DOCs. The DOCs will automatically work to restore their critical business functions and will take action on pre-determined high priority response activities.

100.70 COMMAND POSTS

Field Incident Command Post/s will be established in a campus-wide emergency. The Command Post/s, staffed by police and incident specific personnel will provide a standardized process for in field incident command of emergency operations in the field. Command posts will provide a contact point for teams and arriving resources, radio communications with the EOC, a process for requesting resources, and assisting people on site to emergency services (medical, care and shelter).

100.80 OFF-CAMPUS ASSISTANCE AND MUTUAL AID

The University is within California Office of Emergency Services (OES) Region V and therefore participates in the OES mutual aid system as established in 1961. The OES mutual aid system general provides for personnel resources and limited equipment for law enforcement and fire services.

Mutual aid requests may be placed into effect by the Incident Commander or Emergency Director during an incident, by contacting the Region V Mutual Aid Coordinator.

Neither UC Merced nor any municipality or jurisdiction has the resources to handle effectively 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.

100.81 INTER-CAMPUS

Within the ten-campus University of California system, a variety of support resources exist that generally mirror the resources available at each campus. These resources include Central Plant and Facilities Management, Police, Fire, EH&S and other specialized personnel. Each campus has designated an Emergency Director who may be requested to serve as a contact person for requested resources.

100.82 NON-UNIVERSITY

The Campus Emergency Director may request local, county, and state mutual aid resources. These

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

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 State Office of Emergency Services. The University may call upon local mutual aid, requesting County and City resources first and then assistance from the Merced County Office of Emergency Management Operational Area State Coordinator, to access state resources. In addition, the University Health Services is part of the Merced County Emergency Medical System and may call upon, or be called upon, by this system for medical services support and supplies. The Campus may also participate in disaster sheltering activities in conjunction with the American Red Cross.

100.90 COMMUNICATIONS

100.91 UC MERCED COMMUNICATIONS is primary in assuring planning for and implementing the Campus Emergency Communications Plan.

100.91.1 Communications Coordination: The incident Public Information Officer, in coordination with the Incident Commander and/or Campus Emergency Director, shall determine when and by what methods it is appropriate to issue emergency alerts, and other informational releases to the campus community, key government officials, community leaders, emergency management response agencies, volunteer organizations, and any other persons and entities essential to a coordinated response to an incident.. The Executive Director of Communications is responsible for activating the “Crisis Communications Plan” (Section 10 Annex A)

100.92 FIELD COMMUNICATIONS

100.92.1 Relaying Building Information to the EOC: The Building Managers act as the “eyes and ears” of the EOC, providing accurate up-to-date information about emergency incidents. Department Safety Coordinators should provide information concerning injuries, damage, evacuation, and resources to their Building Manager. The Building Manager compiles this information from all departments/units in their building and submits it to the EOC Planning Section Chief. The Operations Section will 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.

100.92.2 Relaying Information from the EOC to Buildings: Building Managers will disseminate information received from the Emergency Director, EOC Coordinator or the Incident Public Information Officer to building occupants. The campus Communications Office will prepare public announcements regarding the status of the campus. These announcements will be recorded at the campus emergency telephone number **(1-866-993-0969)**, posted on the campus emergency web sites (<http://emergency.ucmerced.edu> and <http://police.ucmerced.edu>), and broadcast on the campus PODCAST. Announcements regarding the campus and surrounding area may be made by radio on the City of Merced’s Emergency Broadcast Stations (1480AM and/or 580AM), and through the mass media. The campus may also make announcements over Public Address systems if necessary and available.

100.92.3 Use of the Campus Alerting and Warning System: Depending on the scope of the disaster and the type of information to be disseminated, the EOC may have activated one or a combination of the following methods to provide information: e-mail, text messages, web sites, electronic bulletin boards, voice mail, and phone trees, public announcement systems, and/or runners.

110.0 CAMPUS EVACUATION GUIDELINES

Should it become necessary to evacuate the entire campus, one area, or just one building the campus has procedures in place. The following information is a distillation of these procedures: please also refer to campus policy on the evacuation of disabled persons.

110.10 CAMPUS-WIDE EVACUATIONS

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

In a campus-wide emergency the decision to implement evacuation procedures rests with the Police Department. In situations requiring immediate action, public safety responders (Police, Fire, EH&S) can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, flood, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials.

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision is 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; it triages the populations most in danger, minimizes 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.

110.11 BUILDING EVACUATIONS

These emergencies may include a building fire or fire drill, localized hazardous materials spill, active shooter, bomb threat or other incidents deemed appropriate. 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 UC Police Department has sole authority to assess the credibility of the threat and to determine whether to evacuate the site.
- For incidents involving hazardous materials, established department protocols for notification and response should be followed.

Department Safety Coordinators will ensure that all members of their Department (and any related students or visitors) proceed to the Emergency Assembly Area for their particular building. The Department Safety Coordinator serves as liaison with the Building Manager to assure that the building is appropriately secured and that all personnel are accounted for.

110.12 RESTRICTIONS AT INCIDENT SITE

Only faculty, staff, and student volunteers who have been assigned to Incident Management duties or who have been issued a University Emergency Identification Pass (EIP) by the UC MERCED PD will be allowed to enter the immediate incident site, with authorization from the Field Incident Commander. Unless the incident is deemed a crime scene, media will be allowed at the scene with proper credentials, which are to be checked and approved by the UC Merced Executive Director of Communications or designee.

110.13 RESTRICTED CAMPUS ACCESS DURING EMERGENCY

During a declared State Of Emergency and other times as deemed necessary, only registered students, faculty, staff, and their affiliates (i.e., persons required by employment) are authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification showing that they have a legitimate purpose on campus) will be directed to leave the campus. Unauthorized persons remaining on campus may be subject to expulsion, detention, or arrest in accordance with applicable laws.

120.00 FUNCTIONAL ROLES

Every UC Merced employee and student can potentially play a role in Campus Emergency Operations Plan. Perhaps the most critical aspect of the EOP is communication; 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 evolving incidents.

120.10 ROLE OF STUDENTS

Every student 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 assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The Office of Emergency Management located within the UC Merced Police Department provides information and training to help students know what to do in emergencies and how they can prepare ahead of time.

120.11 ROLE OF FACULTY AND STAFF

Every member of the faculty and staff should read and understand both their Building and Department Emergency Plans and familiarize themselves with campus emergency procedures and building evacuation routes. Employees should be prepared to assess situations quickly and 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 Department Safety Coordinator, 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.

130.00

PREPAREDNESS

130.10 UC MERCED EMERGENCY PREPAREDNESS PLAN

The UC Merced Emergency Preparedness is based upon annual threat and vulnerabilities assessments.

It is the responsibility of the Chancellor's Executive Policy Group, the Emergency Management Team, which includes the EOC Management and Section Chiefs, and emergency responders in collaboration with UC Merced community members to ensure that UC Merced is prepared to respond to, manage and recover from emergencies occurring on UC Merced properties, or involving UC Merced faculty, staff and students. Preparedness includes training, equipping, and exercising all responders and community members in the response and recovery from emergencies.

130.10.2 Threat Assessment and Evaluation Program

Annually or more often as necessary the Director of Facilities Management in collaboration with the Director of EH&S and the University Police Chief shall conduct a vulnerabilities study of the infrastructure and physical assets of UC Merced. The purpose of this program will be to perform a Threat and Vulnerability Assessment and to implement solutions identified during these assessments to enhance security and improve campus preparedness. Upon completion of the inspection, a report will be filed with the Emergency Director detailing the evaluation of risk and making recommendations to decrease the vulnerability of the asset.

Additionally, diagrams, blueprints, and similar materials shall be assembled by Physical Planning for each campus facility. A set shall be submitted to the Emergency Director and to the Director of Facilities Management for use during routine and emergency operations.

Furthermore, an assessment of other risks and vulnerabilities will be performed by the Emergency Management Team and UC Merced stakeholders. Upon completion of the assessment, a report shall be filed with the Emergency Director detailing the evaluation of risk and making recommendations for mitigation of the risks.

130.11 BUILDING EMERGENCY PLANS

Developed under the guidance of the Building Manger, is a building-specific operational guide outlining emergency operations and responsibilities. Building Emergency Plans go into effect in the event of an emergency, allowing the Building Manager and Safety Coordinators to evacuate building occupants to their designated evacuation areas. Building Emergency Plans may also recommend the contents of a Personal and/or Departmental Emergency Kit (i.e. First Aid supplies, flashlight, battery-powered AM/FM radio, etc.).

It is the responsibilities of every campus employee to become familiar with the Emergency Plan for his/her work area(s) and to read the University Of California, Merced "Emergency Guide" distributed by EH&S.

130.12 ROLE OF THE DEPARTMENT SAFETY COORDINATOR

The Department Safety Coordinator, designated by the Department Head and EH&S, is responsible for implementation of a Department Emergency Plan, participation in the Building Safety Committee, and coordination with their Building Manager. In the event of an emergency, the Department Safety Coordinator is responsible for assisting with the safe evacuation of their Department assessing injuries

8/27/2009
In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

and damage to Department personnel and property, and providing status reports to their Building Manager.

130.13 ROLE OF THE BUILDING MANAGER

Each Building Manager has the following responsibilities prior to and during any emergency:

130.13.1 Develop an Emergency Action Plan

In collaboration with the facility's Safety Coordinators develop an Emergency Plan for each building or facility that will include, but not necessarily be limited to, the following: (29 CFR 1910.38)

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including the type of evacuation and exit route assignments
- Procedures for employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name or job title of an employee who may be contacted by other employees who need more information about the plan or an explanation of their duties under the plan

In addition, the following subject areas should be considered for inclusion in each Plan:

- Specific duty assignments in case of emergency incidents
- Evacuation of disabled or special-needs persons
- Management of designated assembly areas
- Diagrams of specified building/facility exit locations and evacuation routes
- Hazardous conditions reporting and appropriate corrective procedures
- Emergency First Aid information
- Specified locations of available emergency equipment,
- Emergency phone tree and contact information
- The location and operation of fire extinguishers
- Lists of available emergency equipment
- Lists of personnel who are normally present within each building

A revised and updated Emergency Action Plan (EAP) for each building/facility will be reviewed annually by the Building Manager and revised as needed. If there is a significant revision the Building Manager will submit the revised EAP to the Emergency Management Team for approval on the first business day of January each year, or more often if needed. Each Department/Division within a specific building should have at least one copy of the Emergency Action Plan for their building/facility prominently displayed within each major or significant workspace area.

130.13.2 Review Emergency Action Plans

Each Building Manager must provide the building's Emergency Action Plan to each employee or student covered by the plan:

- When the plan is developed or the employee/student is initially assigned to the building or facility
- When the employee or student's responsibilities under the plan changes
- When the plan is changed

130.13.3 Other Duties

- Report every emergency to the University Police at Tel. 9-911 or from cell-phones 209-228-2677 (209-CAT-COPS)

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

- Serve as the primary contact person to receive emergency information from UC MERCED PD
- Inform all building employees of any emergency conditions
- Evaluate the impact of any emergency on persons or property and take appropriate action including ceasing operations and initiating evacuation of the building or facility in coordination with the Emergency Director.
- Maintain emergency communications with the EOC Operations Section or on site Incident Commander.
- Schedule with UC Merced Police and UC Merced Fire Marshall building/facility emergency drills, including at least two annual evacuation drills, which will test the building's/facility's written emergency plan.
- As necessary, assist each department within the building/facility with development of their Business Continuity Plan for preparation and recovery from disaster.

130.14 DEVELOP BUSINESS CONTINUTIY PLAN

Each University Dean and Director will develop and implement a business continuity plan for each of their respective areas of responsibility.

Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of Deans and Directors, or other critical circumstance that have an effect on the suitability of the plans. A copy of revised plans will be submitted to the Emergency Director within thirty days of revision for approval and retention.

130.15 THE LAW ENFORCEMENT INFORMATION SHARING PROGRAM

A Law Enforcement Information Sharing Program should be devised and initiated by the UC MERCED PD Chief of Police. The purpose of this program shall be to increase communications between UC Merced Police and other law enforcement agencies at all levels of government and to enhance safety and security measures against criminal and terrorist threats to the campus and surrounding communities and to enhance cooperative efforts to combat such threats.

140.0**SUMMARY**

It is the goal of UC Merced to prepare for, management and recover from any emergency or disaster in an efficient, effective manner, which will protect life safety, maintain life support and assess damages, resume research and teaching and restore general campus operations to. The Emergency Operations Plan is a guide for first responders, Executive Policy members, EOC members and members of the campus community when planning for, responding to, managing, and recovering from an emergency.

Section 2 Initial Emergency Response

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

200.00 INITIAL EMERGENCY RESPONSE

UC Merced Police, Environmental Health and Safety, Health Services, Facilities Management, UC Merced Fire Marshall and County Fire are the UC Merced first responders, with support of appropriate departments and agencies.

200.10 INITIAL REPORTING

Emergencies occurring on-campus shall be reported immediately to the University Police at Tel. #9-9-1-1 from a campus telephone or (209) 228-2677 (209-CAT-COPS) from a cell phone.

200.20 INITIAL RESPONSES TO A REPORTED EMERGENCY

Upon receiving notification of a reported emergency, the UC Merced Police Dispatcher shall initiate the following chronology of events:

200.21 DISPATCH POLICE OFFICER TO THE SCENE

One or more police officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster and initiate the Incident Command System, and establish the Incident Command Post if appropriate.

200.22 DISPATCH APPROPRIATE EMS/FIRE SERVICES

UC MERCED PD shall request appropriate assistance from Fire or Emergency Medical Services personnel.

200.23 DISPATCH EH&S

UC MERCED PD shall request appropriate assistance from EH&S. At all times, when hazardous materials, occupational injuries, potentially infectious agents, radioactive materials and fire/explosions are involved EH&S will be notified.

200.24 DISPATCH FACILITIES STAFF

UC MERCED PD shall request appropriate assistance from Facilities Management once an emergency or disaster has been identified as one that affects University buildings or other infrastructure in a manner that requires immediate corrective action by Facilities Management.

200.25 CONTACT CHIEF OF POLICE

UC MERCED PD dispatch will immediately contact the Chief of Police/Campus Emergency Director or his/her designee.

200.26 CONTACT EXECUTIVE DIRECTOR OF COMMUNICATION

UC MERCED PD Chief or designee will immediately contact the Executive Director of Communications or designee, who will implement the UC Merced "Crisis Communications Plan" in concert with the Incident Commander.

200.27 CONTACT BUILDING MANAGER/S

UC MERCED PD will immediately contact the Building Manager/s of affected buildings, directing them to the Incident Command Post.

200.28 CONTACT CAMPUS FIRE MARSHALL

In all cases of actual fire, the Campus Fire Marshall will be notified.

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

200.30 CONTACT CHANCELLOR’S EXECUTIVE POLICY GROUP

The Chief of Police /Emergency Director shall contact the Vice Chancellor for Administration. If the Vice Chancellor for Administration is not available, the Chief of Police/Emergency Director shall contact one of following persons in descending order of preference:

- Chancellor
- Executive Vice Chancellor/Provost
- Assistant Chancellor
- Vice Chancellor-University Relations
- Vice Chancellor for Student Affairs
- Vice Chancellor for Research

210.00 FIRST RESPONDING POLICE OFFICER CRITICAL TASKS GUIDELINES

- The first responding police officer in the crisis phase of any initial response may perform the following critical tasks:
- Protect Life
- Secure and Establish Communications and Control
- Identify the “Hot Zone” or “Kill Zone”
- Establish an Inner Perimeter
- Establish an Outer Perimeter
- Establish an On- Scene Incident Command Post
- Establish a Staging Area for Personnel and Equipment
- Identify and Request necessary Resources
- Coordinate Media area and initial information release with incident PIO
- Maintain control and command until relieved by Fire or Police supervisor.

220.00 ASSIGNMENT OF EMERGENCY STATUS

After consulting with the Chancellor or a designee, the Chief of Police/Emergency Director will assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification System, if appropriate:

220.10 Critical Incident (Minor Emergency) (Level 1)

During a Critical Incident, the EOC Management staff members may not necessarily meet as a group, but will be advised of the incident status and placed on alert status. An Incident Command Post (ICP) may be established.

220.20 Crisis (Major Emergency) (Level 2)

During a Crisis, the Incident Commander report as directed by the Chief/ Emergency Director. An Incident Command Post should be established. An EOC may be partially activated to coordinate and support the response to the incident. Multiple DOCs may be activated, and EOC staffing decisions are made by the Emergency Director, and depend on the circumstances surrounding the event.

220.30 Disaster (Severe Emergency) (Level 3)

During a Disaster, the Chancellor's Executive Policy Group and EOC Management Team will report to the Incident Command Post or EOC as directed by the Emergency Director. Multiple DOCs are activated and a campus proclamation of emergency is declared.

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

Section 3 EOC Activation and Organization

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)

300.00 ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

Upon declaration of a Level 2 or level 3 emergency the EOC Director will determine which positions to activate and will activate the EOC call-out through UC Merced Police Dispatch as appropriate.

The UC Merced Police Dispatch will notify the EOC Management and Section Chiefs to report to the EOC for activation. Each Section Chief will in turn oversee the mobilization of their respective units, and be responsible for the activation of their Sections.

The Chancellor's Executive Policy Group will be advised to report to the CEPG Center as determined by the Chancellor, Executive Vice Chancellor, or Vice Chancellor for Administration respectively.

310.00 EMERGENCY LEVELS

An emergency is defined as any incident human-caused or natural that requires responsive action to protect life and property. In addition, the following four definitions are provided to assist in the planning and response to predicted or existing campus conditions:

311.00 Critical Incident (Minor Emergency) (Level 1)

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the university. A critical incident causes significant disruption to the subgroups which they affect, but do not disrupt overall institutional operations. During a critical incident, an Incident Command Post (ICP) may be established as determined necessary by the University Chief of Police/Emergency Director or designee. The Incident Command Post will generally be located as close to the actual incident scene as possible.

312.00 Crisis (Major Emergency) (Level 2)

A crisis or major emergency is any event that disrupts the orderly operations of the University or its institutional missions. A crisis affects all facets of the institution and may raise questions or concerns over closing or shutting down the institution for any period. Outside emergency resources may be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of a Field Incident Command Post (ICP) and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the university administration during a crisis.

313.00 Disaster (Severe Emergency) (Level 3)

A disaster is an event whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been experienced. A coordinated effort of all campus-wide resources is required to control effectively the situation and outside emergency services and resources will be essential. In all cases of a disaster, an Incident Command Post and an EOC will be activated, and appropriate support and operational plans will be executed.

314.00 Declaration of Emergency

When feasible, the campus will consult with the University President before declaring a state of emergency to exist on UC Merced properties. In any event, the President must be notified as soon as possible. The Chancellor may declare a state of emergency to exist when:

- Conditions exist on or within the vicinity of the campus that result from natural or man-made disasters, civil disorders that pose a threat of serious injury to persons or damage to property, or other seriously disruptive events;
- Extraordinary measures are required immediately to avert, alleviate, or repair damage to University property, to protect the health or safety of persons on University property, or to maintain the orderly operation of the campus.

The Chancellor will terminate the campus state of emergency when the situation has stabilized and the conditions outlined above are no longer applicable.

In the absence of the Chancellor, the authority to declare or terminate a state of emergency is first with the Executive Vice Chancellor/Provost, then with the Vice Chancellor for Administration.

315.00. EOC ACTIVATION GUIDE

Event/Situation	Activation Level	EOC Staffing	DOC's Activated
Severe Weather Advisory, Moderate incidents involving 2 or more departments, Flood Watch, Localized power failures	ONE (Standby/alert)	EOC Director, Planning Section Chief Operations Section Chief	One or more DOCs may be activated
Wildfire affecting campus, major wind or rain storm, large incidents involving 2 or more DOCs, Flood alert, extended campus-wide power outages, on campus death of student	TWO (Partial activation)	Partial Chancellor's Policy Group EOC Director All EOC Section Chiefs	Multiple DOCs activated
Major campus or regional disaster. Multiple DOCs and all departments, with significant resource involvement. Major Fire or Flood. Active Shooter incident, significant terrorist or Ecoterrorist event	THREE (Full activation)	Chancellor's Policy Group All EOC Positions	All DOCs Activated

320.00

UC Merced Emergency Organization

The emergency organization consists of four major elements. Depending on the scope of an incident, one or more of the elements may be activated.

Field -Incident Command

Incident Specific

Police,
EH&S,
Facilities
Others as required

Fire,
Health/Medical
UC Merced Communications

Department Operation Centers

Incident Specific

Police
EH&S
Facilities
Academic Affairs

UC Merced Communications

Fire
Health/Medical
Student Affairs
IT

Emergency Operations Center

Campus Emergency Director
Public Information Officer
Campus Counsel
EOC Coordinator
Student Affairs
Liaison and Safety Officer

Operations Section
Planning Section
Finance Section
Logistics Section

Executive Policy Group

Chancellor
Provost/EVC
VC Administration
Associate Chancellor (Chief of Staff)
Others as appointed by the Chancellor

VC University Relations
VC Research
VC Student Affairs
Executive Director of Communications
Emergency Director

8/27/2009

In Case of Emergency dial 9-9-1-1 from a campus telephone or 209-228-2677 (209-CAT-COPS)