

Guide for Emergency Operations

YUBA COMMUNITY COLLEGE DISTRICT

This plan is a preparedness document.
It is intended to be read and understood before an emergency.



YUBA COMMUNITY COLLEGE DISTRICT EMERGENCY OPERATIONS RESPONSE TASK FORCE

The YUBA COMMUNITY COLLEGE DISTRICT Emergency Operations Response Task Force

(District Safety Committee members) is responsible to maintain the readiness of YUBA COMMUNITY COLLEGE DISTRICT to implement its Guide for Emergency Operations in the event of any unplanned incident. The Task Force meets on a quarterly basis and annually reviews and updates the YUBA COMMUNITY COLLEGE DISTRICT Guide for Emergency Operations. Periodic review may also be sought from Yuba Self Insurance, ASCIP, the County of Yuba Office of Emergency Services (OES), Yuba County Sheriff's Department, the City of Woodland, Yolo County Office of Emergency Services (OES), and City of Clear lake, Lake County Office of Emergency Services (OES). Task Force members for the academic year are:

*Membership may be modified by the Chancellor.

Vice Chancellor of Business Services, President or Campus Designee
Chief of Police, Public Safety and Emergency Responders
Director, Maintenance and Operations
Director, Child Development Center
Director, Human Resources
Public Information Officer
District Nurse, Health Services Coordinator

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SECTION ONE

ADMINISTRATIVE

FORWARD

The Yuba Community College District has adopted California's Standardized Emergency Management System (SEMS/NIMS). This legally recognized emergency management system forms the framework for the District's emergency procedures. This program is designed to provide for rapid emergency response at District facilities by using the same standardized emergency management system used by local, state and federal governments.

The District has established a Guide for Emergency Operations to help facilitate effective coordination of aid requests, resources and the flow of information among all agencies and jurisdictions within the region. The Guide for Emergency Operations is designed for use during the planning, response and recovery phases of an emergency or disaster that affects the District's operations, facilities, personnel, students, contractors, vendors or visitors. It has been prepared in compliance with State Disaster Planning requirements, City and County Emergency Management Plans, and SEMS/NIMS, which incorporates the use of:

□ The Incident Command System (ICS)

As a matter of practice and training however, it is of great benefit for the District to utilize the ICS for managing routinely occurring incidents. The practice provides a seamless integration of ICS into larger emergency operations as they evolve.

A basic premise of ICS use is that in each emergency or incident, regardless of its size, the principles of ICS apply. The first on-scene emergency responder has single-discipline management responsibility. If the responder is aware of and follows the primary ICS functions, then that District employee and District are actually using ICS day-to-day performance.

□ The Master Mutual Aid Agreement □ The Existing Mutual Aid Systems

□ The Yuba County, Yolo County, and Lake County operational area concept, and multi-agency coordination.

The objectives of the Guide for Emergency Operations are:

- A. To provide for effective action in the case of disaster to minimize injuries and loss of life among students, staff and the public.
- B. To provide for the maximum utilization of staff and facilities in emergency situations.
- C. To provide for the well-being of students, staff, visitors and children in child care.
- D. To protect school property.

The concepts contained in this plan not only apply to day-to-day situations and conditions requiring field level response, but also to "routine emergencies". The plan can also be applied to

large-scale emergencies or disasters that can, and probably would, place inordinate demands on District personnel and services. Such situations would pose major threats to life and property. The procedures in this plan are designed to manage the effects of such situations.

This plan shall be activated under any of the following conditions:

- A. By direction of the Chancellor or his/her designated representative under the declaration of a disaster.
- B. In any emergency or disaster which directly affects the District and requires an emergency response by District employees.
- C. Upon notification by local, state or federal government officials of actual/declared or impending emergency or disaster that will directly or indirectly affect the District.

PURPOSE / PROCESS

The purpose of the Guide for Emergency Operations is to consolidate all District disaster procedures into a single publication providing District personnel with a convenient set of useable instructions for dealing with disasters and emergencies.

The plan includes sections to address those required areas of the regulation necessary for the District to operate. These include:

- a) Official Recognition of SEMS/NIMS;
- b) Interface and Participation in the Local Operational Area;
- c) Description of tasks associated with each SEMS/NIMS Function;
- d) District Incident Command Team Organization;
- e) Coordination Between the District's Incident Command and that of the Counties and Cities;
- f) Explanation of Inter-Agency Coordination of Resources and Decision Making;
- g) Checklists to be used for each of the Five ICS Functions;
- h) Authorities and documents providing legal basis for organizational emergency response system.

The plan and procedures have been developed based on the following concepts:

- 1. All (childcare) students will be retained at District facilities until released to parents or authorized persons during a disaster situation.
- 2. All evacuation of facilities will be done (as necessary) in conjunction with other agencies through the SEMS/NIMS system.
- 3. If evacuation of facilities is required, all students and District personnel at each site will assemble in predetermined areas.

4. All District employees are expected to remain and fulfill their disaster responsibilities until the emergency is over or they can be relieved of their responsibilities.

AUTHORITIES AND REFERENCES

The California Emergency Services Act is legislation, which provides extraordinary emergency powers and authority for state and local governments. Operations outlined in this plan will be conducted in accordance with legislation and the ordinances, plans and agreements listed below. The authorities and references listed herein establish the legal basis for emergency preparedness and response; however, the listings below are not all inclusive.

- A. JURISDICTIONAL: County Board of Supervisor's ordinance creates under the Operational Area Agreement the City, County Emergency Management Planning Board and defines membership, powers, duties, divisions, services and staff.
- B. INTER-JURISDICTIONAL: **Federal:** Robert I. Stafford, disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), Federal Civil Defense Act of 1950 (Public Law 81-290 as amended), and Public Law 84-99 (U.S. Army Corps of Engineers – Flood Fighting). **State:** California Emergency Services Act, California State Emergency Plan, Disaster Assistance Procedural Manual (published by California Office of Emergency Services), California Emergency Resources Management Plan, California Mutual Aid Agreement with supporting Mutual Aid Agreements, California Law Enforcement Mutual Aid Plan and Fire Mutual Aid Plan, Government Code 3100, under California Law all public employees, including special district employees are "disaster service workers" and as such have special responsibilities in disasters.

Government Code 3101. For the purpose of this chapter the term "**disaster service worker**" [Yuba Community College District employees] includes **all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.**

Government Code 3102 (a) All disaster service workers shall, before they enter upon the duties of their employment, **take and subscribe to the oath or affirmation required by this chapter.**

- C. Proclamation of a State of Emergency by the Governor: The Governor is empowered to proclaim a State of Emergency when the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, terrorism or earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a State of War Emergency, or he is requested to do so by local authorities, or he finds that local authority is inadequate to cope with the emergency. See Article 2, Section 8558 (b), California Emergency Services Act, for additional information.

D. Government Code 8550. The state has long recognized its responsibility to mitigate the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state. To insure that preparations within the state will be adequate to deal with such emergencies, it is hereby found and declared to be necessary:

(e) To authorize the establishment of such organizations and the taking of such actions as are necessary and proper to carry out the provisions of this chapter. It is further declared to be the purpose of this chapter and the policy of this State that all emergency services functions of this State be coordinated as far as possible with the comparable functions of its political subdivisions, of the federal government including its various departments and agencies, of other states, and of private agencies of every type, to the end that the most effective use may be made of all manpower, resources, and facilities for dealing with any emergency that may occur.

E. Government Code 8557. (a) "Emergency Council" means the California Emergency Council.

(c) "Political subdivision" includes any city, city and county, county, **district**, or other **local governmental agency** or public agency authorized by law.

F. Government Code 8607 (a): The Standardized Emergency Management System (SEMS/NIMS) is the system for managing response to multi-Authority and multijurisdiction emergencies in California. SEMS/NIMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-Authority or inter-Authority coordination. Local governments must use SEMS/NIMS to be eligible for funding of their personnel-related costs under the state disaster assistance programs.

G. **Government Code 8680.2. "Local agency"** means any city, city and county, county, county office of education, **community college district**, school district, or special district.

POLICIES AND GUIDELINE STATEMENTS

It is the policy of the Yuba Community College District to safeguard life and property by making maximum use of all available resources, to mitigate the effects of environmental, technological, civil and political emergencies.

General Policies and Guidelines

1. Essential YUBA COMMUNITY COLLEGE DISTRICT services will be maintained as long as conditions permit.
2. In an emergency, YUBA COMMUNITY COLLEGE DISTRICT will require prompt and effective response and recovery operations.

3. Environmental, technological and civil emergencies may be of such magnitude that City, County, State and Federal assistance is required.
4. When an emergency situation exists, all YUBA COMMUNITY COLLEGE DISTRICT departments will activate emergency operating guidelines into limited or full operation, as necessary.
5. In the event of an emergency, the **Incident Commander has the authority to reassign District personnel** to assist in the response.
6. Operational situation and status reports will be made by the Incident Command Team based upon severity of the emergency or anticipated emergency to include:
 - a. Estimated time and location of impact
 - b. Date, time and location of the actual emergency
 - c. For emergencies with minimal or no warning – date, time, location, known or estimated number of emergencies, types and casualties, and estimated damage at the time of report.

Such reports will be forwarded to the Chancellor of YUBA COMMUNITY COLLEGE DISTRICT, Managers, Incident Command Team members, and affected jurisdictions, as appropriate.

7. Access to emergency services shall not be denied on the grounds of race, color, national origin, religion, sexual orientation, sex, age or handicap. The needs of special populations shall be identified and planned for as directed by policy makers and according to federal regulations and guidance. Special populations may include, but not be limited to: the aged or infirm, physically or mentally handicapped or nonEnglish speaking persons.
8. **Emergency response often requires decisions to be made quickly under adverse conditions. Emergency conditions may require actions which are not listed in this plan, or which run counter to guidelines suggested. The District, its management, employees, students and volunteers duly pressed into service during a local emergency should act prudently while being protected by the privileges and immunities from liability as provided by law.**

SECTION TWO

OVERVIEW OF EMERGENCY PREPAREDNESS

PHASES OF EMERGENCY MANAGEMENT

Emergency management planning can be divided into four phases:

- Preparedness
- Mitigation
- Response
- Recovery

Although each phase has assigned tasks, the process is dynamic and interconnected. For example, tasks completed to recover from a disaster may have effects on mitigation, preparedness and response to future occurrences.

Preparedness: Includes actions taken to plan, equip and train YUBA COMMUNITY COLLEGE DISTRICT employees and students to respond to emergencies arising from hazards that cannot be eliminated through mitigation. This may include preparation of emergency operations plans and guidelines and exercises to test them. It may also include training in evacuation procedures, fire safety and the purchase of equipment and supplies needed to respond to an emergency.

Mitigation: Includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster occur. Such actions include implementing building zones, requiring special identification and routing for the movement of hazardous materials, and enforcing land use and zoning requirements.

Response: Includes actions taken to save lives and protect property during an emergency. This may include search and rescue, fire suppression, evacuation, emergency feeding and sheltering. It may also include such behind the scenes activities as activating emergency plans and opening and staffing Incident Command Centers from which jurisdictional decision-makers direct emergency activities.

Recovery: Includes those processes required to return the jurisdiction to normal. This could be reconstruction of roads and public facilities, securing financial resources and review and critique of response activities. Recovery activities often begin during the response phase of an emergency.

All departments at YUBA COMMUNITY COLLEGE DISTRICT have responsibilities in all emergency phases. The responsibilities of mitigation and preparedness are addressed in the Injury and Illness Prevention Manual (IIPP), Board policies and Administrative procedures and job descriptions.

HAZARD ANALYSIS

A. Geographic Description

Yuba Community College District spans over 4,200 square miles in eight counties, employs in excess of 400 permanent employees and serves over 10,000 students per year throughout the District's colleges and outreach facilities. As one of the largest key employers and contributors to the communities within the District, the District strives to provide a high quality education that will ensure a diverse, trained and motivated workforce.

- *Yuba College* is located in Marysville (Yuba County), California, 2088 North Beale Road. The campus is located approximately 3 miles from Beale Air Force Base.
- *Woodland Community College* (WCC) is located at 2300 East Gibson Road, Woodland (Yolo County), California. The campus is located between the Pioneer High School to the west and Yolo County Jail facility to the east.
- *Clear Lake Campus* is located at 15880 Dam Road ext in Clear Lake (Lake County), California.
- *Colusa County Campus* (CCC) is located at 99 Ella Street, Williams, California. The campus is located near the intersection of Interstate 5 and Ella Street.
- *Sutter County Center* (SCC) is located at 3301 E. Onstott Road, Yuba City, California. The most efficient way to get to the campus is to travel north from central Yuba City on Highway 99, exit at Eager Road, turn right off the exit, and then turn right again immediately at East Onstott Road, going south.

B. YUBA COMMUNITY COLLEGE DISTRICT Hazard Analysis Survey

A Hazard identification and analysis survey indicates that YUBA COMMUNITY COLLEGE DISTRICT may be subject to the effects of natural and technological disasters. A summary analysis of these events is provided as follows:

1. **FIRE:** Urban and grassland fire occurrences have significant potential to impact YUBA COMMUNITY COLLEGE DISTRICT. Most are handled through normal response without activation of this plan.

2. **HAZARDOUS MATERIALS:** Hazardous materials incidents include fixed site (classroom and building) and transportation-related incidents involving hazardous and radiological materials.
3. **EARTHQUAKE:** This hazard includes earthquakes themselves, as well as associated hazards such as landslides and rock falls.
4. **WEATHER:** Weather extremes have a history of occurrences in Yuba County, Yolo County, and Lake County and include heavy rains causing localized flooding, windstorms, high heat, drought and periods carrying the potential for extreme dust storms.
5. **TRANSPORTATION:** Transportation accidents may include major automobile accidents, airplane crashes or train derailments and transportationrelated hazardous materials releases.
6. **YUBA COMMUNITY COLLEGE DISTRICT:** Marysville location is at high risk to transportation accidents due to the close proximity to North Beale Road.
7. **UTILITY FAILURE:** All sites may be subject to the shortage or loss of power for periods in excess of 24 hours, and shortages of fuels and pipeline interruptions.
8. **FLOOD:** All three YUBA COMMUNITY COLLEGE DISTRICT sites have flood potential. Marysville campus and Woodland campus carries the greatest risk. Marysville campus is surrounded by levees. Woodland campus is located in a flood plain.
9. **DROUGHT:** Extreme and prolonged drought may threaten drinking water and fire suppression supplies.
10. **CIVIL DISTURBANCE/ACTIVE SHOOTER/TERRORISM:** This hazard includes riots, protests, demonstrations, strikes, active shooter incidents as well as acts of terrorism or rampancy.
11. **BOMB THREAT:** This hazard includes threats made by known or unknown persons and person, telephonically, or via email or electronic social media.

Hazard Vulnerability Matrix

LIKELIHOOD OF OCCURRENCE

| Hazard | Probability | | | Severity | | |
|-------------------------------|-------------|-----------|----------|----------|----------|----------|
| | Infrequent | Sometimes | Frequent | Low | Moderate | High |
| | | | | | | |
| Earthquake | X | | | X | | |
| | | | | | | |
| Energy – Blackout | | X | | X | X | X |
| | | | | | | |
| Wild land Fire | | X | | | X | |
| | | | | | | |
| Floods | X | X | | X | X | X |
| | | | | | | |
| HazMat | | X | | X | X | X |
| | | | | | | |
| Landslides | X | | | X | | |
| | | | | | | |
| Civil Disturbances | X | | | X | X | |
| | | | | | | |
| Extreme Weather/ Storm | | X | | X | X | |
| | | | | | | |
| Aircraft Crash | | | | X | X | X |
| | | | | | | |
| Train Accident | | X | | X | X | X |
| | | | | | | |
| Major vehicle Accident | | X | | X | X | |
| | | | | | | |
| Terrorism | X | | | X | X | |
| | | | | | | |
| Active Shooter | X | | | | | X |
| | | | | | | |
| Bomb Threat | | X | | | | X |
| | | | | | | |
| Medical/Mass Causality | | X | | | X | X |

TRAINING AND EXERCISE

Training and exercise are vital to determine the effectiveness of this Guide for Emergency Operations. Preparedness activities ensure that the operational concepts outlined are sound and that personnel are adequately trained to carry out necessary functions during a disaster. In addition, such testing will provide a basis for the updating and revision of this plan and for the identification of inadequate resources.

Participants and observers will evaluate training and exercises and specific elements of the plan, as indicated.

PLAN REVIEW CYCLE

The following review cycle will ensure that the entire Guide for Emergency Operations is kept current. The Emergency Operations Response Task Force is responsible for coordinating this review with the assistance of responsible departmental managers and others as necessary.

- A. By July 1st of each year:
Review and update the Guide for Emergency Operations. This review should include legislative updates, updates of relevant operational procedures, a review of practical applications, and updates of informational materials to all staff at all sites.
- B. Prior to the start of each semester:
Update telephone lists, faxes, emails, any personnel rosters, resource lists and physical plant changes affecting the implementation of the plan.
- C. At least once per year:
Schedule one or more training exercises of variant scope and size. Training is critical to ensuring the continued viability of the plan.

Changes to this plan will be made and distributed immediately. This includes additions or deletions to the distribution list.

CONSIDERATIONS FOR PEOPLE WITH DISABILITIES

Action Checklist - Items To Do Before a Disaster

Those with disabilities or other special needs often have unique needs that require more detailed planning in the event of a disaster. Consider the following actions as you prepare:

- Learn what to do in case of power outages and personal injuries. Know how to connect and start a back-up power supply for essential medical equipment.
- Consider getting a medical alert system that will allow you to call for help if you are immobilized in an emergency. Most alert systems require a working phone line, so have a back-up plan, such as a cell phone or pager, if the regular landlines are disrupted.

- If you use an electric wheelchair or scooter, have a manual wheelchair for backup.
- Teach those who may need to assist you in an emergency how to operate necessary equipment. Also, label equipment and attach laminated instructions for equipment use.
- Store back-up equipment (mobility, medical, etc.) at your neighbor's home, school, or your workplace.
- Arrange for more than one person from your personal support network to check on you in an emergency, so there is at least one back-up if the primary person you rely on cannot.
- If you are vision impaired, deaf or hard of hearing, plan ahead for someone to convey essential emergency information to you if you are unable to use the TV or radio.
- If you use a personal care attendant obtained from an agency, check to see if the agency has special provisions for emergencies (e.g., providing services at another location should an evacuation be ordered).
- If you live in an apartment, ask the management to identify and mark accessible exits and access to all areas designated for emergency shelter or safe rooms. Ask about plans for alerting and evacuating those with sensory disabilities.
- Have a cell phone with an extra battery. If you are unable to get out of a building, you can let someone know where you are and guide them to you. Keep the numbers you may need to call with you if the 9-1-1 emergency number is overloaded.

If you or someone close to you has a disability or a special need, you may have to take additional steps to protect yourself and your family in an emergency.

| Disability/Special Need | Additional Steps |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Visually impaired | May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster. |
| Hearing impaired | May need to make special arrangements to receive warnings. |
| Mobility impaired | May need special assistance to get to a shelter. |
| Single working parent | May need help to plan for disasters and emergencies. |
| Non-English speaking persons | May need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep people informed. |
| People without vehicles | May need to make arrangements for transportation. |

| | |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| People with special dietary needs | Should take special precautions to have an adequate emergency food supply. |
| People with medical conditions | Should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment. |
| People with mental retardation | May need help responding to emergencies and getting to a shelter. |
| People with dementia | Should be registered in the Alzheimer's Association Safe Return Program |

SECTION THREE

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS/NIMS)

OVERVIEW

The Standardized Emergency Management System (SEMS/NIMS) is a statewide California system used by police officers, firefighters and other disaster responders in disaster events. The main purpose of SEMS/NIMS is to aid in communication and response by providing a common communication and management system.

As a result of the 1991 East Hills Fire in Oakland, Senate Bill 1841 was introduced to establish the Standardized Emergency Management System and passed through the California Legislature January 1, 1993. The regulations governing SEMS/NIMS became effective September 2, 1994. The intent of this law is to improve the coordination of state and local emergency response in California. The law is found in Section 8607 of the Government Code.

The law stipulates that all State agencies must use SEMS/NIMS in responding to emergencies involving multiple jurisdictions or multiple agencies. Local governments must use SEMS/NIMS in responding to emergencies involving multiple jurisdictions or multiple agencies to be eligible for state funding for response-related personnel costs.

The basic framework of SEMS/NIMS incorporates the use of the Incident Command System (ICS). SEMS/NIMS is designed to be flexible and adaptable to varied emergencies and to meet the emergency management needs of all responders. SEMS/NIMS is a management system and provides the organizational framework and acts as an umbrella under which all response agencies may function in an integrated fashion.

THE FIVE LEVELS OF SEMS/NIMS

SEMS/NIMS organizes a five-level emergency response, activated as needed, to provide an effective response to multi-agency or multi-jurisdiction emergencies. SEMS/NIMS allows the response to expand or contract, as the incident requires. Each level uses the same Incident Command System.

1. **Field Level (Campus):** Commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
2. **Local Level (District):** Manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
3. **Operational Area Level:** Manages and coordinates information, resources and priorities among local governments and special districts within the operational area and serves as the coordination and communication link between the local governmental level and the regional level. An operational area is the geographical boundaries of a county.
4. **Regional Level:** Manages and coordinates information and resources among operational areas within the mutual aid region and between operational areas and the state level. This level along with the state level coordinates overall state agency support for emergency response activities.
5. **State Level:** Manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level and serves as the coordination and communication link with the federal disaster response system.

SECTION FOUR

THE INCIDENT COMMAND SYSTEM AT YUBA COMMUNITY COLLEGE DISTRICT

PRIMARY FUNCTIONS OF THE INCIDENT COMMAND SYSTEM

In the SEMS/NIMS format, the Incident Command System (ICS) organization develops around five major functions that may be required to manage any incident whether it is large or small.

For some incidents and in some applications, only a few of the organization's functional elements may require the filling of a specific position. In these cases, where a specific position is not filled, duties remain the responsibility of the next higher position in the chain of command or SEMS/NIMS system.

INCIDENT COMMAND CENTER (ICC)

Although individual departments conduct day-to-day operations, when a major emergency or disaster strikes, centralized emergency management is needed. This facilitates a coordinated response by the Incident Commander, the Incident Command Team and representatives from organizations assigned emergency management responsibilities.

An Incident Command Center provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The

following functions are performed at the YUBA COMMUNITY COLLEGE DISTRICT Incident Command Center:

1. Manage the emergency or disaster under the ICS guidelines.
2. Coordinate all District emergency activities, resources and requests to or from other agencies.
3. Develop specific information for the District.
4. Implement the Incident action plan and coordinate resources and actions with local Incident Command Centers located at the City.
5. Evaluate the Incident Action Plan frequently and modify as needed to protect District personnel, facilities and students.
6. Maintain emergency communication with the local I.C.C. and District sites throughout the emergency or disaster.

ACTIVATION OF THE INCIDENT COMMAND CENTER

WHEN

The Incident Command Center will be activated when any emergency situation occurs or might occur of such magnitude that it will require a large commitment of resources from two or more YUBA COMMUNITY COLLEGE DISTRICT departments over an extended period of time. Examples include: a hazardous materials incident, civil disturbances, flooding, earthquake, mass-casualty or a large, disastrous fire.

WHO

The following individuals or their appointed representatives are authorized to activate the Incident Command Center:

- Chancellor of YUBA COMMUNITY COLLEGE DISTRICT
- Administrator in Charge
- Appointed Incident Commander
- Chief of Police
- Safety Officer/Risk Manager

HOW

- Via the District Police at (530) 741-6771 or 6772 or Cellular (530) 870-1158
- Via Radio
- Via regular telephone

INCIDENT COMMAND CENTER (ICC) LOCATIONS

YUBA COMMUNITY COLLEGE

PRIMARY LOCATION:
See attachment A

SECONDARY LOCATION:
See attachment A

WOODLAND COMMUNITY COLLEGE

PRIMARY LOCATION:
See attachment B

SECONDARY LOCATION:
See attachment B

CLEAR LAKE CAMPUS

PRIMARY LOCATION:
See attachment C

SECONDARY LOCATION:
See attachment C

COLUSA COUNTY CAMPUS

PRIMARY LOCATION:
See attachment D

SECONDARY LOCATION:
See attachment D

SUTTER COUNTY CENTER

PRIMARY LOCATION:
See attachment E

SECONDARY LOCATION:
See Attachment E

COMMAND SECTION

Incident Commander Public Information Officer Liaison Safety Officer Scribe

Incident Commander

The Incident Commander (IC) is responsible for the overall management of the emergency/disaster incident for its duration and reports to the Incident Command Center as soon as possible.

RESPONSIBILITIES

- Determine District incident objectives and strategy and establish the immediate priorities to achieve objectives. Develop and authorize the incident action plan to carry out objectives.
- Ensure that adequate safety measures are in place to protect District employees and students.
- Approve requests for additional resources or the release of resources.
- Authorize release of information to the news media in coordination with the Public Information Officer.

Public Information Officer

The Public Information Officer is responsible for developing all incident media and press releases under the direction of the Incident Manager.

RESPONSIBILITIES:

- Determine from the Incident Commander if there are any limits on release of information and obtain approval of all media releases.
- Develop incident relevant information for use in media briefings.
- Notify media of District activities and conduct media briefings.
- Arrange for tours, interviews or briefings that may be required.
- Maintain current information summaries and/or displays on the incident and provide information on incident status or changes.

Liaison Officer

Acts as a liaison between YUBA COMMUNITY COLLEGE DISTRICT and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster.

RESPONSIBILITIES

- If a unified command is established, then act as the Liaison between YUBA COMMUNITY COLLEGE DISTRICT and community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives.
- Provide periodic update briefings to Agency Representatives, as necessary.

Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring the safety of personnel and correcting unsafe situations.

RESPONSIBILITIES:

- Identify hazardous situations associated with the incident.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.

Incident Log Scribe

The Scribe's function is to keep all paper work related to the Incident Command Center.

RESPONSIBILITIES

- Keep all logs and other paperwork relating to activities conducted at the ICC including staffing, meeting notes, action plans designed, etc. **IMPORTANT:** It is important that all receipts and documents be maintained for federal and state reimbursement to the District.

FUNCTIONS OF THE INCIDENT COMMAND TEAM

The Incident Commander (IC) is responsible for the overall policy and coordination of the emergency response and is assisted by an Incident Command Team to carry out the disaster

assessment and recovery effort. The Incident Command Team is comprised of four areas of responsibility:

Operations Section

The Operations Section manages or performs the service functions required to control and/or respond to the incident by implementing the Incident action plan.

RESPONSIBILITIES:

- Assists in development and supervises the Plan's implementation.
- Manages District emergency operations and services.
- Requests resources needed to implement the Operation's Section goals as a part of the Incident Action Plan development.
- Evaluates risks related to emergency operations and employee safety.

Planning/Intelligence Section

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident and assists the Incident Commander in developing an Incident Action Plan.

RESPONSIBILITIES:

- Collect and process situational information about the incident.
- Assists in the preparation of the Action Plan.
- Establishes information requirements & reporting schedules for planning.
- Determines need for any specialized resources in support of the incident and requests the Logistics section to provide it.

Logistics Section

The Logistics Section provides physical and human resources to the Operations Section.

RESPONSIBILITIES:

- Anticipates, identifies and locates incident service and support requirements.
- Supervises and requests additional resources (internal and external) as needed.
- Coordinates all requests for District employees and equipment from other sections.

Finance/Administration/Legal Section

The Finance/Administration/Legal Section is responsible for managing all financial and legal aspects of an incident, prepares proclamations, emergency ordinances, etc.

RESPONSIBILITIES:

- Manages all financial needs, costs and other aspects of an incident.

- Gathers pertinent financial information from briefings with government agencies such as local Incident Command Centers, State Offices of Emergency Services and FEMA representatives.
- Advises on legal proceedings as needed.
- Ensures that all personnel time records are accurately completed and transmitted to appropriate location.
- Collects all logs, equipment use information, purchase orders, receipts or other finance related information for documentation of District costs related to the emergency or disaster.

EVACUATION POLICY

An evacuation locates people to a safe area, from an area believed to be at risk, when emergency situations necessitate such action.

OBJECTIVES

- Expedite movement of persons from hazardous areas.
- Control evacuation traffic.
- Provide transportation for those without vehicles and for those with special needs.
- Provide perimeter control for evacuated areas.
- Provide for the procurement, allocation and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.
- Acquisition of rental vehicles if needed.

GENERAL CONCEPT OF OPERATIONS

Pre-Emergency Period

The pre-emergency period is divided into two phases as follows:

Normal Preparedness Phase

Site-specific evacuation plans are prepared and maintained for identified potentially hazardous areas. Data will be collected for use in the direction of evacuation operations: population, special facilities, transportation resources and populations requiring transportation assistance.

Increased Readiness Phase

Orientation sessions will be held to brief appropriate officials regarding evacuations plans. To the extent possible, Traffic Control Points, assembly points and movement routes will be reconfirmed. Agreements with providers of transportation resources will be reviewed and reconfirmed.

Emergency Period

The emergency period is divided into three phases as follows:

Pre-Impact Phase

At this time, evacuation operations will become the highest priority if a decision is made to evacuate a threatened area. The area to be evacuated will be determined based on pre-identified hazard areas or by estimates of the threatened area. Projections of the threatened area may change as conditions change, thus changing the evacuation strategy. For some hazards, uncertainty regarding the potential impact may require evacuation of a larger area than is eventually affected by the hazard.

Immediate Impact Phase

Wider spread evacuation may be required due to conditions created by the impact of the disaster agent or event. The affected area will be determined from reports by field teams on actual hazard conditions. The selection of evacuation routes will require information on the condition of the road network. Movement operations may be hindered by effects of the event and by other high priority demands for personnel and resources. Special procedures may be required to limit exposure if the area has been contaminated.

Sustained Emergency Phase

Emphasis is placed on providing security and access control of evacuated areas and accomplishing additional evacuations, as required.

Evacuation Orders

Once the decision is made to evacuate, affected areas will be notified and given evacuation instructions via radio, megaphone and door-to-door canvassers. Evacuation Orders will contain: reason for evacuation, evacuation routes, road conditions assembly points for those without transportation and location of mass care facilities.

Provisions will be made to evacuate persons with mobility impairments. Methods for evacuating the handicapped, elderly and those with language barriers will be contained in departmental standardized operating procedures.

Traffic Control

Traffic controls will be established at key intersections and access points to major evacuation routes as needed to expedite the flow of traffic. Communication will be maintained with traffic control personnel to monitor the progress of the evacuation, to coordinate traffic controls and to implement any changes in evacuation strategy that may be required.

Access Control

As the area is being evacuated, access controls must be established. Security of the vacated areas will be obtained by establishing manned Access Control Posts and barricades at key locations around the perimeter. Any unmanned barricades will be patrolled periodically.

Re-entry

Re-entry into evacuated and/or hazardous areas will be allowed at the discretion of the Incident Commander after consultation with ICC liaison, management team and technical experts. Controlling re-entry protects the public from exposure and injuries and protects unattended property within the evacuated area.

EMERGENCY DATA BACK UP PLAN

Data that is critical to YUBA COMMUNITY COLLEGE DISTRICT and its departments may be lost in the event of a disaster. A complete back up is conducted every Wednesday.

The Chief Technology Officer is responsible for ensuring student, employee, financial, and other relevant YUBA COMMUNITY COLLEGE DISTRICT data will be backed-up for retrieval purposes in the event of an emergency.

AFTER-ACTION REVIEW AND PLANNING

Within 72 hours of the determination that the emergency has concluded and operations are restored, the Yuba Community College District Incident Commander will conduct an AfterAction Review and evaluate the implementation of the plans. Using the After-Action Review Report Template (Appendix P), the Incident Commander will assemble key members of the emergency action team and other individuals who played a critical role in managing the incident. Through a SWOT analysis the team will determine how the District might improve its readiness and response to any future emergency and reduce the risks to people and its facilities/operations.

The Incident Commander at the direction of the Chancellor will coordinate the corrective actions, solutions to findings, and transformation of improvements to the plan. The Incident Commander will also coordinate with local city, county, state, and federal agencies to support their disaster and relief plans.

SECTION FIVE

STAFF RESPONSIBILITIES

□ Disaster Event Occurs

- **First person** on scene will make appropriate notification ○
contact Police Department – Dial 911

AND OTHER APPROPRIATE AGENCIES

- **Colusa County 99 Ella Street, Williams, CA 95987 530-668-2500**
- **Lake County Campus 15880 Dam Road Ext, Clear Lake, CA 95422 707-995-7900**
- **Sutter County Center 3301 E. Onstott Rd., Yuba City, CA 95991 530-751-5557**
- **Woodland College 2300 E. Gibson Road, Woodland, CA 95776 530-661-5700**
- **Yuba College 2088 North Beale Rd., Marysville, CA 95901 530-741-6700**
- **Incident Commander** activates Command Center
 - **Verify the status and safety of employees, students and the public in all areas of responsibility** ▪ **Remain calm. Wait for further instructions** ▪ **Mitigation of Emergency** ▪ **Recovery** ▪ **Post Incident Analysis**

BASIC EMERGENCY RESPONSE GUIDELINES

YUBA COMMUNITY COLLEGE DISTRICT has established guidelines to help ensure the safety of staff and students during an emergency. Faculty and supervisors will be assigned to ensure that students and staff follow these guidelines.

In an emergency, lines of authority may change. Employees are expected to follow the direction of those who have been placed in charge of specific functions relating to the emergency. Do not attempt to call or contact the Incident Command Center. You will be contacted regarding the situation and any further actions needed.

IN THE EVENT OF AN EVACUATION--EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:

1. Gather personal and/or emergency equipment;
2. Proceed to the established control point;
3. Report to the staff assigned to supervise the control point;
4. Wait at the control point until given further instructions by the appropriate personnel.
5. If more than one building is being evacuated, the gathering point for:

a. Yuba College

- i. Primary = TBD
- ii. Backup = TBD

b. Woodland College

- i. Primary = TBD
- ii. Backup = TBD

c. Clear lake Center

- i. Primary = TBD
- ii. Backup = TBD

d. Colusa County

- i. Primary = TBD
- ii. Backup = TBD

e. Sutter County

- i. Primary = TBD
- ii. Backup = TBD

f. All other off-campus sites

- i. Exit main building. Wait at control point.

IN THE EVENT OF A LOCK DOWN COMMAND--EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:

1. Lock or secure all room doors;
2. Close all blinds or drapes, if possible;
3. Turn off any unnecessary equipment;
4. Keep all people away from windows;
5. Remain as quiet as possible;
6. Do not leave or release from lock down until notified by appropriate administrator.

IN THE EVENT OF A SHELTER IN PLACE COMMAND EMPLOYEES WILL TAKE THE FOLLOWING IMMEDIATE ACTIONS:

1. Lock or secure all room doors;
2. Close all blinds or drapes, if possible;
3. Turn off any unnecessary equipment;
4. Keep all people away from windows;
5. Remain as quiet as possible;
6. Ensure that all ventilation is either closed or shut down;
7. Do not release from shelter in place until notified by appropriate administrator.

SECTION SIX

INCIDENT COMMAND POSITION CHECKLISTS

INCIDENT COMMANDER

Responsibilities: The Incident Commander (IC) is responsible for the overall emergency/disaster operations. The IC shall remain at the command post to observe and direct all operations to ensure the safety of students, staff and others on campus.

Start-Up Actions:

- ☐ Obtain the IC equipment maintained at the YCCDPD office.
- ☐ Obtain copy of District telephone list.
- ☐ Activate functions (positions) as needed.
- ☐ Notify Press Information Officer (PIO) of event.
- ☐ Appoint liaison.
- ☐ Assess type and scope of emergency.
- ☐ Determine threat to human life and structures.
- ☐ Notification to outside agencies as appropriate.
- ☐ Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- ☐ Fill in "Incident Assignments" form.
- ☐ Appoint a backup or alternate IC.

Operational Duties:

- ☐ Continue to monitor and assess total situation.
- ☐ Check with section chiefs for periodic updates.
- ☐ Reassign personnel as needed.
- ☐ Provide status reports to the Chancellor and College President on status of students, staff, and campus as needed.
- ☐ Consider areas with additional security/safety needs (Child Care Centers, Supportive Education, etc)
- ☐ Develop and communicate revised incident action plans as needed.
- ☐ Authorize release of information.
- ☐ Utilize IC back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the Command Post.
- ☐ Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- ☐ Release staff/volunteers as appropriate.
- ☐ Remain on site and in charge until relieved or incident concludes.

Closing Down:

- ☐ Authorize deactivation of emergency response activities/personnel as appropriate.
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable supplies to Logistics.

- ☐ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed.
- ☐ Proclaim termination of the emergency with appropriate notifications.

Equipment and Supplies: Campus map(s), disaster response forms, emergency/disaster plan, job description clipboards, appropriate identification, command post organizer, AM/FM radio (battery), bullhorn, two-way radio. Maintained in the YCCDPD office.

PUBLIC INFORMATION OFFICER (PIO)

Personnel: Available staff with assistance from available volunteers (see the emergency PIO box for the current list of trained PIO staff with assigned duties)

Policy: The public has the right and need to know important information related to emergencies/disasters at any YUBA COMMUNITY COLLEGE DISTRICT site as soon as it is available for release.

The District Public Information Officer acts as the official spokesperson for the school site in an emergency situation. If the situation includes outside responders with their own PIOs, they will work as joint commanders with one PIO designated as the official spokesperson for the incident.

News media can play a key role in assisting the Incident Command System (ICS) by releasing emergency/disaster related information to the staff, general public and parents. Information released must be consistent, accurate, and timely.

Start-up Actions:

- ☐ Open PIO emergency box and put on identifying “PIO” vest.
Activate key team members.

- ☐ Determine a possible “news center” site as a media reception area (located away from the Command Post (CP)). Identify the site by using the portable “media center” sign. Get approval from IC. Send team of media escorts to the center.
- ☐ Consult with IC and/or responder PIOs to coordinate information release.
- ☐ Assess the situation and obtain statement from IC. Tape-record if possible.
- ☐ Access current media list, cover letters, email addresses, and fact sheets (in PIO emergency box).
- ☐ Send out ‘ALL STAFF’ email and voicemail messages describing desired action.
- ☐ Open and maintain a position log of your actions and all communications. If possible, tape media briefings.

Operational Duties:

- ☐ Keep up to date on the situation.
- ☐ Provide media with escorts.
- ☐ Statements must be approved by the IC, given out at regular intervals, and should reflect:
 - ☐ Accurate information relayed in a reassuring manner, avoid speculative comments.
 - ☐ Incident or disaster cause and time of origin.
 - ☐ Size and scope of the incident.
- ☐ Current situation and requested actions – condition of the school site, evacuation progress, care being given, injuries, student release location, lock down procedures, etc. Do not release names.
- ☐ Resources in use.
- ☐ Best routes to and from the school site.
- ☐ Background information if appropriate.
- ☐ Time of next update release.
- ☐ When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase ‘no comment.’ Remember that after the incident is over, YUBA COMMUNITY COLLEGE DISTRICT will still rely heavily on the goodwill of the media to relay its messages.
- ☐ Remind school site/staff volunteers to refer all questions from media, students, parents or general public to the PIO.
- ☐ Get updates from the IC frequently.
- ☐ Utilize PIO back up; plan and take regular breaks, 5-10 minutes/hour.

- ☐ Ensure announcements and other information are translated into other languages as needed.
- ☐ Monitor news broadcasts about the incident. Correct any misinformation heard.
- ☐ Create a website link from the YUBA COMMUNITY COLLEGE DISTRICT Home page to Incident Press Releases.

Closing Down:

- ☐ At the Incident Commander's direction, release PIO staff no longer needed.
- ☐ Return equipment and reusable supplies to Logistics
- ☐ Close out all logs.
- ☐ Conduct an internal and external debriefing.

Aftermath:

- ☐ Remain updated on any subsequent college actions taken.
- ☐ Consult with the College IC (and College Legal Counsel if appropriate) before releasing any information
- ☐ If allowed, arrange for media interviews with College personnel
- ☐ Send follow-up releases highlighting stories such as 'acts of heroism' to media outlets.
- ☐ Send follow-up 'All Staff' email and voice mail if appropriate.
Update the website with same information.

LIAISON OFFICER

Immediate Supervisor: Incident Commander

Responsibilities: Acts as a liaison between YUBA COMMUNITY COLLEGE DISTRICT and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster. These agencies may include federal, state, county, hospitals, schools, utilities, Red Cross, etc.

Start-Up Actions:

- ☐ Identify yourself as the Liaison Officer on the Organizational Chart in the Incident Command Center
- ☐ Read the entire Action Checklist
- ☐ Obtain a briefing from the Incident Commander
- ☐ Assign staff to the Assistant Liaison, as necessary
- ☐ Put on vest
- ☐ Obtain equipment and supplies

Operational Duties:

- ☐ If no unified command has been established, and as directed by the Incident Commander, report to the Fire/Police command center and establish communication between YUBA COMMUNITY COLLEGE DISTRICT Incident Commander and the community responders Incident Commander.
- ☐ Maintain communications until the incident is closed or until a unified command is established.
- ☐ If a unified command is established, then act as the Liaison between YUBA COMMUNITY COLLEGE DISTRICT and community responders/agencies.
- ☐ Provide a point of contact for assisting/cooperating outside agency representatives
- ☐ Provide periodic update briefings to Agency Representatives, as necessary.
- ☐ Utilize Liaison back up; plan and take regular breaks, 5-10 minutes/hour.
- ☐ Maintain activity log, as needed.

Closing Down:

- ☐ At the Incident Commander's direction, direct staff members to sign out, release staff and deactivate the Liaison Officer position.
- ☐ Return equipment and reusable supplies.
- ☐ Close out Activity Log and return to Administration and Finance Officer.

Equipment and Supplies:

Vest, clipboard, paper, pens, two-way radio communication.

SAFETY OFFICER

Immediate Supervisor:

Incident Commander

Responsibilities:

Develop measures to assure safety. Monitor and assess hazardous and unsafe situations. Has the authority to STOP unsafe acts. Investigate accidents and file proper claims. Responsible for the emotional and psychological safety of YUBA COMMUNITY COLLEGE DISTRICT personnel. Confirm or determine that appropriate level of inventory or supplies are at hand for crisis response team.

Start Up Actions:

- ☐ Identify yourself as the Safety Officer on the Organizational Chart.
- ☐ Read the entire Action Checklist.
- ☐ Obtain a briefing from the Incident Commander.
- ☐ Put on vest.

- ☐ Obtain equipment and supplies.

Operational Duties:

- ☐ Monitor emergency response activities for safety and appropriate use of equipment.
- ☐ Identify and mitigate hazardous or potentially hazardous situations.
- ☐ Stop or modify all unsafe operations.
- ☐ Participate in planning meetings, anticipate potential safety issues.
- ☐ Utilize Safety back up; plan and take regular breaks, 5-10 minutes/hour.
- ☐ Maintain Activity Log.
- ☐ Notify insurance company/insurance joint powers authority of loss/damage to property or persons.

Closing Down:

- ☐ At the Incident Commander's direction, deactivate the Safety Officer position and release staff. Direct staff members to sign out.
- ☐ Close out Activity Log and relay pertinent information to the Finance /Administration Section.
- ☐ Return equipment and reusable supplies.

Equipment and Supplies: Vest, clipboard, paper, pens, radio communication.

INCIDENT LOG SCRIBE

Immediate Supervisor: Incident Commander

Responsibilities: To document all actions and communications of the Sierra College Incident Command Team.

Start Up Actions:

- ☐ Obtain equipment and supplies.
- ☐ Identify self to the Incident Commander.
- ☐ Put on vest.

Operational Duties:

- ☐ To team with the Incident Commander or other assigned personnel.
- ☐ Document in writing all actions and communications (including the time) ordered and received by the Incident Commander or other assigned personnel.

Closing Down:

- ☐ Transcribe notes; make copies of transcription and original notes and keep as backup; turn in transcribed notes to the Incident Commander or Administration/ Finance Chief, as directed.

- ☐ Return equipment and reusable supplies; replace supplies as needed.

Equipment and Supplies: Vest, clipboard, pens, pencils, paper, flashlight/reading light, watch or stopwatch.

OPERATIONS CHIEF

Immediate Supervisor: Incident Commander

Responsibilities: Management of all operations directly applicable to the primary mission. Direct the preparation of unit operational plans, request or release resources, make expedient changes to the Incident Action Plan as necessary, and report such to the Incident Commander. Evaluate and act on operations information. Decide on a priority basis what must be done and keep Incident Commander informed of pertinent conditions and/or situations. Coordinate activities with Planning/Intelligence, Logistics, and Finance/Administration as necessary.

Start-Up Actions:

- ☐ Check in with Incident Commander for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier (vest, ID badge, hard hat).

Operational

Duties:

- ☐ Establish the Operations Section and develop appropriate action plans.
- ☐ Assume the duties of all Operations positions until staff is available and assigned.
- ☐ Determine needs and request resources.
- ☐ As personnel are assigned, brief them on the situation and supervise their activities.
- ☐ Activate and deactivate operational strike teams as needed.
- ☐ Report information about activities, events, and occurrences to the Incident Commander and/or appropriate Section Chiefs.
- ☐ Consider areas with additional security/safety needs (Child Care Centers, Supportive Education, etc)
- ☐ Make sure that Operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.
- ☐ Schedule breaks and reassign Operations staff within the section as needed.
- ☐ Utilize Operations back up; plan and take regular breaks, 5-10 minutes/hour.
- ☐ Maintain activity log.

Closing Down:

- ☐ At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out.

- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

Equipment/Supplies: Vest, ID badge, Nextel phone, handheld radio, bullhorn, aluminum clipboard w/forms, paper, pen, floor plan book, 11x17 campus aerial photo, and emergency vehicle.

PLANNING/INFORMATION SECTION CHIEF

Immediate Supervisor: Incident Commander

Responsibilities: Collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status. Keep Incident Command informed of pertinent conditions and/or situations. Coordinate activities with Logistics, Operations, and Finance/Administration/Legal as necessary.

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier (vest, ID badge).

Operational

Duties:

- Collects and processes situational information about the incident.
- Assists IC in writing the Action Plan.
- Establishes information requirements & reporting schedules for Planning.
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.
- Reports any significant changes in incident status.
- Reassign out-of-service personnel already on-site to the IC organizational positions as necessary.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Assemble information on alternative strategies.
- Consider areas with additional security/safety needs (Child Care Centers, Supportive Education, Residence Halls, etc)
- Evaluate the need to communicate with the other campuses.
- List key issues in section and how to resolve them.
- Determine the need for any specialized resources in support of the incident, e.g.: Patient Transport Assistants.
- Provide access to special information resources on student, instructor, course, and building information as needed.

- Utilize Planning back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log.

Aftermath:

- Assist IC in developing plan for internal and external aftermath.
- Access resources needed eg: Counseling support, County Chaplaincy, EAP program.

Closing Down:

- At the Incident Commander's direction, release staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

Equipment/Supplies: Vest, ID badge, Nextel phone, aluminum clipboard w/forms, paper, pen, list of all available student system programs and appropriate access codes, emergency contact information list of all employees, campus phone directory.

LOGISTICS CHIEF

Immediate Supervisor: Incident Commander

Responsibilities: The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident. Additionally, the Logistics Chief is responsible to check and maintain supplies in the 8 building emergency kits (Theater, Gym, Plant Operations, Maintenance, Police department, Marysville, Woodland, and Clear Lake Campuses)

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Open supplies container or other storage facility as directed by the IC.
- Put on position identifier, such as vest, if available
- Begin distribution of supplies and equipment as needed
- Ensure that the Command Post and other facilities are set up as needed.

Operational Duties:

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate supplies, equipment, and personnel needs with the IC.

- Ensure sufficient fuel supply such as gasoline, diesel, propane, kerosene and other fuel types.
- During an emergency of extended duration, ensure adequate supply of food and potable water to emergency workers and people who have been relocated to shelters.
- Maintain security of cargo container, supplies and equipment as directed by the IC.
- Utilize Logistics back up; plan and take regular breaks, 5-10 minutes/hour.

Closing Down:

- At the IC's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Equipment and Supplies:

2 way radio, job description clipboard, paper, pens, cargo container or other storage facility and all emergency supplies stored on campus, clipboards with volunteer sign-in sheets, forms (inventory of emergency supplies on campus, site status report, communications log, message forms)

FINANCE/ADMINISTRATION/LEGAL SECTION CHIEF ACTION CHECKLIST

Immediate Supervisor: Incident Commander

Responsibilities: Supervises all financial aspects of the disaster. Coordinates with Operations, Planning and Logistics Sections as appropriate. Prepare proclamations, emergency ordinances, etc. Advise Board of Trustees of legal matters, as needed. Commence legal proceedings and enforces emergency actions.

Start-Up Actions:

- ☐ Check in with Incident Commander for situation briefing.
- ☐ Put on position identifier (vest, ID badge)
- ☐ Obtain briefing from the Incident Commander
- ☐ Set up workstation

Operational Duties:

- ☐ Open and maintain section logs
- ☐ Confer with Incident Commander on delegation of purchasing authority.
- ☐ Determine appropriate purchasing limits.
- ☐ Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
- ☐ Determine future Finance/Administration Section personnel and support needs.
- ☐ Prepare proclamations, emergency ordinances and other legal documents required by the Board of Trustees and Director of Emergency Services.
- ☐ Advise the Board of Trustees and the Incident Command Team on the legality, legal implications and politics of contemplated emergency actions.
- ☐ Develop the rules, regulations and laws required for acquisition and control of critical resources.
- ☐ Develop the necessary ordinances and regulations to provide legal basis for evacuation and/or population control.
- ☐ Ensure investigation of all accidents and prepare necessary claims.
- ☐ Document for cost reimbursement.
- ☐ Ensure section logs are completed.
- ☐ Participate in Action Planning meetings.
- ☐ Utilize back up; plan and take regular breaks, 5-10 minutes/hour.

Closing Down:

- Deactivate the Section and close out logs when authorized by the Incident Commander.
- Assign any open actions to appropriate personnel.

Equipment and Supplies: Vest, clipboard, paper, pens, radio communication.

SECTION SEVEN

APPENDICES

APPENDIX A

INCIDENT COMMAND CENTER INFORMATION REPORT

The Information Report is used to gather information about the emergency. Information gathered will be used to define the Incident Command Center's Action Plan.

Please write down information as it is provided. If more information is provided than can be accommodated, please write on the back of the page.

Incident Name: _____

Site: _____ Date: _____ Time: _____

Name of person taking information: _____

Name of person communicating information: _____

1. Building damage:

Building(s) damaged: _____

_____ Severe – Building has collapsed, is collapsing or is in danger of collapse

_____ Moderate – Some damage to building as cracks, broken windows

_____ Minor – Building shows no visible damage, but items may have fallen

2. Are there fires? Yes No

3. Have there been explosions? Yes No

4. Injuries

| Type of Injuries | Number of Injuries | Type of help needed |
|------------------|--------------------|---------------------|
| Severe | _____ | _____ |
| Moderate | _____ | _____ |
| Minor | _____ | _____ |

- ❖ Severe injuries are those which may be life threatening and require immediate medical help.
- ❖ Moderate injuries are those, which, require medical attention, but not necessarily medical help.
- ❖ Minor injuries (scrapes, minor cuts, etc.) are those, which are not described above.

5. Deaths

Number of Deaths

Identification Available? (yes/no)

6. Have utilities been shut off?

Electric: **Yes** **No**
Yes **No**

Water: **Yes** **No**

Gas:

7. Telephone service: Do the telephones work? Yes No

Back-up communication is:

Radio

Ham Radio

Cellular phone

Other Systems (Runners, etc.)

8. Are emergency response units on site?

Yes

No

From where: _____

9. What assistance is immediately needed?

a. _____ **b.**

_____ **c.**

APPENDIX B

| | |
|--|-------------------------------------------------|
| | INCIDENT COMMAND CENTER INCIDENT MAP |
|--|-------------------------------------------------|

| | | |
|-----------------------|-----------------------|-----------------------|
| INCIDENT NAME: | DATE PREPARED: | TIME PREPARED: |
| | | |

| | |
|----------------------------|------------------------------------------------------------------------|
| | |
| PAGE _____ OF _____ | PREPARED BY: NAME & POSITION Phone # |

APPENDIX C

| | |
|--|------------------------------------------------|
| | INCIDENT COMMAND CENTER ACTION PLAN |
|--|------------------------------------------------|

The IC team leaders in conjunction with the Incident Commander define the Incident action plan by using information from the site information reports.

PAGE _____ OF _____ ACTION PLAN ACTION PLAN # _____

Completed (by & date)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

APPENDIX D

INCIDENT COMMAND CENTER CHECK-IN LOG

[illegible]

APPENDIX E

INCIDENT COMMAND CENTER RESOURCE SUMMARY

| RESOURCES ORDERED | RESOURCES IDENTIFICATION | ESTIMATED TIME OF ARRIVAL | ON SCENE √ | LOCATION/ ASSIGNMENT |
|----------------------|-----------------------------|---------------------------------|------------------|-------------------------|
|----------------------|-----------------------------|---------------------------------|------------------|-------------------------|

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| | | | | |
| PAGE _____ OF _____ | | | | |

APPENDIX F

POST INCIDENT DEBRIEFING

Incident Name _____ **Date** _____

Section _____

What went well?

1. _____
2. _____
3. _____
4. _____
5. _____

What needs improvement?

1. _____
2. _____
3. _____
4. _____
5. _____

Who is responsible for changes? When?

1. _____
2. _____
3. _____
4. _____
5. _____

APPENDIX G

| |
|--------------------------------|
| YCCD MEDIA CONTACT LIST |
|--------------------------------|

| <u>Name</u> | <u>Contact</u> | <u>Phone</u> | <u>E-mail</u> |
|-------------------------|-----------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Appeal Democrat | Kymm Mann Len LaBarth | General Number 530-749-4707 530-749-4718 | kmann@appealdemocrat.com llabarth@appealdemocrat.com |
| | | | |
| Colusa Sun Herald | Chris Robbins | 530-458-2121 | sunherald@frontiernet.net |
| | Nikki Hancock | | sunherald@frontiernet.net |
| | | | |
| Lake County Record Bee | Rick Kennedy | 707-263-5636 | rkennedy@record-bee.com |
| | Cynthia Parkhill | | cparkhill@clearlakeobserver.com |
| | | | |
| Clearlake Observer | (Same as Bee) | 707-994-6444 | http://www.record-bee.com/Obser |
| | | | |
| Davis Enterprise | General Number | (530)756-0800 | wwitzel@davisenterprise.net |
| | Wendy Weitzel | | |
| | | | |
| Woodland Daily Democrat | Monica Krauth | 530-662-5421 | mkrauth@dailydemocrat.com news@dailydemocrat.com |
| | Jim Smith | | |
| | | | |
| KUBA | | | |
| | General Number | 673-1600 | PSA@am1600kuba.com |
| | Chris Gilbert or Geof Flynn | 673-1862 | |

v

MEDIA TELEPHONE NUMBERS (UPDATED 6/07)

| Publication | Editor | Phone # | Fax # | Email |
|--------------|-------------------------------------------------|---------------------------------|----------------|---------------------------------------------------------------------------------------------|
| Daily | Art Campos | 916.773.2825 | 916.773.7318 | acampos@sacbee.com |
| Daily | Deric Rothe | 530.885.5656 | 530.887.1231 | ajournal@foothill.net |
| Weekly-(Fri) | Kim Kodl | 530.823.2463 | 530.823.1309 | editor@sentinelnnews.biz |
| Weekly-(Wed) | Gloria Beverage | 916.985.2581 | 916-985-0720 | raycen@goldcountrymedia.com |
| 1st/3rd Fri | Jim Linsdau | 530.367.3966 | 530.367.4979 | mssnger@foothill.net |
| Weekly(Th) | Patty McAlpine | 916.645.7733 | 916.645.2776 | messenger@goldcountrymedia.com |
| Weekly(Th) | Martha Garcia | 916.652.7939 | 916.652.7879 | MAIL ONLY |
| Weekly-(Wed) | Keith Reid | 916.774-7981 | 916.624.7469 | keithr@goldcountrymedia.com |
| Wed/Sat | Larry Duthie | .916.786.6500 | 916.783.1183 | larryd@goldcountrymedia.com |
| Weekly(Th) | Tom Homer | 530.346.2232 | 530.346.2700 | colfaxrecord@goldcountrymedia.com mM |
| 1st of month | Janice Freeman | 916.791.1195 | 916.456.3047 | gbv@mail2.quiknet.com |
| Weekly-(Fri) | Bill Buchanan | 916.447.7661 | 916.447.2243 | bbuchanan@bizjournals.com |
| Daily | Joyce Terhaar | 916.321.1173 | 916.321.1107 | jtrahaar@sacbee.com |
| | Antonio R. Harvey | 916.326.5225 or 916-628-5608 | | aharvey@sacbee.com |
| | Darlana B. | | | |
| Mon-Sat | Mc _{Rich} Somerville ^{Vay} | 1.530.273.9561 | 1.530.273.1854 | janetl@theunion.com |
| | | | | |

| Television | Main # | Director | Phone # | Fax # | News Email/News desk |
|-------------------|----------------|----------------|--------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KOVR 13 | 1.916.374.1313 | Jim Lemon | 1.916.374.1313 X 1307 | 1.916.374.1439 | jlemon@kovr.sbgnet.com ; news@ko vr13.com |
| KXTL 40 | 1.916.454.4422 | Steve Kraycik | 1.916.454.4422 | 1.916.739.1079 | fox40news@tribune.com |
| KXTV 10 | 1.916.441.2345 | Ron Comings | 1.916.441.2345 | 1.916.441.3145 | rcomings@news10.net ; desk@news10.net |
| KCRA 3 | 1.916.446.3333 | Ed Chapuis | 1.916.325.3291 | 1.916.441.4050 | echapuis@hearst.com ; newstips@the kcrachannel.com |
| KMAX 31 | 1.916.925.3100 | Brent Baader | 1.916.925.3100 | 1.916.921.3050 | bbaader@kmaxtv.com ; kmaxtv.com |
| KFTY | 1.707.526.5050 | Santa Rosa | 1.707.526.5050 | | |
| Channel 8 | 1.800.239.8411 | Clearlake Oaks | 1.800.239.8411 | | |
| K-WINE FM 94.5 | 1.707.462.1451 | Ukiah | 1.707.462.1451 | | |

| | | | | | |
|---------------------------|----------------|------------|----------------|----------------|--|
| KXBX 98.3 & 1270 AM | 1.707.263.6113 | Lakeport | 1.707.263.6113 | | |
| KNTI 99.5 | 1.707.263.6113 | Lakeport | 1.707.263.6113 | | |
| Clear Lake Observer | 1.707.994.0106 | Clear Lake | 1.707.994.0106 | | |
| Lake County Record Bee | 1.707.987-3602 | Lakeport | 1.707.987-3602 | | |
| Middletown Times-Star | 1.707.987-3602 | Middletown | 1.707.987-3602 | | |
| Press Democrat | 1.707.462-6470 | Ukiah | 1.707.462-6470 | 1.707.462-6478 | |
| | | | | | |

APPENDIX H

IMPORTANT TELEPHONE NUMBERS

The following is a list of services, personnel and organizations to be notified during an emergency. The extent and type of emergency will determine who is to be notified.

YUBA COLLEGE

DIAL 911 FOR ALL EMERGENCIES

| | |
|--------------------------------|------------------------------|
| YUBA COLLEGE POLICE DEPARTMENT | 911 or (530) 741-6771 |
| MARYSVILLE POLICE DEPARTMENT | 911 or (530) 749-3900 |
| YUBA COUNTY SHERRIF DEPARTMENT | 911 or (530) 749-7777 |
| CALIFORNIA HIGHWAY PATROL | 911 or (530) 674-5141 |
| LINDA FIRE DEPARTMENT | 911 or (530) 743-1553 |
| SHERIFF'S ANIMAL CARE SERVICES | 911 or (530) 741-6478 |
| PARAMEDICS | 911 or (530) 743-1893 |

DEPARTMENT OF HEALTH
SERVICES`911 or (530) 741-6366

A. UTILITIES

| | |
|------------------|-----------------------------------------|
| GAS COMPANY | 911 or (530) 634-6678 or (530) 669-0616 |
| WATER COMPANY | 911 or (530) 743-2043 |
| ELECTRIC COMPANY | 911 or (530) 634-6678 or (530) 669-0616 |

B. PERSONNEL

ASSISTANT ADMINISTRATOR
DIRECTOR OF NURSING: **BETTY BONNER (530) 741-6785**

ADMINISTRATOR
PUBLIC INFORMATION OFFICER: **MIRIAM (530) 741-6726**

ROOT

| | |
|-------------------------------|----------------|
| DISTRICT NURSE: | (530) 741-6818 |
| MAINTENANCE: ROD PERRY | (530) 741-6775 |
| ADMISSION | (530) 741-5720 |
| ASSISTANT TO ADMISSION | |
| OTHERS | |

C. OUTSIDE SERVICES

| | |
|-----------------------------------------|----------------|
| FIRE ALARM COMPANY(530) <u>xxx-xxxx</u> | |
| FIRE EXTINGUISHER COMPANY: | (530) 673-7708 |
| SENTINEL | |
| AIR CONDITIONING COMPANY: | (530) 742-7119 |
| W.V. ALTON | |
| AMERICAN CHILLER | (916) 457-7800 |
| LOCKSMITH: BOB'S LOCK AND KEY | (530) 743-5101 |
| THE KEY PEDALER | (530) 674-3890 |
| BOTTLED WATER COMPANY | |
| MEDICAL SUPPLIERS: | (530) 741-6818 |
| FOOD SUPPLIERS: CAFETERIA | (530) 741-6806 |
| MEDICAL RENTAL SUPPLIERS: | (530) 741-6818 |

YUBA COMMUNITY COLLEGE OUTSIDE ORGANIZATION RED CROSS
(530) 673-1460 SALVATION ARMY **(530) 674=7624 Union Pacific**
Railroad **(888) 877-7267**

Response Management

NOTE: In the event that telephone service is disrupted during an emergency, a messenger should be used.

IMPORTANT TELEPHONE NUMBERS

The following is a list of services, personnel and organizations to be notified during an emergency. The extent and type of emergency will determine who is to be notified.

WOODLAND COMMUNITY COLLEGE IMPORTANT PHONE NUMBERS

The following is a list of services, personnel and organizations to be notified during an emergency. The extent and type of emergency will determine who is to be notified.

| | |
|------------------------------------|-------------------------------------|
| FIRE DEPARTMENT | 911 OR (530) 666-8920 |
| POLICE DEPARTMENT | 911 OR (530) 666-8920 |
| PARAMEDICS | 911 OR (530) 666-8920 |
| CAMPUS POLICE | (530) 661-5722 |
| SHERIFF | (530) 666-8282 |
| DEPARTMENT OF HEALTH SERVICES | (530) 666-8646 |
| LICENSING & CERTIFICATION | |
| DISTRICT OFFICE (emergency number) | (530) 741-6771 (YCCD Police) |

UTILITIES

| | |
|-----------------|--------------------------------|
| GAS & ELECTRIC. | PG&E 1 800-753-5000 |
| WATER | (530) 681-1779 |

PERSONNEL

| | |
|--------------------------|-----------------------|
| PRESIDENT | (530) 681-8780 |
| DEAN OF STUDENT SERVICES | (530) 661-4201 |
| DEAN OF INSTRUCTION | (530) 661-5739 |
| ADMISSIONS & RECORDS | (530) 661-5720 |

| | |
|-------------------------------|----------------|
| MAINTENANCE | (530) 681-1779 |
| PUBLIC INFORMATION SPECIALIST | (530) 661-5731 |

OUTSIDE SERVICES

| | |
|---------------------------|---------------------------------------|
| FIRE ALARM COMPANY | (916) 564-0170 Honeywell |
| FIRE EXTINGUISHER COMPANY | (916) 455-5630 Sentinel |
| LOCKSMITH | (530) 666-2454 Wallace |
| BOTTLED WATER COMPANY | (800) 492-8377 (DS Waters of America) |
| FOOD SUPPLIERS | (916) 429-6048 GVR Vending |
| PORTABLE TOILETS | (530) 662-5534 Yolo Pumping Service |
| FLOODING CLEAN-UP | (530) 662-7178 Luevano Maintenance |

OUTSIDE ORGANIZATIONS

| | |
|----------------|----------------|
| RED CROSS | (530) 662-4669 |
| SALVATION ARMY | (530) 661-0141 |
| SALVATION ARMY | (530) 661-0141 |

NOTE: In the event that telephone service is disrupted during an emergency, a messenger should be used.

IMPORTANT TELEPHONE NUMBERS

The following is a list of services, personnel and organizations to be notified during an emergency. The extent and type of emergency will determine who is to be notified.

CLEAR LAKE CAMPUS: IMPORTANT PHONE NUMBERS

The following is a list of services, personnel and organizations to be notified during an emergency. The extent and type of emergency will determine who is to be notified.

| | |
|------------------------------------|----------------------------------|
| FIRE DEPARTMENT | 911 or (707) 994-2170 (Business) |
| POLICE DEPARTMENT | 911 or (707) 994-7244 |
| PARAMEDICS | 911 or (707) 994-7244 |
| CIVIC DEFENSE | N/A |
| DEPARTMENT OF HEALTH SERVICES | (707) 263-4576 (Director) |
| LICENSING AND CERTIFICATION | N/A |
| DISTRICT OFFICE (emergency number) | (530) 741-6771 |

UTILITIES

| | | | |
|------------------|----------------|-------------------------|---------|
| GAS COMPANY | (800) 743-5000 | PG&E | 24 hour |
| WATER COMPANY | (707) 994-2393 | Highlands Water Company | |
| ELECTRIC COMPANY | (800) 743-5000 | PG&E | 24 hour |

PERSONNEL

| | |
|-------------------------|-------------------------------------------|
| ADMINISTRATOR | (707) 995-7904 after hours (530) 867-1068 |
| | Bryon Bell |
| ASSISTANT ADMINISTRATOR | (707) 995-7907 Debra Ehrhardt |
| DIRECTOR OF NURSING | N/A |
| NURSING SUPERVISOR #1 | N/A |
| MAINTENANCE | (707) 264-3282 Al Normandin |
| ADMISSION | (707) 995-7908 Sharon Humphrey |
| ASSISTANT TO ADMISSION | (707) 995-7926 Gary Ables |
| OTHERS | (707) 995-7905 Carla Kauth |

OUTSIDE SERVICES

| | |
|---------------------------|-----------------------------------------|
| FIRE ALARM COMPANY | (707) 263-3567 Gossett Alarm |
| FIRE EXTINGUISHER COMPANY | (707) 462-8674 Ukiah Oxygen |
| AIR CONDITIONING COMPANY | (707) 277-7332 Cool Air |
| LOCKSMITH | (707) 994-3329 L&M Locksmith |
| BOTTLED WATER COMPANY | (707) 964-1007 Wisparing Pines |
| MEDICAL SUPPLIERS | N/A |
| FOOD SUPPLIERS | 1-(800) 877-7012 X8770 Sysco |
| MEDICAL RENTAL SUPPLY | N/A |

OUTSIDE ORGANIZATIONS

| | |
|----------------------------------------|----------------------------------------------|
| RED CROSS | (707) 994-0640 |
| SALVATION ARMY | (707) 468-9577 |
| Response Management Communications Ctr | (888) 877-7267 Union Pacific Railroad |

APPENDIX I

YUBA COMMUNITY COLLEGE DISTRICT Child Development Center

Yuba College
2088 North Beale Road, Marysville, CA 95901

PHONE

FAX

SITE CONTACT

PCOE Contact Child Care Services

Secondary Evacuation Site

Baby Steps Early Head Start located at 2088 North Beale Road, Marysville, CA

SITE SUPERVISOR

TEACHER

TEACHER

TEACHER

**Woodland Community College Child Development Center 41605 Gibson Road,
Woodland, CA 95776, (530) 661-5700 PHONE**

FAX

SITE CONTACT Secondary Phone Number for _____

Secondary Evacuation Site _____

Director _____

Office _____

Personal Cellular telephone _____

Clear Lake Campus 15880 Dam Road Ext., Clearlake, CA 95422, (707) 995-7900
Child Care (707) 995-7909

PHONE _____

FAX _____

SITE CONTACT

Secondary Phone Number for _____

Secondary Evacuation Site _____

Director _____

Office _____

Personal Cellular telephone _____ **APPENDIX J**

CHILD CARE EMERGENCY PROCEDURES

Stand-by Lockdown:

The situation is not critical enough to warrant the disruption of teaching but is serious enough not to want students outside or unsupervised. All students and staff are instructed to remain in their designated room with the door locked.

Lockdown

1. All outside doors locked and secured.
2. All outside windows covered if possible.
3. All students and staff move to the most isolated section of the room/building.
4. All equipment and lights turned off.
5. Account for all students and staff under your control.
6. No noise or talking.
7. Wait for administration to contact you.
8. *Only open door or release from lockdown when notified by a person you know.*

SHELTER IN PLACE

1. Same as lockdown procedures.
2. Turn off all heating and air conditioning if possible.
3. If necessary, cover heating and airconditioning vents.
4. If possible, tape all cracks around doors and windows.

EVACUATION

1. Move to the primary or secondary or alternate location as directed by the Incident Commander.
2. Take the crisis response box or bag with you.
3. Close all doors as you leave.
4. Account for all students and staff under your control.
5. Remain in your evacuation area until directed to move by authorized personnel.
6. Return to the facility only upon being released by authorized personnel.

APPENDIX K

GLOSSARY OF TERMS

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ARC | American Red Cross |
| CCR | California Code of Regulations – California laws |
| CMAA | California Mutual Aid Agreement – Legislation stating that different services: police, fire, etc. will work together in major disasters |
| EOP | Emergency Operations Plan – the plan which if developed and followed during an emergency |
| ICC | Incident Command Center - the site from which jurisdiction officials direct response during an emergency |
| FEMA | Federal Emergency Management Agency – Agency established to oversee federal assistance to individuals and local government in the event of major disasters. |
| Field Response Level | Where emergency response personnel carry out activities in direct response to an incident. The use of the Incident Command System is mandated at this level |
| Hazard | Any situation or condition that has potential of causing injury to people or damage to property. |

| | |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Haz Mat | Hazardous Materials Incident – a situation involving a spill or uncontrolled escape of a hazardous material. |
| IAP | Incident Action Plan |
| ICP | Incident Command Post |
| ICS | Incident Command System –provides effective incident management through the identification of specific roles and responsibilities and chain of command. Utilizes functional groupings of tasks, management by objectives and unified command. |
| Local Emergency | The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons or property within local jurisdictional boundaries. |
| Local Government | District, City, County or other political subdivision of the State and any other public entity for which an application for assistance is made by the State or political subdivision thereof. |
| MMAA | Master Mutual Aid Agreement – The provision of resources between jurisdictions based on need. Standardized mutual aid systems exist for law enforcement, fire services and other disciplines. |
| OA | Operational Area |
| OASIS | Operational Area Satellite Information System |
| OES | Office of Emergency Services |
| Operational Area Level | A level of the state emergency services organization, consisting of a county and all political subdivisions within the county's boundaries. |
| Perimeter | Restricted access areas for an incident established for safety |
| PIA | Post Incident Analysis |
| PIO | Public Information Officer |
| Regional Level | Three OES administrative regions: Coastal, Inland and Southern. |
| SEMS/NIMS | Standardized Emergency Management System |
| SOP | Standard Operating Procedure |
| State level | Manages state resources responding to the needs of the state. Final coordination point for mutual aid. |
| TCP | Traffic Control Point |
| Utility | Structures of systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation or other similar public services. |
| Warning | Notifies people of the imminent impact of a specific hazard and protective actions, which should be taken. |

REFERENCES

U.S. Department of Labor

Occupational Safety & Health Administration: Incident Command System <http://www.osha-slc.gov/SLTC/etools/ics/index.html>

Governor's Office of Emergency Services (OES): Emergency Management in California (October 2003)

<http://www.oes.ca.gov/Operational/OESHome.nsf/LevelTwoWithNav?OpenForm&Key=About+OES>

Yuba County – Emergency Operations Plan.

<http://www.co.yuba.ca.us/content/departments/oes/default.asp>

Yuba County - Yuba County Pre-Disaster Multi-Hazard Mitigation Plan

<http://www.co.yuba.ca.us/content/departments/oes/default.asp>

Linda Fire Chief, (Chief Richard Webb)

Practical Information on Crisis Planning: A Guide for Schools and Communities: The Office of Safe and Drug-free Schools U.S. Department of Education (May 2003)

School Safety in the 21st Century: Adapting to New Security Challenges Post – 9/11

Irvine Valley College: Disaster/Safety Guide for all Faculty, Administrators, Managers & Classified Staff – (JANUARY 2002)

Illness and Injury Prevention Plan. YUBA COMMUNITY COLLEGE DISTRICT

YUBA COMMUNITY COLLEGE DISTRICT Board Policy No. XXXXXX

Standardized Emergency Management System: Emergency Management/Multi/Hazard Functional Plan (XXXX).

IMPORTANT LINKS

PREPAREDNESS

Center for Disease Control and Prevention disaster information

<http://www.bt.cdc.gov/disasters/>

State Department of Health Services emergency supply kit list of items

<http://www.dhs.ca.gov/epo/PDF/EmerSupplyHandout.PDF>

American Red Cross disaster preparedness
http://www.redcross.org/services/disaster/0,1082,0_500_00.html

Prepare. Plan. Stay informed. Ready America provides disaster information for individuals and businesses. <http://www.ready.gov/>

Federal Emergency Management Agency disaster preparedness
<http://www.fema.gov/plan/index.shtm>

Official site of the National Flood Insurance Program
<http://www.floodsmart.gov/floodsmart/pages/index.jsp>

State of California Office of Emergency Services
<http://www.oes.ca.gov/Operational/OESHome.nsf/1?OpenForm>

Homeland Security Threat Advisory System
http://www.dhs.gov/xinfo/share/programs/Copy_of_press_release_0046.shtm

RESPONSE

The California Data Exchange Center (CDEC) installs, maintains, and operates an extensive hydrologic data collection network including automatic snow reporting gauges for the Cooperative Snow Surveys Program and precipitation and river stage sensors for flood forecasting. <http://cdec.water.ca.gov/>

The California Nevada River Forecast Center (CNRFC) is one of 13 National Weather Service River Forecast Centers in the United States. The CNRFC has hydrologic forecast responsibility for California, most of Nevada, and a portion of southern Oregon.
<http://www.cnrfc.noaa.gov/>

National Oceanic and Atmospheric Administration (NOAA) weather and Storm Watch
<http://www.noaa.gov/wx.html>

Federal Emergency Management Agency declared disaster and emergency information
<http://www.fema.gov/hazard/index.shtm>

California Department of Transportation highway conditions and traffic cameras
<http://www.dot.ca.gov/roadsandtraffic.html>

The World Health Organization is the United Nations specialized agency for health.
<http://www.who.int/en/>

California Department of Forestry and Fire Protection fire incident updates
http://cdfdata.fire.ca.gov/incidents/incidents_current

RECOVERY

Federal Governments official portal to replace your vital documents including bank statements, birth, marriage and death records, social security cards, passports, etc.

http://www.firstgov.gov/Citizen/Topics/PublicSafety/Hurricane_Katrina_Recovery/Vital_Docs.shtml

American Red Cross disaster recovery information
http://www.redcross.org/services/disaster/0,1082,0_502_,00.html

FEMA disaster recovery information <http://www.fema.gov/rebuild/index.shtm>

Serving the public's requirement for assistance and the governments requirement to provide disaster information and services. <https://www.disasterhelp.gov/portal/jhtml/index.jhtml>

KIDS

Caltrans games and activities for kids <http://www.dot.ca.gov/kids/>

Are you ready to put your planning skills to good use? Are you ready to help your family get prepared for the unexpected? Your family can use this Web site to create a plan that will help you be ready for many different kinds of unexpected situations!
<http://www.ready.gov/kids/index.html>

FEMA for kids
<http://www.fema.gov/kids/index.htm>

“Only you can prevent Forest Fires” Official site for Smokey Bear.
<http://www.smokeybear.com/default.asp>

California Department of Forestry and Fire Protection kids page
http://www.fire.ca.gov/education_kids.php

APPENDIX N

IMPORTANT LINKS - SPANISH

Los Centros para el Control y la Prevención de Enfermedades (CDC, por sus siglas en inglés) son una organización reconocida --tanto dentro como fuera del país-- como la agencia federal líder en la protección de la salud y la seguridad de las personas.
<http://www.bt.cdc.gov/disasters/espanol/>

Cruz Roja Americana - Es vital que te prepares para las emergencias en la casa, la escuela, el trabajo y la comunidad. <http://www.cruzrojaamericana.org/general.asp?SN=200>

Al prepararse para una posible situación de emergencia, conviene pensar primero en los fundamentos de la supervivencia: agua potable, comida, aire limpio y retención del calor
<http://www.listo.gov/>

FEMA en Español http://www.fema.gov/spanish/index_spa.shtm

La Organización Mundial de la Salud, el organismo de las Naciones Unidas especializado en salud. <http://www.who.int/es/index.html>

En un estado tan propenso al fuego y tan poblado como California uno nunca puede hacer demasiado para prevenir los incendios. http://www.fire.ca.gov/education_es.php

HMONG

Pab cov minyuam yaus kom lawv yeej tej kev nyuajsiab.

<http://www.redcross.org/services/disaster/foreignmat/ChildrenCopeHMONG.pdf>

Npe cov khoom khaws cia rau thaum xwm txheej kub

<http://www.redcross.org/services/disaster/foreignmat/ESCHMONG.pdf>

Av qeeg – kev paub qho me mtsis txog nkaum, npog thiab tua cia

<http://www.redcross.org/services/disaster/foreignmat/DCHHMONG.pdf> **APPENDIX O**

| |
|---------------------------------------------------------------|
| STATE OF CALIFORNIA OFFICE OF EMERGENCY SERVICES (OES) |
|---------------------------------------------------------------|

**OES Inland Region North**

1740 Walnut Street
Red Bluff, CA 96080
(530) 529-0409, Fax: (530) 529-5079

OES Inland Region Headquarters

3650 Schriever Avenue
Mather, CA 95687
(916) 845-8470, Fax: (916) 845-8474

OES Inland Region South

2550 Mariposa Mall, Room 181
Fresno, CA 93721
(209) 445-5672, Fax: (209) 445-5987

**Yolo County Office of
Emergency Services**

35 N. Cottonwood Street
Woodland, CA 95695
(530) 666-8905
(530) 666-8909 fax

**Yuba County Office of
Emergency Services**

915 Eighth St., Suite 117
Marysville, CA 95901
(530) 749-7520
(530) 741-6549 fax

Lake County Office of Emergency Services

P.O. Box 489
1220 Martin Street
Lakeport, CA 95453
(707) 262-4090
(707) 262-4095 fax

**APPENDIX P**

AFTER ACTION REVIEW REPORT TEMPLATE

A. Background:

1. Team/Project/Incident Name: _

2. Project/Event Reviewed:

Event Date(s):

3. Location(s) of Event/Incident:

4. Type(s) of Incident/Emergency:

5. Goals/Objectives/Metrics:

6. Date of Review: _____

7. When review was completed:

☒ During Project

After Project Completion

8. Participants:

| NAME | JOB TITLE | ROLE IN TEAM |
|------|-----------|--------------|
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9. Please provide a summary of emergency/event/incident (if appropriate please include photographs and other data). The summary should include type of incident, whether it was made-made or natural, effects on people, District operations, facilities, capital infrastructure, etc.

10. What went well and why?

| Successes | How to Ensure Success in the Future |
|------------------|--------------------------------------------|
| | |

| | |
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11. What can be improved and how?

| What can be improved | Recommendations |
|----------------------|-----------------|
| | |

12. Close the Loop!

| New/Improved Processes | Implemented & Communicated Through? |
|------------------------|-------------------------------------|
|------------------------|-------------------------------------|

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SECTION EIGHT

ATTACHMENTS

ATTACHMENT A: Incident Command Location

YUBA COLLEGE

PRIMARY LOCATION:

SECONDARY LOCATION:

Map



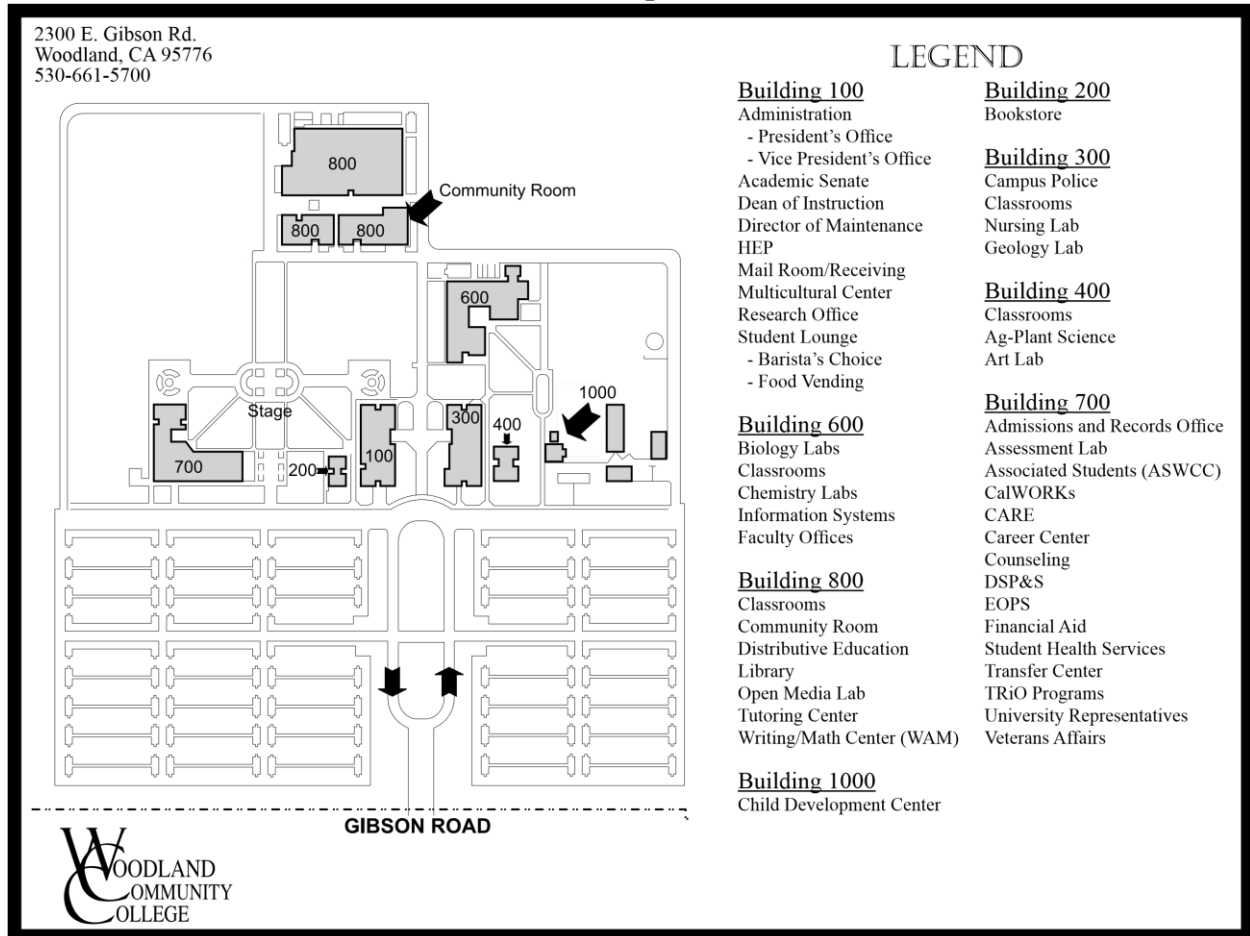
ATTACHMENT B

WOODLAND COMMUNITY COLLEGE

PRIMARY LOCATION:

SECONDARY LOCATION:

Map



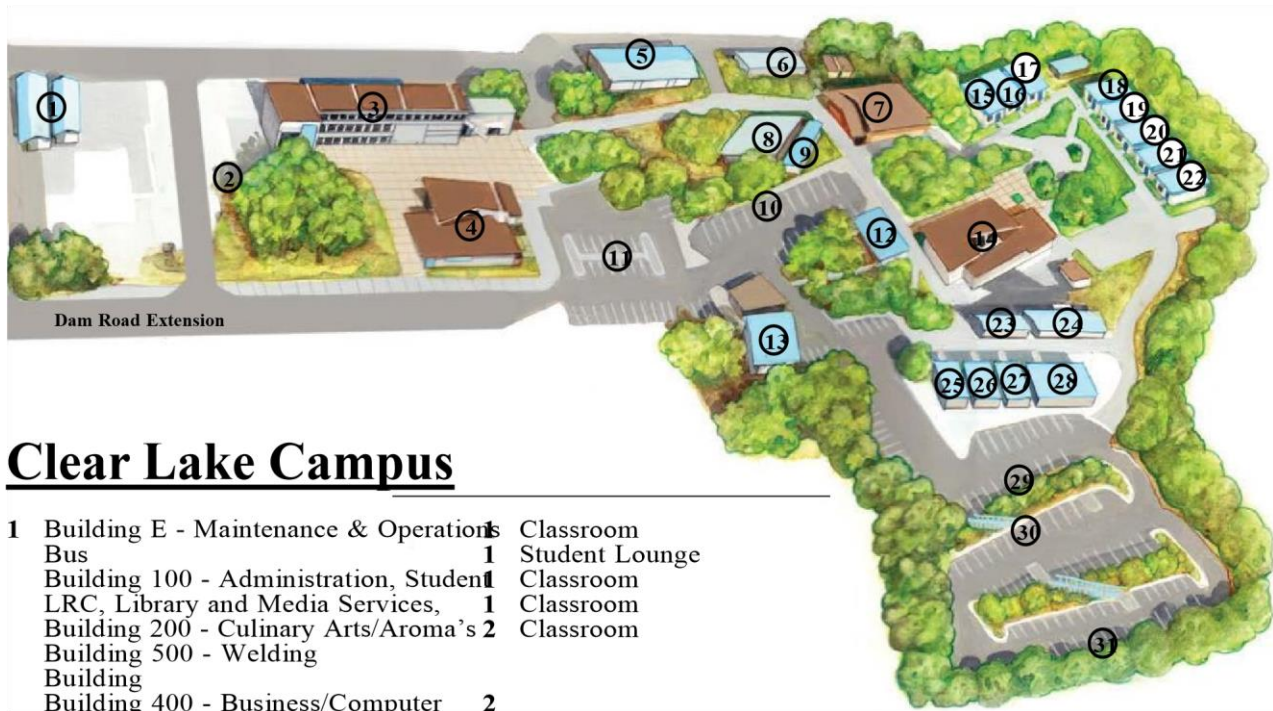
ATTACHMENT C

CLEAR LAKE CAMPUS

PRIMARY LOCATION:

SECONDARY LOCATION:

Map



Clear Lake Campus

- | | | | |
|---|----------------------------------------|----|------------------------|
| 1 | Building E - Maintenance & Operations | 1 | Classroom |
| | Bus | 1 | Student Lounge |
| | Building 100 - Administration, Student | 1 | Classroom |
| | LRC, Library and Media Services, | 1 | Classroom |
| | Building 200 - Culinary Arts/Aroma's | 2 | Classroom |
| | Building 500 - Welding | | |
| | Building | | |
| | Building 400 - Business/Computer | 2 | Building |
| | Building 402 - | 2 | Building |
| | Restroom | 2 | Building |
| 1 | Lower Level | 2 | Building 602 - Faculty |
| | | 6 | 902 7 |
| | | | 903 |
| | | 8 | 904 |
| | | 9 | 905 |
| | | | |
| | | 20 | Classroom906 |
| | | 21 | Classroom907 |
| | | 2 | Building908 |

- | | | | |
|----|----------------------------------------|----|-------------------------|
| 11 | StudentParking | 27 | ClassroomLounge |
| 12 | BuildingBookstore 801 | - | Childcare Development82 |
| 13 | BuildingCenter 700 - | 39 | Upper1 |
| 4 | ChildhoodScience/Math/Early Education, | 30 | Upper2 |
| | Restrooms | 1 | 3 |

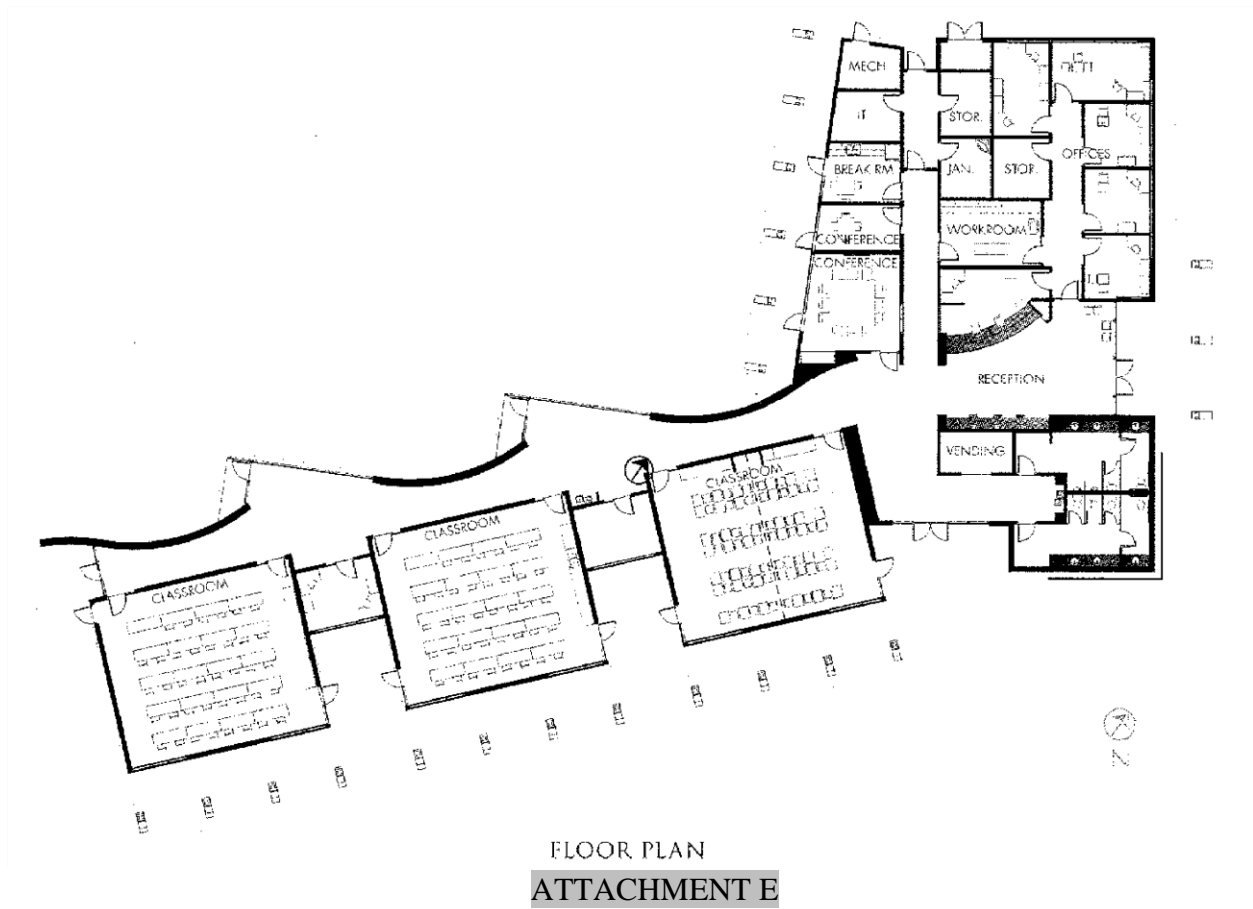
ATTACHMENT D

COLUSA COUNTY CAMPUS

PRIMARY LOCATION:

SECONDARY LOCATION:

Map



SUTTER COUNTY CENTER

PRIMARY LOCATION:

SECONDARY LOCATION:

Map

Yuba College - Sutter County Center Building 100 Floor Plan - First Floor

