



University of California Santa Cruz **EMERGENCY RESPONSE PLAN**



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I. INTRODUCTION

A. Purpose

The purpose of the University of California Santa Cruz (UCSC) Emergency Response Plan is to establish policies, procedures and an organizational hierarchy for response to emergencies occurring on campus. It describes the role and operation of the units and personnel of UCSC during an emergency.

This Plan sets forth standard operating procedures using the Standardized Emergency Management System (SEMS) adopted by UCSC for handling man-made or natural events which disrupt normal campus operations such as, but not limited to: floods, storms, earthquakes, hazardous material incidents, terrorist threats and other potential disasters.

The plan fulfills the University's responsibilities to comply with the Standard Emergency Management System (SEMS) as specified under Title 19, Division 2, Chapter 1 of the California Code of Regulations. It additionally complies with U.S. Department of Homeland Security Presidential Directive 5 (HSPD 5) mandating the adoption of the National Incident Management System (NIMS).

For the purpose of this plan, the terminology SEMS and NIMS will be used interchangeably.

This plan utilizes the National Fire Protection Association (NFPA) Standard 1600 (Standard on Disaster/Emergency Management and Business Continuity Programs) as the basis of plan and program development.

B. Scope

This campus-level Emergency Response Plan guides the response of appropriate UCSC personnel and resources during an emergency. It is the official Emergency Response Plan for UCSC and supersedes previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency organization created by it.

Appropriate support documents for specific emergencies (annexes) or actions (appendices) are attachments which expand on the information contained in this plan (under development).

C. Authority

This Plan is promulgated under the authority of the Chancellor and the Vice Chancellor of Business and Administrative Services and constitutes an executive policy as described in NFPA 1600.

Day to day management and implementation of this plan is delegated to the Campus Fire Department. The Fire Chief is assigned to oversee the program. The Campus Emergency Planner reports to the Fire Chief and is responsible for day to day program management.

An Emergency Management Committee made up of representatives of the Fire Department, University Police, Environmental Health & Safety, Physical Plant and Student Affairs provides guidance and input regarding this plan.

D. Mission

It is the mission of UCSC emergency response units to mitigate emergency situations in a safe and timely manner. University personnel and equipment will be used to provide priority protection for:

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

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

II. MANAGEMENT OF EMERGENCY OPERATIONS

A. Incident Command System

The Emergency Response Plan uses a management system widely known as the **Incident Command System (ICS)**. The ICS provides an organizational structure capable of responding to all levels of emergencies from simple to complex. It also provides the flexibility to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

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

The organizational structure of the ICS may not resemble the day-to-day organization of the University. Employees may be temporarily reassigned to other duties outside their normal assignments. Furthermore, as the severity of the incident increases, assignments may change in the ICS organizational structure. This means that an employee's position in the ICS may change during the course of a single incident.

B. Command Authority & Reporting Structure

On any emergency incident, the first arriving emergency responder (Police, Fire, EH&S) will establish incident command. They will continue to exercise Incident Command authority until relieved by the senior official having legal or assigned responsibility for the type of incident occurring.

For incidents where a multi-disciplinary response is necessary a Unified Command shall be established to insure that the priorities of each discipline are represented in the Incident Action Plan.

The Incident Commander has the authority to request operational area resources to help mitigate an on campus emergency. These resources would typically be police, fire, and hazardous materials responders.

C. Emergency Level Classifications

Three levels of operation have been identified, relative to the magnitude of the situation. Depending on the character, scope and magnitude of an emergency incident, a variety of EOC participants may be mobilized.

- **Level 1:** The emergency incident can be managed using normal response operations, normally no EOC activation
- **Level 2:** Multi-unit response in which the EOC may be partially activated. The Incident Commander is usually the campus Police or Fire Chief. Based on the event, selected EOC staffing notifications are made at the discretion of the Incident Commander.
- **Level 3:** The emergency cannot be managed using normal campus resources. The initial EOC activation notification is made and additional personnel are requested to respond as needed to staff the EOC. A campus state of disaster may be declared during a Level 3 emergency (requires notification of the Office of the President).

In addition to the three levels of operation, the term threshold incident is used to describe any emergency incident which requires notification of senior University officials. These include serious incidents involving a loss of or threat to life, major property damage, major regulatory or legal risk, and/or significant media interest.

By definition, all Level 2 and Level 3 emergencies are considered threshold incidents. Level 1 incidents involving the following are also considered threshold incidents, even though they may not require a large-scale response.

- Fatalities or serious injuries to students, faculty, staff or visitors.
- Injuries requiring air ambulance response.
- Injuries to three or more individuals from the same incident, regardless of severity.
- Assaults or other criminal activities involving deadly weapons.
- Structural or wildland fires.
- Hazardous materials releases.

III. Chancellor's Policy Group

The Chancellor's Policy Group is intended to serve as the primary policy setting group during a major campus emergency and during emergencies outside the campus which have the possibility of affecting campus operations. The Policy Group will consist of the Chancellor and a number of key advisors from the Chancellor's Cabinet. The Policy Group is intended to be incident-specific, thus, not every Cabinet member will be assigned to the Policy Group during every emergency.

A. Initial Notification

The following individuals will be notified during any threshold incident. Any additional necessary notifications will be determined at this time.

Primary	Alternate
– Vice Chancellor, Business & Administrative Services	– Associate Vice Chancellor, Business & Administrative Services
– Vice Chancellor, Student Affairs	– Assistant Vice Chancellor, Student Affairs
– Fire Chief	– Assistant Fire Chief
– Police Chief	– Assistant Police Chief
– Emergency Planner	
– Director, Public Information Office	– Senior PIO Representative

The Vice Chancellor, Business & Administrative Services and the Vice Chancellor, Student Affairs will ensure that the remaining members of the first tier Policy Group are notified.

B. First Tier

The first tier of the Policy Group will consist of the following Cabinet members:

Primary	Alternate
– Chancellor	– Campus Provost & Executive Vice Chancellor
– Campus Provost & Executive Vice Chancellor	– Assistant Campus Provost
– Assistant Chancellor/Chief of Staff	
– Vice Chancellor, Business & Administrative Services	– Associate Vice Chancellor, Business & Administrative Services
– Vice Chancellor, Student Affairs	– Assistant Vice Chancellor, Student Affairs

C. Second Tier

The second tier of the Policy Group will consist of those members of the Cabinet not identified in the first tier, specifically:

- Assistant Campus Provost
- Vice Chancellor, Planning & Budget
- Vice Chancellor, Research
- Vice Chancellor, University Relations
- Vice Provost, Academic Affairs
- Vice Provost & Dean, Graduate Studies
- Vice Provost & Dean, Undergraduate Education
- Vice Provost, Information Technology Services
- Vice Provost, Silicon Valley Initiatives
- Dean Chair
- Title IX/Sexual Harassment Officer
- University Counsel
- University Librarian

D. Activation of the Policy Group

Upon being notified of an emergency, the Chancellor (or alternate) will determine whether or not the Policy Group needs to be activated and which, if any, members of the second tier need to be notified and/or activated based on the specific incident.

If the Policy Group is activated, all first tier and designated second tier members will report to the Chancellor's Conference Room (Clark Kerr Hall Room 212). In the event that this room is unavailable due to damage, an alternate meeting space will be designated.

If the Chancellor chooses not to activate the Policy Group, the Incident Commander will ensure that the first tier members are periodically updated on the status of the incident. The Chancellor may choose to activate the Policy Group at a later time based upon these status updates.

E. Designation of Disaster Director

The Chancellor (or alternate) will designate a Disaster Director from the activated Policy Group members whenever the EOC is activated. The Disaster Director will generally be the Vice Chancellor, Business & Administrative Services or the Vice Chancellor, Student Affairs. The Disaster Director will serve as the link between the Policy Group and the EOC.

F. Deactivation of the Policy Group

The Chancellor will determine when to deactivate the Policy Group. This determination shall be made after consultation with the Policy Group and will generally occur at the same time that the EOC is fully or partially deactivated.

IV. EMERGENCY OPERATIONS CENTER (EOC)

The EOC; located at the campus emergency response center; serves as the centralized, well-supported location to manage sustained emergency operations. During the course of an emergency, responding EOC staff report directly to the EOC. Other responding personnel should report to their normal work site or other area as directed.

The purpose of the EOC is to provide the following:

- Policy direction for ongoing incidents
- Central resource ordering and management based on campus-wide needs
- Coordination between multiple incidents or a single major incident
- Coordination of non-response related functions

A. Activation of the EOC

For major incidents or incidents requiring significant commitment of campus resources from many units the Emergency Operations Center (EOC) may be activated. Request for EOC activation may be initiated by the on-scene incident commander, Chancellor, or Vice-Chancellor of Business and Administrative Services (VC-BAS).

Requests for EOC activation are made through the University's dispatch center. The dispatch center maintains an initial notification list for EOC activations. The notification should include the nature of the emergency, current situation, and where to report. Based on the initial notification other university personnel may be requested for response.

Depending upon the type of incident, the Disaster Director (the Vice Chancellor of Business and Administrative Services or the Vice Chancellor of Student Affairs) will designate the EOC Manager.

Upon declaration of a Level 2 or Level 3 emergency, the EOC Manager in consultation with the Disaster Director shall determine which Support Sections to activate, designate Section Leaders, and coordinate their activities.

B. Notifications

The campus Emergency Planner shall maintain notification lists for various levels and priorities of EOC activation. These lists shall be on file at the campus dispatch center to allow for rapid notification of essential personnel.

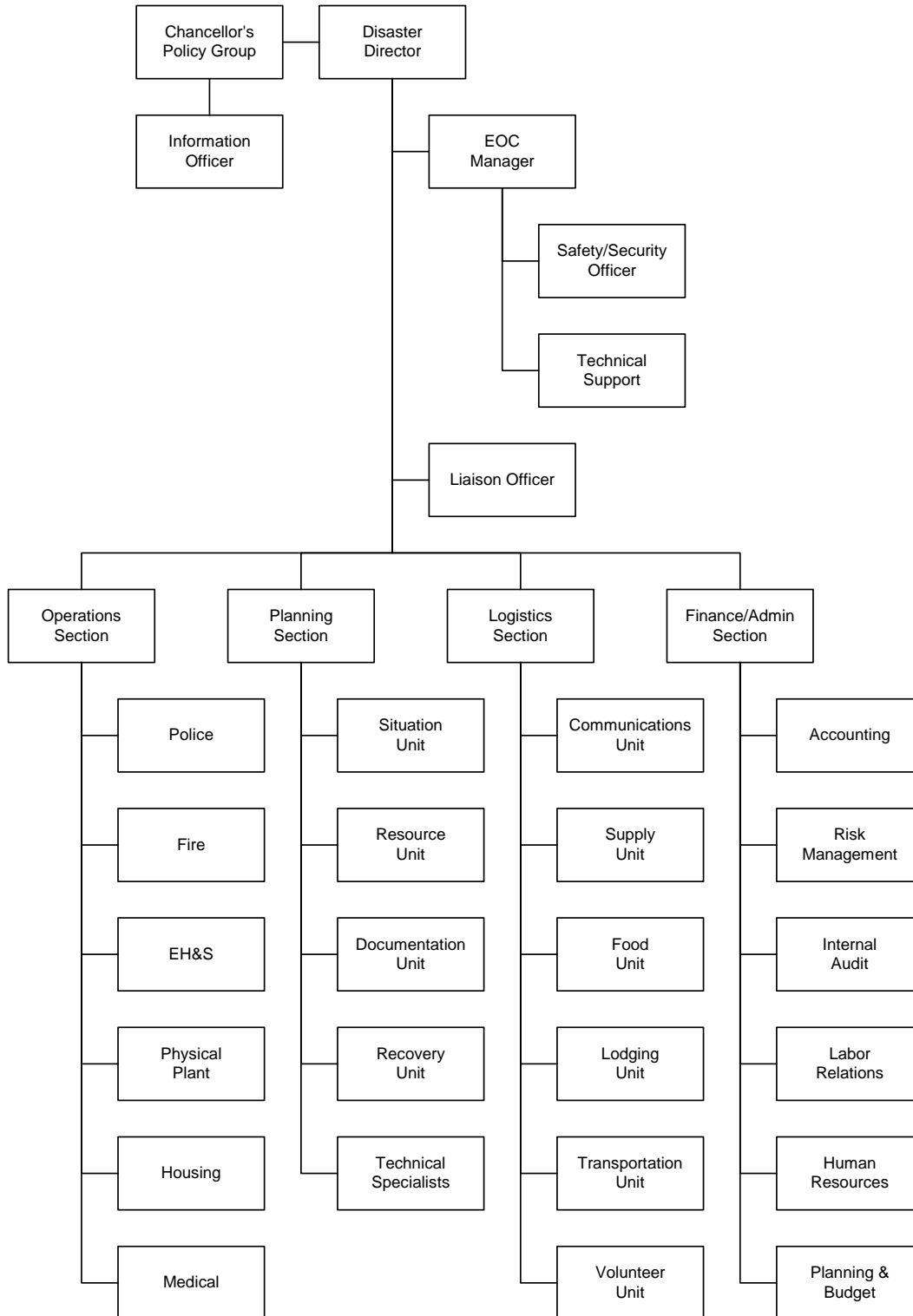
Upon request of the officials designated in B above, the dispatch center will initiate notification of personnel from the requested notification list.

C. Deactivation of the EOC

The Disaster Director will determine when to deactivate the EOC. This determination shall be made after consultation with the policy group and section leaders. A partial deactivation may be used to provide structure for support and recovery activities. This partial deactivation may also include moving the EOC to a more appropriate location.

D. EOC Organizational Chart

The Chart below illustrates the organization and reporting structure of the EOC.



V. EMERGENCY OPERATIONS ROLES & RESPONSIBILITIES

Certain units have pre-designated roles during an emergency. Some units may be pre-assigned duties based on specific response plans or agreements. The following basic outline of duties and responsibilities does not represent all assigned responsibilities but provides a general guide.

A. Public Safety Units

Public Safety Units (Police, Fire, EH&S) are responsible for response, management, and mitigation of situations which threaten the safety and operation of the University. These units shall maintain response plans to provide guidance for the response to foreseeable types of emergencies.

B. Physical Plant and Physical Planning & Construction (PP&C)

Physical Plant and PP&C provide direct support to the Emergency Response Units as requested. Physical Plant and PP&C are responsible for coordination of the return of facilities to normal operation once an emergency has been controlled.

D. Divisional Responsibilities

Each division is responsible for insuring that its reporting units have the following in place:

- Evacuation plan for each workplace
- Personnel accountability system (including students)
- Continuity of operations/recovery plan
- Plan for dissemination of information and training to staff and students

E. Unit Responsibilities

Each unit is responsible for insuring that its employees and students are trained in how to react to an emergency which impacts their workplace. Units are also responsible for insuring that the plans and systems required by their divisions are in place and maintained.

During an emergency each unit is responsible for insuring that its employees, students and visitors have evacuated the workplace, accounting for those evacuated and communicating needs to the Incident Commander, Divisional Operations Center (DOC), or Emergency Operations Center (EOC) as appropriate.

VI. OFF-CAMPUS ASSISTANCE AND MUTUAL AID

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

All requests for outside assistance must be made according to established protocol.

Inter-campus

Within the nine-campus University of California system, there exists a variety of support resources that generally mirror the resources available at each campus. These resources include Physical Plant, Police, Fire, EH&S and other specialized personnel. Each campus has designated an **Emergency Preparedness Coordinator** who may be requested to serve as a contact person for requested resources.

Non-University

The Incident Commander may access local, county and state mutual aid resources.

These specifically include fire, police, and public health resources, although other specialized resources may be accessed through specific procedures. The Incident Commander shall obtain outside resources using procedures established in accordance with the Standardized Emergency Management System (SEMS).

A decision to use non-University mutual aid will be made by the Fire Chief, Police Chief, or Environmental Health & Safety Director as appropriate, in consultation with the Disaster Director.