



**MOORPARK  
COLLEGE**

**EMERGENCY  
OPERATIONS PLAN  
2024**

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## Chapter 1: Basic Plan

### Assumptions

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The Moorpark College Incident Management Plan is based on a realistic approach to the problems likely to be encountered on a campus during a significant incident or disaster. The following are general guidelines:

- A impactful incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning;
- Since events in an emergency are not predictable, published emergency operations plans *will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency*; and
- Disasters may affect widespread areas; therefore city, county and federal emergency services may be delayed or unavailable. The college can expect a delay before off-campus emergency services resources become available.
- Moorpark College will participate in the Ventura County Operational Area.

### Authority Extension Of State Emergency Plan

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The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” This District Emergency Operations Plan is, therefore, considered to be an extension of the State Emergency Plan.

The authority of the College and District to respond to emergencies and disasters is governed by:

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California;
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5—Management of Domestic Incidents;
- Presidential Policy Directive/PPD-8: National Preparedness; and
- Authority granted from the State Chancellor of the California Community College System.

## Introduction And Purpose

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This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for Moorpark College.

For brevity and clarity, the College Incident Management Plan is henceforth referred to in this document as “this Plan” or “the Plan” and will be interpreted to include all entities administered by the College and apply to all employees. The term “employees” is meant to include all faculty, staff, and board of trustee members directly associated with the District.

Moorpark College is part of the Ventura County Community College District with a District Chancellor and a College president. The District Chancellor has responsibility to coordinate support for the Colleges while the College president has the responsibility for day-to-day operations and the College emergency management program including mitigation, preparedness, response, and recovery activities.

This Plan addresses how the College will respond to extraordinary events, major incidents, or disasters, from mitigation and preparation through response and recovery and is intended to be in compliance with District, state and federal guidelines and policies including but not limited to SEMS and NIMS.

The response to significant incidents or disaster situations shall be conducted within the guidelines provided in this Plan. All employees of the College will have access to this Plan and are expected to understand the policies, procedures, and methods contained in this Plan before a significant incident or disaster occurs. Training is to be provided to personnel as required, and periodic exercises are to be used to validate and test the Plan, procedures, and readiness of District Employees.

This Plan describes the Incident Management Team, complete with titles, job descriptions, and duty checklists. The organization is based on the SEMS and the Incident Command System (ICS), which provide a clear line of authority, direction, and communication during emergencies. This organizational structure is capable of adapting to any significant incident or disaster to which employees, the College and/or emergency response agencies would be expected to respond. It provides for common terminology, simplifies multi-jurisdictional response and also provides flexibility to expand or contract in a rapid and logical manner as organizational needs of the situation increase or decrease.

When involved in an incident or disaster, the College will use the ICS system. In the event of a localized emergency, such as one limited to a single building or area, the ICS can be implemented by appropriate personnel present at or responding to the scene.

The Emergency Operations Plan is for significant incidents or disasters and is designed to protect lives, property, and the environment through effective use of pre-planning and training, exercises, and drills, and available personnel and resources during emergency operations. The Plan is placed into operation whenever a natural or human-caused significant incident or disaster affects the District that exceeds normal or routine operations.

The Plan's purpose is to:

- Protect the health and safety of students, employees, and visitors;
- Protect personal and District property;
- Protect the environment;
- Preserve the orderly continuity of District functions;
- Establish lines of authority, responsibility, functions and operations of the College during emergencies;
- Provide contingency plans for disasters and major emergencies, which may affect the District;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies

## Chapter 2: Incident Organization

### Disaster Preparedness through Planning

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Planning is fundamental to national preparedness. As a practice, preparedness planning provides a methodical way to engage the whole community in considering the lifecycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. Plan development also shapes how a community envisions and shares a desired outcome, selects effective ways to achieve it and communicates the results. The foundational element of the National Preparedness System, having an applicable disaster management program using an EOP ensures institutions and organizations are resilient. The EOP anchors nearly every activity that emergency management partners undertake to prevent, protect against, mitigate, respond to, and recover from all threats and hazards.

Plan design is meant to be community-based, representing the whole population and its needs. Determining the composition of the population is a key part of the planning process. The demographics of the population, including its resources, needs and indicators of resilience, have a profound effect on processes such as evacuation, sheltering and family reunification. This knowledge helps advance community-based planning that represents and involves members of the whole community. The EOP also informs community approaches to emergency management in advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Understanding a population's needs and implementing a whole community approach to planning can aid in developing EOPs that provide equitable services and resources to all members of the community. Developing and using a community profile that accurately depicts the jurisdiction's population composition can assist planners in anticipating potential barriers to accessing services (e.g., inability to travel to designated emergency shelters if public transportation is disrupted; inability to understand emergency messaging and protective instructions due to hearing impairments or lack of English proficiency; renters or homeowners being uninsured or underinsured; reluctance to evacuate due to security concerns for homes and property or lack of ready cash to support the household for the duration of an evacuation).

Identifying these barriers can help jurisdictions conduct outreach, identify resources and plan to overcome the identified barriers thereby allowing a community to provide greater equity in services to its population.



## Concept of Operations

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The EOP identifies procedures to coordinate and support emergency response and recovery activities with the goal to maintain a campus-based emergency management organization.

- The Incident Commander has the authority to activate the EOP.
- Response and preparedness plans that directly support the implementation of this plan are:
  - City of Moorpark Emergency Operations Plan
  - County of Ventura Operational Area Emergency Response Plan
  - California Standardized Emergency Management System (SEMS)
  - National Incident Management System (NIMS)
  - California Government Code, Sections 3100-3109 Disaster Service Workers (DSW)

The primary purpose of actions taken by the College, such as the development of the Risk Assessment or updating the EOP, is that before, during, and after an emergency or disaster event these types of actions will help to prevent or and/or mitigate the impacts to life and property.

## Organization and Administrative Authority

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All employees are vital to the success of the Emergency Operations Plan and are designated “Disaster Service Workers,” subject to such disaster service activities as may be assigned to them by supervisors, incident management, or by law (Government Code, Section 3100-3101). Personnel and equipment will be utilized to accomplish the following priorities:

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

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the campus will transition from the NIMS/SEMS/ICS structure back to the normal organizational structure. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities. When an Emergency occurs, this plan is invoked for the emergency and a multiple-tier graded approach is utilized for response. Initially, the Police Department assumes Incident Command (IC) and initiates appropriate mitigate/protective actions and notifications.

If the event requires support for fire or Emergency Medical Services (EMS), appropriate agencies/organizations are notified and respond. Depending upon the nature of the event and

in accordance with SEMS, the Campus Police Department IC may utilize a “Unified Command” structure with other agency response personnel.

When required, the Emergency Operations Center (EOC) may be activated to support the ongoing response. The EOP and associated building plans/procedures have been developed, and personnel have been trained and assigned to the EOC to promote integration for a multi-organizational response, if required.

### **Delegated Authorities**

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During a proclaimed campus emergency, the Chancellor delegates to the College president the authority to better control and direct the emergency response efforts at his/her College. This delegated authority would allow the College president or designees to obtain vital supplies, equipment, and services for the protection of life and property and represent the District in coordinating and communicating with the cities (the city in which the College is located) and the county for mutual aid resource requests without going through the Chancellor or Vice Chancellor of Business Services or following day-to-day purchasing procedures. This delegated authority would only be applicable under the following conditions:

- President or designee has proclaimed a campus emergency or
- The campus emergency organization has been activated.

The College president or designee will need to regularly provide briefings to the District Office on the status of the campus emergency and provide additional information as requested by the District Office.

### **Emergency Response Concept of Operations**

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#### **Levels of Emergencies - Also See Crisis Communication Plan in Appendix #A**

##### Emergency Response Concept of Operations

The College emergency response and recovery operations will be managed in one of **four** modes depending on the magnitude of the emergency or disaster. The highest-ranking member determines the status.

##### Stand By Mode:

The situation does not require immediate response however, it could escalate to a higher emergency level and/or it may require immediate "rumor control" response. Examples would be a nearby brush fire with a possible future impact on the campus or an upcoming planned protest.

##### **Level 1 – Minor:**

- An incident causing minimal impact or interruption to the campus.
- A limited number of emergency response personnel are needed to control the situation.

- These incidents include minor medical incidents, break-ins, homeless encounters, minor thefts etc.
- Campus Police have authority over these incidents and will make proper non-emergency notifications through normal communication channels.

**Level 2 – Moderate:**

- A significant emergency or event that disrupts an entire floor or building and that may require assistance from outside organizations.  
- or -
- A Public Relations Crisis with potential negative impacts to operations and public image with possible news coverage and public scrutiny.
  
- These incidents include fires, hazmat incidents, power outages, earthquakes, active assailants, large public demonstrations, civil unrest, etc.

**A Level 2 emergency or higher results in an automatic activation of the Crisis Communication Team. Emergency Operations Center (EOC) activation is discretionary per the Incident Commander.**

**Level 3 – Major:**

- A major emergency that involves multiple buildings or that impacts the entire campus and the surrounding community.
- A timely resolution of disaster conditions requires College-wide cooperation, extensive coordination with external agencies
- Results in automatic activation of the Emergency Operations Center (EOC) and the Crisis Communication Team.

**Reporting to the Ventura County Operational Area**

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Moorpark College reports to the District, the District reports and notifications are to be made to the Ventura County Operational Area. These reports should be done initially by phone (805-947-8210) or email (oes.plans@ventura.org) and then can be made through Web EOC. Reports and notifications include:

- Activation of District EOCs,
- Status reports,
- Initial damage estimates,
- Incident reports, and
- Resource requests.

## **Ventura County Operational Area**

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If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting disaster/emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities and Districts within the County.

## **Preparedness Factors**

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### **Mutual Aid and Agreements**

Mutual aid, including personnel, supplies and equipment, will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement and other written agreements.

Designated campus Incident Command (IC) Section Chiefs are responsible for written agreements, protocols and/or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, NGO's, non-profit organizations and commercial establishments (public and private), which may provide support to and/or recovery from an major incident or disaster. Copies of all such agreements will be filed at the District Chancellor's Office and Moorpark College Business Office.

### **Training**

The College will make available training available to employees, which complies with legal disaster preparedness and response requirements. Employees will also be given information on procedures for emergency evacuations and reporting/handling emergencies (e.g., fire, earthquake, campus violence, hazardous materials spills, etc.), and their roles as Disaster Service Workers. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to the EOC or have a specific response function will be given additional training to aid them in their duties and responsibilities.

### **Types of Emergencies**

Potential significant incidents or disaster situations addressed in this Plan, together with supporting information and contingency plans, include

- Aircraft crash,
- Active shooter,
- Barricaded suspect(s),
- Bomb threat or detonation,
- Civil disturbance or demonstration,
- Earthquake,
- Evacuation,
- Fire and explosion,
- Flooding,
- Hazardous materials incident,
- Severe winds/storms,
- Utility failure, and
- Wildfires.

Additional significant incidents or disaster situations will be added to this Incident Management Plan as necessary.

## Priorities

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In the event of a major incident or disaster, the College has established the following priorities for response actions. The following are in priority order.

- **Protection of life:** Evacuation and/or rescue operations from hazardous areas, shelter-in-place, and containment of life-threatening hazards.
- **Care and treatment of casualties:** Providing first aid care to the sick and injured. This may include short-distance transport to Triage or Medical Aid Stations.
- **Preservation of property and environment:** Containing and eliminating risks to facilities and systems that could cause serious property loss or environmental damage beyond that already sustained.
- **Providing information:** Dissemination of warnings and emergency information to stakeholders and public.
- **Restoration of essential services:** Restoring essential functions, services, and facilities to allow continuity of basic operations.
- **Assisting community recovery:** Assisting employees, students, and the surrounding community in recovering from the significant incident or disaster.

## Activation of ICS & IMT Notification

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Upon receiving notification from a credible source that an emergency does or may exist, as well as a response to a local, regional, state, or federal declaration of emergency that affects or involves the College, the president or his/her designee will quickly assess the necessity of a College response and, if necessary, initiate relevant elements of this Plan and the appropriate Incident Management Team (IMT). Members will be directed to establish an Emergency Operations Center (EOC). The EOC can activate other District-based emergency response personnel.

The authority to activate the Plan rests with the College president, but to avoid any unnecessary delay, in his/her absence the authority may be designated using the succession list below.

1. Vice President, Business Services
2. Vice President, Academic Affairs & Student Learning
3. Vice President, Student Development
4. On-Duty evening or weekend campus administrator

The president or his/her designee is authorized to order evacuation of all or part of the campus and direct students, faculty, staff, and affiliates to evacuation zones or to leave campus.

## Notification of Employees and Students

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The Incident Commander, with consultation from Incident Management Team (IMT) Section Chiefs, will determine appropriate College safety responses and notify all stakeholders or field contact personnel through the most direct, efficient and available communications method. The preferred method of mass communication is the Campus Emergency Notification System, and the Revolution Smartphone Application. Information can include response instructions and/or situation reports.

## Incident Command Structure

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The ICS used within the command post, is broken down into five major sections: Command, Operations, Planning, Logistics and Finance. The ICS structure is vertical, with all responsibility and duties initially placed with the Incident Commander. As the needs of the major incident or disaster are identified, the Incident Commander will activate any of the four sections. Next, each section chief will activate units within their section as needed. If one individual can simultaneously manage all positions within his or her responsibility, no other positions will be activated.

The personnel within the sections report to a Section Coordinator/Chief who facilitates efficient response and establishes a single point of contact for each task.

The table below provides a brief summary of the titles and definitions of activities associated with these functions.

<b>Command/Management</b>	Field: Directing, ordering, and/or controlling of resources ICP: Responsible for overall emergency policy and coordination
<b>Operations</b>	Field: Coordinated tactical response of all operations in accordance with Incident Action Plan ICP: Coordinating District/College operations in support of response
<b>Planning/Intelligence</b>	Field: Collection, evaluation, documentation, and use of information related to incident ICP: Collecting, evaluating, disseminating information, and maintaining documentation
<b>Logistics</b>	Providing facilities, services, personnel, equipment, and materials
<b>Finance/Administration</b>	Financial activities, cost analysis, and administrative aspects not assigned to other functions

## Policy Group (Executive Group)

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The Policy Group has a decision-making role in the ICS. This group includes the Moorpark College Campus President and the Vice Chancellor of Business Services at the District Administrative Center (DAC). This group will make decisions concerning the status of the

Moorpark College Campus, resource needs and mutual aid from Oxnard College, Ventura College and the DAC.

### **Incident Command- “Moorpark College Incident Commander”**

The Incident Commander has overall responsibility for the management of the response operation. The person in charge of Command in the field is the Incident Commander (IC). They work with Section Coordinator/Chief for Operations, Logistics, Planning/Intelligence, and Finance/Administration and respective branch personnel. They will manage the field incident and all other incident supporting activities.

Regardless of which management position is needed, the Incident Commander will follow ICS and request personnel to fill any required function. If a section position is not filled, the responsibilities of those duties lie with the Section Coordinator/Chief. If a Section Coordinator/Chief is not present, the responsibilities may be filled by a branch or unit coordinator within their section, but the ultimate responsibility falls to the Incident Commander.

The Incident Commander authorizes all requests, media releases, and approval of the Action Plan. The Action Plan reflects the incident objectives, overall priorities, and supporting activities for the incident. The Incident Commander is responsible for all activities and must provide final approval of the Action Plan. It is the Action Plan that reflects the objectives, planning and resource priorities, and all activities to support the Action Plan.

#### **Incident Command** Related FEMA ICS Forms:

- [ICS 201](#) - Incident Commander - Incident Briefing Form
- [ICS 208](#) - Safety Officer - Safety Message Plan
- [ICS 213](#) - Any member - General Message
- [ICS 214](#) - All members - Activity Log
- [ICS 215A](#) - Safety Officer - Incident Action Plan Safety Analysis

### **Operations Section**

The Operations Section supports and coordinates all activities of Safety/Security, Medical, Building and Safety and Maintenance and Utilities branches. Specific activities can include family/reunification, traffic control, campus utilities, debris clearance, and triage/first aid. The Operations Section is responsible for coordination and response to an incident and works closely with the Planning/Intel Section to develop the Action Plan that outlines all response activities. This section also coordinates the response in accordance with the approved Action Plan. Mutual aid resources, e.g., fire and law enforcement, are coordinated through the Operations Section.

In the field, the Operations Section is responsible for the tactical decisions and, depending upon the circumstances, can often involve a joint unified command structure.

#### **Operations Section** Related FEMA ICS Forms:

- [ICS 204](#) - Operations Section Chief and Resources Unit Leader - Assignment List

- [ICS 206](#) - Medical Unit Leader (reviewed by Safety Officer) - Medical Plan
- [ICS 213](#) - Any member - General Message
- [ICS 214](#) - All members - Activity Log
- [ICS 215](#) - Operations Section Chief - Operational Planning Worksheet
- [ICS 220](#) - Operations Section Chief or Air Branch Director - Air Operations Summary Worksheet

## **Planning/Intelligence Section**

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The Planning/Intelligence Section includes Resource Status, Situation Status, Documentation and Demobilization. This section is responsible for collecting, evaluating, processing, and disseminating information related to the field incident support needs. The Planning Section coordinates with Operations in the development of Action Plans.

### **Planning Section** Related FEMA ICS Forms:

- [ICS 202](#) - Planning Section Chief - Incident Objectives
- [ICS 203](#) - Resources Unit Leader - Organization Assignment List
- [ICS 204](#) - Resources Unit Leader and Planning Section Chief - Assignment List
- [ICS 209](#) - Situation Unit Leader - Incident Status Summary
- [ICS 211](#) - Resources Unit - Check In Recorder
- [ICS 213](#) - Any member - General Message
- [ICS 214](#) - All members - Activity Log
- [ICS 221](#) - Demobilization Unit Leader - Demobilization Unit Leader

## **Logistics Section**

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The Logistics Section is supported by Supplies/Procurement, Communications, Facilities, Personnel and Transportation Units and controls the acquisition of all equipment, supplies, and personnel that support response efforts. The set-up of the Emergency Operations Center is the responsibility of the Logistics Section. All requests for assets, whether within the District or mutual aid from supporting agencies, are coordinated through the Section branches.

The Logistics Section Chief will assume the position of EOC Director and authorize all requests, media releases, and approval of the EOC Action Plan. The Action Plan reflects the incident objectives, overall priorities, and supporting activities for the incident. The EOC Director is responsible for all activities within the EOC and must provide final approval of the EOC Action Plan. It is the EOC Action Plan that reflects the EOC objectives, planning and resource priorities, and all activities to support the EOC Action Plan.

### **Logistics Section** Related FEMA ICS Forms:

- [ICS 205](#) - Communications Unit Leader - Incident Radio Communications Plan
- [ICS 205A](#) - Communications Unit Leader - Communications List



- [ICS 210](#) - Communications Unit Leader - Resource Status Change
- [ICS 213](#) - Any members - General Message
- [ICS 214](#) - Any member - Activity Log
- [ICS 218](#) - Ground Support Unit Leader or Transportation Unit Leader - Support Vehicle Equipment Inventory

### **Finance/Administration Section**

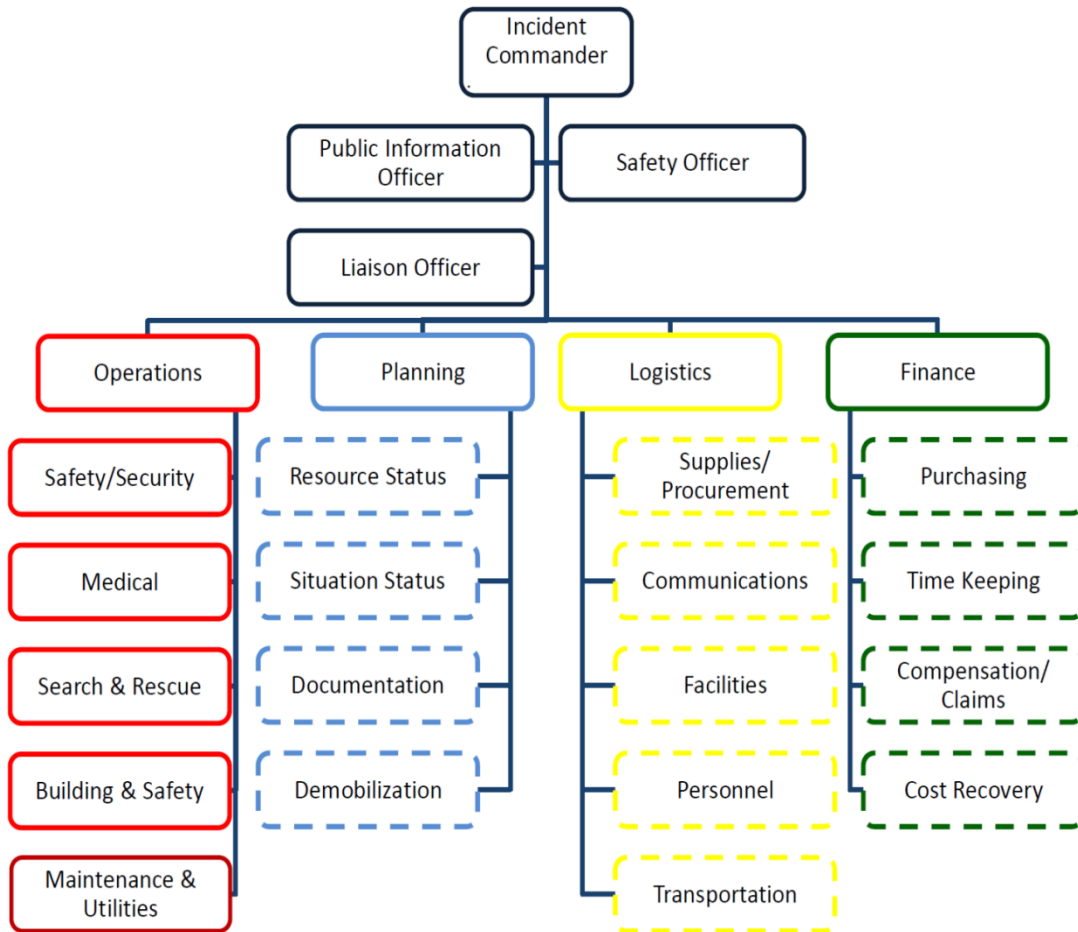
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The Finance/Administration Section is responsible for all financial aspects of the response and recovery phase of an emergency or disaster. Activities include recording personnel time and equipment cost and cost recovery through State and FEMA Public Assistance Programs.

**Finance Section** Related FEMA ICS Forms:

- [ICS 213](#) - Any member - General Message
- [ICS 214](#) - All members - Activity Log

Chart 1 – ICS Organization Chart



Boxes with dashed lines indicate full IC staffing.

## **Basic ICS Equipment And Materials At Primary And Alternate Sites**

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The College will properly equip the primary and alternate EOC. Equipment or items to be considered include position vests, hard hats and other relevant safety equipment, a copy of the Emergency Operations Plan, a checklist of responsibilities for the position, required clerical and incident documentation materials.

### **Equipment and materials that may be made available to the EOC during the time of a major incident or disaster include**

- Any unassigned radios;
- Equipment and materials stored in the College Disaster Cache;
- Facilities, Maintenance and Operations equipment and supplies not already in use for emergency response;
- Equipment and supplies located in the campus Student Health Center, or in any work area, division Office, and storage.
- All equipment or supplies taken must be documented for later replacement or reimbursement.

## **Faculty And Staff Responsibilities**

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### **President**

The College president or his/her designee is responsible for the safety of District property and its stakeholders and for policy direction during and after a significant incident or disaster. He/she is to ensure that the IMT is appropriately trained, exercised, and prepared to assume control of the incident.

### **Administrators**

Every administrator has the following general responsibilities prior to and during any emergency.

#### **Before the Emergency**

- Ensure the automated notification system used to notify all employees in case of an emergency is maintained and current, that they know how to operate the system and can send notifications. The automated notification system will include home and cellular phone numbers as well as personal email addresses.
- Develop and maintain a list of employees who would be on duty at any particular time.
- Have instructors maintain current class attendance rosters.
- Ensure that all employees know of the presence and location of any emergency equipment (e.g., bullhorns, first aid kits, emergency lighting, etc.) staged in the building.

#### **Emergency Situations**

- Inform all employees under their direction of the emergency condition.

- Evaluate the impact the emergency has on their activity/operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to
  - Injuries: first aid needs, employees or students trapped or missing;
  - Facility damage: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems or hazards; and
  - Hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency communications (phone, radio, runner, etc.) with the EOC.
- Have all employees under their supervision keep a log (ICS 214 form can be found in the Forms Section in the Appendices of this Plan) of activities and hours worked.

### **Faculty and Supervisors**

Each faculty member and staff supervisor has specific responsibilities.

#### Before the Emergency

- Attend required basic major incident/disaster training and become familiar with the College Emergency Operations Plan and the emergency response procedures that apply to their work areas.
- Educate their students or coworkers concerning emergency response procedures as well as evacuation procedures for their buildings and/or areas.
- Inspect and evaluate their assigned building facility or area in advance to determine the impact a fire, earthquake, active shooter, or other major event could have.
- Report all safety hazards to Facilities, Maintenance and Operations. Submit service requests to correct hazards to Facilities, Maintenance and Operations.

#### Emergency Situations

- Inform students and/or staff of the emergency and initiate emergency procedures as outlined in the EOP. Follow directions given by campus managers or administrators, campus police, or other authorized emergency personnel.
- If necessary, keep a log (ICS 214 log form can be found in the forms section in the appendices of this Plan) of hours worked.

### **Individual Responsibilities & Instructions For Every District Employee**

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#### **Disaster Service Workers**

California Government Code (Sections 3100 & 3101) declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or the law. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public District. This law applies to public school employees in the following cases:

1. when a local emergency has been proclaimed,
2. when a State emergency has been proclaimed, or
3. when a federal disaster declaration has been made.

These laws have two ramifications:

1. public school employees may be pressed into service as disaster service workers by their superiors, and may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours; and
2. in those cases, their Worker's Compensation Coverage becomes the responsibility of the state government (Cal OES). The District, however, pays their overtime pay. These circumstances apply only when a local or State emergency has been proclaimed or declared.

Before the Emergency

- Arrange to have an out-of-area telephone contact number for family members to call in case the local phone system shuts down lines within the immediate area.
- Considering the potential of infrastructure failure subsequent to a major region-wide incident or disaster, make necessary contingency plans and preparations for themselves and family members should they be unable to return home for three days (or considerably longer) after a disaster. This should include, but not be limited to child and elder care, pet care, personal needs, etc.
- Attend all emergency preparedness and response training. Each employee is strongly urged to participate in additional training that includes but is not limited to first aid and CPR, search and rescue, and ICS.
- Have a personal cache of emergency supplies and equipment stored in their vehicle or other disaster resistant location that includes, but is not limited to 5-7 days of food, water and medications, extra eye glasses, a sleeping bag, a change of clothes, including work clothes and gloves, comfortable walking shoes, small personal first aid kit and sundries, battery operated light, and radio.

Emergency Situations

- If they are a member of the College IMT, assist in immediate emergency response in their area or where they are located at time of the major emergency or disaster (e.g., help with evacuation, rescue, medical assistance if properly trained) but respond to their pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in their area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).
- Stay on campus or return to campus, if possible, to assist in emergency/disaster response. Much work will need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist American Red Cross shelters if requested, and ultimately reopen the campus. The special skills possessed by campus and District employees will be required to accomplish these goals.

- Keep a log (ICS 214 log form can be found in the Forms Section in the Appendices of this Plan) of hours worked in disaster response and activities involved in or accomplished.
- Realize that in a significant incident or major disaster, it may be safer to remain on campus than to attempt a dangerous trip home on impassable or damaged roads.

### **Post Disaster Shelters**

Ventura County Community College District has an agreement with the American Red Cross to operate emergency shelters on all three campuses. The American Red Cross has access to campuses in damaged areas to set up its mass care facilities, and local governments may use the College campus for evacuations and staging of equipment.

### **During A Major Incident or Disaster**

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#### **Warning Phase**

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the College will initiate actions to increase its readiness. During this phase, action is taken to warn and/or evacuate endangered occupants and, if reasonable, to protect property. The District president or designee is notified immediately. Events that may trigger increased readiness activities include, but are not limited to

- Receipt of a flood or potential dam failure advisory;
- Receipt of special severe weather statement;
- Issuance of utility failure or shutdown advisory;
- Conditions conducive to local severe wildland fires, such as the combination of high heat, strong winds, and low humidity;
- Incident in adjacent area or municipality (with activated mutual aid) that has potential to affect the campus;
- A significant hazardous materials incident; and
- Information or circumstances indicating the potential for acts of violence, civil disobedience or terrorism.

The Emergency Operations Plan will be activated as needed, at the direction of the Incident Commander (IC). Increased readiness activities may include, but are not limited to, the following activities

- Briefing of president and the Incident Management Team on the situation;
- Reviewing and updating elements of the EOP;
- Increasing public information efforts to employees, students, other stakeholders and community (methods may include updating and/or activating [loading] web pages to campus or District website, use of mass notification system, classroom emergency phone, etc.);

- Confirming points of coordination and communication with city and county emergency response stakeholders, i.e., law enforcement, fire department and city and county EOCs;
- Accelerating training efforts;
- Inspecting critical facilities and equipment, including testing warning and communications systems;
- Protect critical facilities and equipment to reduce loss or damage;
- Warning threatened members of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing special teams and/or recruiting additional staff and disaster service workers and pre-positioning resources and equipment; and
- Establishing or activating District EOC or College EOC and/or staging areas.

### **Impact Phase**

If there is no prior warning, the first response is usually by those persons at the scene and/or by fire and/or law enforcement units with the emphasis placed on minimizing the effects of the major incident or disaster. Generally, emergency responders will be best equipped to establish a field-based ICP with an IC in charge. The IC may decide to increase the level of response. The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be used.

When demands of the significant incident or disaster exceed the capacity of local resources and additional personnel and/or materials are required to respond, the IC may request resources through the statewide mutual aid system. The Master Mutual Aid Agreement allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and states with the intent to provide requesting agencies with adequate resources.

Neither the College sites nor the District has the resources to effectively handle all potential emergencies. College sites will request resources through the District. If the District is unable to fill those requests, the request will be elevated to the Ventura County Operational Area EOC. Fire and/or law enforcement will request and render aid through established mutual aid channels.

Examples (not necessarily in specific order) of initial response activities include, but are not limited to

- Making all necessary notifications;
- Disseminating warnings, emergency public information, and instructions to the District stakeholders;
- Conducting evacuations and/or search and rescue operations;
- Treating the injured and caring for displaced persons;
- Conducting initial damage assessments and surveys;

- Assessing need for mutual aid assistance;
- Restricting movement of vehicles or people and unnecessary access to affected areas;
- Establishing a unified command;
- Coordinating with local, state, and federal agencies working in the field;
- Developing and implementing incident action plan(s); and
- Transmitting status updates to Operational Area as needed.

## **After An Emergency**

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### **Recovery Phase**

As the immediate threat to life, property, and the environment subsides, the rebuilding of the College will begin through various recovery activities. This plan does not specifically identify the College's recovery operations. The main goal of the recovery plan is to return to normal operations as quickly as possible.

Recovery activities involve the restoration of services and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power to mitigation measures designed to prevent future occurrences of a given threat facing the College.

The Ventura County Sheriff's Office of Emergency Services will facilitate local, state, and federal officials to coordinate local, state, and federal assistance programs and establish support priorities.

If major damage has occurred to College infrastructure or property, a recovery committee will be formed at the direction of the District Chancellor/College president to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate representation from the affected College.

The Recovery Phase includes, but is not limited to the following objectives

- Reinstatement of College and program objectives and goals;
- Restoration of essential services and facilities;
- Restoring all utilities;
- Permanent restoration of damaged or destroyed property;
- Restoration of normal College services;
- Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs; and
- Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.



## Americans With Disabilities Act Compliance And Populations With Access And Functional Needs

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Populations with disability, access and functional needs include those members of the community that may have additional needs before, during, and after a major incident or disaster in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. In this District individuals in need of additional response assistance may include but not limited to those who:

- Have disabilities
- Are elderly
- Are children
- Are from diverse cultures
- Have limited English proficiency or are non-English Speaking
- Are transportation disadvantaged.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the community, the College adheres to the policy summarized below. In addition, considerations for special needs populations are addressed District-wide in all emergency planning efforts. A disability will not prevent accessibility to services or facilities provided by the College.

- The College will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- The College will not exclude or deny benefits of any sort to those with disabilities, access or functional needs.
- During emergency situations, the College will make reasonable modifications to policies, practices, and procedures necessary to avoid discrimination.
- Attempt to shelter populations with disabilities, access or functional needs or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.
- Populations with disabilities, access or functional needs will never be forced by the College to occupy a specific shelter or take a particular action designed for their benefit.
- Effort will be made to address access and functional needs for people with disabilities and older adults to allow for sheltering in general population shelters.
- During preparedness and mitigation activities, the College will provide preparedness instruction to our campus community with disability, access or functional needs to better prepare them in times of crisis.

- Emergency notification systems will be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
  - Attempt to make evacuation plans to accommodate individuals with mobility impairment, the elderly and those with transportation disadvantages.

## **Preservation of Vital Records**

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A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day District-wide operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

**Vital Records** are defined as those records that are essential to:

- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.
- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operations Plan, utility system maps, and locations of emergency supplies and equipment.
- Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.
- Educational Records. Faculty and staff material, grant material, exams, and grades.

Vital record storage methods that might be used include but are not limited to duplication (either hard copy or removable disk), dispersal, fireproof containers, and vault storage. Although the District maintains backup servers, it is each employee's responsibility to maintain complete and timely backups of their data on assigned computers.

## **Joint Information System**

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In an emergency, the JIS provides the mechanism for integrating public information activities to ensure coordinated and consistent message development, verification, and dissemination.

The JIS can be:

- As simple as two PIOs talking on the phone about an incident that involves both of their agencies.
- A PIO at the Emergency Operations Center (EOC) talking to a PIO at the site of the incident.
- PIOs from several departments working together at a single location.
- Many PIOs from many agencies working from several locations- all working together to ensure clear and accurate information is being delivered to the public.

### **Joint Information System: Speaking with One Voice**

Through the Joint Information System (JIS), PIOs can create coordinated and consistent messages by collaborating to identify key information that needs to be communicated to the public.

- Craft clear and easily understood messages that convey key information.
- Prioritize messages to ensure timely delivery of information without overwhelming the audience.
- Verify accuracy of information through appropriate channels, including Incident Command and relevant agencies and program areas.
- Disseminate messages using the most effective means available.

### **Pre-Incident Activities**

- Describe the staffing and skills necessary to support effective public information.
- Describe the equipment and other resources needed for effective public information during an incident.
- Identify partners who contribute to public information during an incident and who should be involved in planning.
- Identify the topics to include in plans and procedures necessary for effective public information.
- Apply the concepts in this lesson to assess your public information staffing, resources, and planning.

## Who and What Do You Need?

Start by looking at what you will need to perform effectively in an incident. The Public Information Officer (PIO) is responsible for:

- Responding to inquiries from the news media and the public.
- Monitoring the news media to detect and correct misinformation and to identify emerging trends or issues.
- Advising Incident Command on public information issues and advocating for the community to ensure their public information needs are met.
- Managing the release of emergency public information and warnings.
- Coordinating, clearing with appropriate authorities, and disseminating accurate and timely information related to the incident.

## Chapter 3: Functional Annexes

### Reporting Emergencies

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To report a life threatening emergency within a classroom, office, or work area

**CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

#### Emergency Telephone Numbers:

- Campus Police / Dispatch: (805) 378-1455 or ext. 1455
- Student Health Center: (805) 378-1413 or ext. 1413
- Maintenance & Operations: (805) 378-1454 or ext. 1454

Some Basic Guidelines To follow in all emergencies:

- Remain calm.
- Cooperate with emergency personnel (including campus Emergency Operations Staff).
- Follow the instructions received via the campus Emergency Notification System.
- Keep streets, fire lanes, hydrants and walkways clear for emergency personnel.
- Do not attempt to leave campus in your vehicle unless instructed to do so.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have information to report.
- Keep emergency supplies in your car and office that can last up to 3 days.
- The College may not have immediate assistance for up to 72 hours.

## Types of Incidents

### Active Shooter/Armed Assault

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Defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters/assailants use firearms and there is no pattern or method to their selection of victims.

**In the event of VIOLENCE/ACTIVE SHOOTER outside the facility, notify 911, (805) 437-8444 and LOCKDOWN the facility immediately.**

**In the event of a VIOLENCE/ACTIVE SHOOTER inside the facility, notify 911, (805) 437-8444 and consider the following:**

1. **RUN** if possible;
2. **HIDE** behind a locked, solid door; and/or
3. **FIGHT** with force as a group

### Aggressive / Threatening Behavior

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**If any individual is displaying aggressive behavior or threatening to harm someone or self CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do while waiting for help:

- Listen. Avoid any physical contact and allow the student to talk.
- Assist. Provide a quiet atmosphere, minimize environmental stimulation. Give the students some space. Ask the student what or who may be helpful.
- Recognize. Know your limitations.

## Bomb Threats & Searches

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**CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

DO NOT evacuate the building unless directed to do so by campus officials. Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- **When you call 911, you must also call campus police dispatch.**

What to do in the event of receiving a bomb threat via telephone:

Ask the caller to provide the following information:

1. Time of the planned explosion
2. Type of bomb
3. Location of the bomb
4. Description of the bomb

Record the following information:

1. Time of call
2. Exact words the caller used
3. Gender and approximate age of caller
4. Behavior of caller, including speech characteristics
5. Background noises

What to do in the event of receiving a bomb threat via letters, packages, or objects:

- DO NOT touch any suspicious envelope, package, or object.
- Evacuate all persons to a designated assembly area. This area should be out of the building and one building away or a minimum of 300 feet from the threatened area.
- Assist all persons with disabilities with the evacuation.
- Stop any person from entering the endangered area.

## Chemical or Hazardous Material Spill

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**CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

Maintenance Operations at (805) 289-6340

Be prepared to give the following information:

- State: "This is an emergency. There has been a chemical/hazardous material spill."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Give the name of the chemical, approximate amount spilled, and the time of spill.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- **If you call 911, you must also call campus police dispatch.**

What to do in the event of a hazardous material or chemical spill:

- Immediately report the incident to your supervisor.
- Vacate the area immediately.
- If possible, seal the area to contain the spill and limit exposure to individuals.
- If the chemical is reacting in any way, generating gasses or fumes, presents a fire hazard or is toxic, activate the building fire alarm and evacuate the building, assisting all persons with disabilities as necessary.
- DO NOT attempt to control a chemical or hazardous material spill unless you have been formally trained to do and have the proper equipment.
- DO NOT re-enter the area of the spill until you have been directed to do so by campus officials.

## Civil Disturbance or Armed Assault

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**CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- **If you call 911, you must also call campus police dispatch.**



A Civil Disturbance is defined as any gathering of two or more persons who:

1. Interfere with normal college operations
2. Attempt To prevent access to the college, buildings, facilities, or offices.
3. Threaten physical harm to others or damage to college property

What to do in the event of a civil disturbance:

- If the disturbance is outside the building, do not investigate.
- If the disturbance is inside the building, if possible investigate from a safe distance.
- Lockdown until evacuation orders are received from authorities.

What to do in the event of a hostage situation or armed assault:

- Initiate lockdown until evacuation orders are received from authorities.

How to lockdown during a civil disturbance, hostage situation or armed assault:

- Turn off lights.
- Close all doors to the outside.
- Close and lock all windows.
- Seek shelter away from windows and doors.
- Stay as low to the floor as possible, trying to stay out of the line of sight of the perpetrators.
- Remain silent and still.
- DO NOT draw attention to yourself or others.

## Earthquake

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- Evacuation Basics
- Before an Earthquake--inside
- Before--Outside
- After an Earthquake--Administrators
- After--Teachers

A. Evacuation should **NEVER** be automatic.

- There may be more danger outside your building or facility than there is inside.
- There may be no safe assembly area outside. There may be no clear routes to get outside, and alternate routes may need to be cleared.

- The lighting inside your building or room will probably be out--it will be DARK
- Before any decision is made to vacate all or part of a school, someone must find out that there IS
  - a safe route out, and
  - a safe place to assemble the students outside.

**B. BEFORE** an earthquake, survey your school with evacuation in mind.

1. Look for potential post-earthquake hazards **INSIDE** the building:

- Suspended ceilings
- Pendant light fixtures
- Large windows--either exterior or interior--not protected against shattering
- Tall bookcases or cabinets that may topple because they are not bolted to the wall
- Classroom equipment such as computers, TVs, VCRs, stereos, and slide projectors
- Stairwells
- Science labs, especially chemistry
- Storage areas for cleaning, painting, or other hazardous materials
- Shop areas
- Places where the main gas supply or electric current enters the building
  - Designate evacuation routes that avoid as many of those areas as possible.
  - In addition, decide on alternate routes to your main routes.
  - Consider students with disabilities as you think about your evacuation routes.

2. Look for potential post-earthquake hazards **OUTSIDE** the building:

- Power lines
- Trees
- Areas near buildings that may have debris fall on them--parapets, roof tiles, chimneys, glass
- Routes past concrete block walls
- Covered walkways
- Places under which large gas mains run
- Areas near chain link fences (can be electric shock hazard when live wires touch)
- Hazardous materials storage areas
  - Designate open areas outside that are without overhead hazards and removed from potential danger spots; choose one, off-campus spot such as a park for back-up.
  - Assembly areas should not be so remote from the facility that students and staff won't have easy access to bathrooms, phones, and the student release point.

- Choose which person(s) will have the responsibility to reconnoiter after a quake and report findings to administration and co-workers.

3. Everyone should be informed about the plans:

- Once routes and assembly areas have been chosen, make floor plans and maps; give them to everyone
- Tell all personnel and students about the plans made and the routes chosen
- Make it clear that a post-earthquake evacuation route differs from a fire evacuation route, and that alternate routes may need to be used
- Hold drills and exercises two or three times a year; practice alternate routes.
- Include all students and staff with disabilities in the drills and exercises

**C. AFTER** the earthquake, gather information and make decisions.

**ADMINISTRATORS:**

1. Assess the situation--inside and outside
2. Decide how much evacuation is necessary--all or parts of buildings
3. Choose the route(s) and the assembly place
4. Communicate directions to all teachers

**TEACHERS:**

**Do NOT automatically rush your class out into the corridor or out an exterior door.**

1. Wait to hear from an administrator, or the designated scout, about what to do.  
**In circumstances in which a lot of time passes and you do not hear anything, you will have to make decisions yourself:**
2. If you are in a dangerous classroom--the ceiling has collapsed, wires are crackling, broken glass or chemicals are all over the floor, you smell gas or smoke--you will want to leave, BUT you must do some reconnaissance before you move to safety.
3. Get your buddy to cover the students while you find the best way to get out and the safest place to go . You may not need to go outside, but merely move from one inside room to another.
4. Account for all your students before you leave the classroom.  
**If your classroom is dangerous, you may want to take injured students with you, or move them a short way to a safer room. If you must leave an injured student, post a large, visible sign indicating the student is there.**  
**The lights will probably be out--ALWAYS have a flashlight that works.**

5. Be alert, as you lead students down stairwells or corridors, to anything (dangling lights, ceiling struts, broken glass, slippery floors) that could hurt them or you.  
**In an aftershock, everyone should duck and cover until the shaking stops.**
6. Once you get to your new, safe place, communicate your location to the administrator--by sending a runner, using a walkie-talkie, or returning to your classroom to post a note.

## Epidemic/Pandemic

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### Emergency declared by federal, state, and/or local health authorities.

#### Phase 1 – No evidence of community transmission in the local area.

- College activates the Incident Management Team.
- Frequent communications to the campus community.
- Increase frequency of sanitizing surfaces and areas including restrooms.
- Deploy personal protective equipment and sanitizers to areas in use.
- Preventative measures for all students and employees:
  - Stay home when sick.
  - Seek immediate medical care if symptoms become severe.
  - Cough or sneeze into your arm.
  - Wash hands frequently.
  - Use alcohol based hand sanitizers to supplement handwashing.
  - Maintain a social distance from others of at least six feet.
  - Avoid close contact with anyone who is symptomatic.
  - Avoid touching your face.
  - Avoid shaking hands.
  - Wipe down frequently touched objects and surfaces.

#### Phase 2 – Evidence of local community transmission and/or by directives issued by health authorities.

- Health self-assessment required before visiting campus.
- May include health screening on site.
  - Limit visitors to campus.
  - Transition Student Services to online mode.
  - Reduce or cancel Civic Center events.
  - Identify essential functions and a list of functional experts.

- Adjust work schedules to reduce the number of employees in any building.
- Consider alternatives to large gatherings.
  - Face-to-face and web enhanced classes may shift to an online or remote mode of delivery.
  - In classes where a physical presence is considered essential, faculty may choose to create alternative schedules with students, including alternating days in which a portion of the class will meet to maintain social distancing.

**Epidemics/Pandemics may be fast evolving, fluid situations. The College will adhere to guidance from federal, state, and local health authorities.**

## **Evacuation**

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How and when to evacuate a building:

- In case of fire or when a fire Alarm sounds, evacuate the building in a safe, orderly fashion.
- In case of an earthquake, do not evacuate the building until the shaking stops.
- In case of an explosion, evacuate the building only if the explosion threatens the safety of students, faculty, or staff.
- In case of a bomb threat, do not evacuate the building unless a suspicious object is observed. Wait for instructions from Campus Police or other campus officials.
- Evacuate the building immediately upon order by Campus Police or other campus officials.
- Any faculty or staff member may order the evacuation of an area or building when imminent danger to students, faculty, or staff occurs.
- Evacuate the building to a predetermined assembly area.

## **Evacuating Persons With Disabilities**

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Directions for evacuating persons with disabilities:

- Faculty or staff should assign three (3) students to help evacuate each person in a wheelchair and two (2) students to help evacuate any persons with other disabilities, such as those who may be hearing or vision impaired.
- People in wheelchairs should be carried from the building via the stairway. If at all possible, leave the wheelchair behind, lifting the person using the two-member lock-arm method. Confer with the person as to the best way to assist him/her in the evacuation.
- For sight-impaired persons, tell them about the nature of the emergency and offer to

guide them. As you walk, tell them where you are and advise them of any obstacles. When you have reached safety, orient them as to where they are and remain with them as long as necessary.

- For hearing-impaired persons, get their attention by writing them a note and let them know you will assist them for as long as possible.

## **Explosions**

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**CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do in the event of an explosion:

- Take cover under a table or other sturdy furniture to protect yourself from glass or debris.
- Exit the building immediately if the explosion threatens anyone's safety.
- DO NOT re-enter the building until directed to do so by campus officials.
- Assist with the evacuation of injured or persons with disabilities. (See Evacuating Disabled & Buildings)
- Proceed to the designed assembly area that is a safe distance from the building. (See Emergency Campus Map)
- Obey the directions of campus officials.

## **Fire**

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**CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

What to do in the event of a fire:

- Activate the fire alarm.
- Using the appropriate type of extinguisher, work with another person to extinguish fire.
- Always stay between the fire and a way out.

- If the fire grows larger, alert others and evacuate.
- Assist with the evacuation of injured or persons with disabilities. (See Evacuating Disabled & Buildings)
- DO NOT run. Walk carefully to avoid tripping.
- DO NOT use elevators.
- If caught in heavy smoke, crawl or stay near the floor while holding breath as much as possible. Breathe shallowly through your nose and use a shirt or jacket as a filter.
- DO NOT re-enter the building until directed to do so by campus officials.
- Proceed to the designated assembly area that is a safe distance from the building.
- All alarms should be taken seriously. If you hear a fire alarm, evacuate, unless told otherwise by a campus official.

**Fire Extinguisher Instructions:**

- **P** – Pull safety pin
- **A** – Aim at the base of fire
- **S** – Squeeze trigger
- **S** – Sweep from side to side

**Clothing Fire:**

- Do not run
- Stop – Drop – Roll

**Trapped in a Room:**

- Place cloth material under door to prevent smoke from entering
- Close as many doors as possible between you and the fire
- Signal from windows, but do not break the glass

**Medical / First Aid Emergencies**

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**CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

**Be prepared to give the following information:**

- State: “This is an emergency.”
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do while waiting for help:

- DO NOT move the person unless absolutely necessary or there is a threat to his or your safety.
- Stop any bleeding by applying firm pressure on the wound.
- Restore breathing by opening the person's air passage and performing rescue breathing and CPR, if qualified to do so.
- Keep the person warm, quiet and comfortable.
- Stay with the person until help arrives.

### **Severe Weather**

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Severe weather emergencies can include high winds, torrential rains, hail storms, lightning, tornadoes, and flooding. Warning may come from radio or TV news, Fire/Police broadcast or other civil authorities.

If high winds or other severe weather situations develop with little warning and you are outside the facility.

1. Return inside the facility and SHELTER IN PLACE.
2. Take STAFF/STUDENT ACCOUNTABILITY.
3. Remain near inside walls away from windows.

### **Shelter-in-Place & Lockdown Procedures**

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#### **Shelter in Place**

SHELTER IN PLACE means to stay inside the facility pending receipt of further instructions. If outside and a decision is made to SHELTER IN PLACE, all persons shall return inside the facility. Windows and doors should be closed and possibly sealed with duct tape. A staff and student accountability should be made immediately. Heating, ventilation and air conditioning might need to be shut down.

The warning could be disseminated by REVOLUTION, telephone or by word of mouth.

SHELTER IN PLACE is appropriate for, but not limited to, **the following incidents that take place outside the facility:**

1. Airborne Toxic Release
2. Explosion or threat of explosion
3. Chemical/Radiological
4. Severe weather/lighting



5. Hazardous spill

6. Smoke from fire

The College is committed to getting accurate emergency alerts and information to members of the community as soon as possible. However, in the first minutes of an emergency, faculty and staff may need to make an immediate decision to “shelter in place” or move to a safer location. All faculty and staff should understand and plan for both possibilities. Use common sense and available information, including this guidance, to determine if there is immediate danger.

Whether in a classroom or office, walking on campus, or driving on campus, there may be situations when it is best to stay where you are and avoid any rapidly changing or unknown situation outside. There are other circumstances when staying put and creating a barrier between yourself and potential danger is a matter of survival. Use available information to assess the situation.

**How to Shelter-in-Place at School**

- Close the school. Activate the appropriate emergency plans. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay inside; not to leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not to walk to another location or their car.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school’s listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide communication system from the room where the top school official takes shelter.
- If it is safe to do so, allow everyone to call their family/friends to let them know they must remain in school until further notice, and that they are safe.
- If the school has voicemail or an automated attendant, change the recording to indicate that the school is closed, and that students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.

- If you are told there is danger of explosion or gunshots, direct all window shades/coverings, blinds, or curtains be closed, in a safe manner.
- For chemical, biological, or radioactive hazards, have employees familiar with your building's mechanical system turn off all fans, heating, and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- Select interior rooms, above the ground floor, with the fewest windows or vents. The rooms should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or if the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will work well.
- It is ideal to have a hard-wired telephone in the rooms you pre-select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Keep in mind that cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- For chemical, biological, or radioactive hazards, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around doors and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report all individuals in the room with you.
- Listen for an official announcement from school officials via the campus communication system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

Local officials on the scene are the best source of information for your particular situation. Follow their instructions during and after emergencies regarding sheltering, food, water, and clean up methods.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, usually not days or weeks.

### **Lockdown Procedures**

Once the decision is made to LOCKDOWN the facility (a security measure taken during an emergency to prevent people from leaving or entering a building), by Police or School Officials, all persons inside the facility must work together to lock all doors, windows and to ensure the alarm system is operational.

This warning could be disseminated by REVOLUTION, word of mouth, telephone or by activation of the alarm system. It might be necessary to shut off heating, ventilation and air conditioning.

LOCKDOWN is appropriate for, but not limited to, the following

1. Active Assailant
2. Active Shooter
3. Violence on Campus
4. Violence off Campus with potential to affect Campus
5. Report of a weapon
6. Bomb Threat
7. Dangerous Animals
8. Community Violence

LOCKDOWN communications including demobilization will be updated approximately every 15 minutes thru the REVOLUTION app.

When the college issues a campus alert calling for a lockdown, students, employees and visitors should do the following:

- Move into or stay inside the nearest building.
- Go into an interior room or office with few windows, if possible.
- Close all windows and doors.
- If the door has a window, cover it.
- Stay away from windows and doors.

Remain in place until notified by Police, First Responders or School Officials.

### **Response:**

- Enter a secure room or area.
- Lock doors and windows. Close blinds or shades.
- Turn off lights.
- Silence cell phones.
- Do not huddle together.

- Stay quiet.
- Await further instructions. **Do not continue conducting business.**
- It is the individual judgment of the person in charge as to whether or not to let others inside a secure room or area.
- If students choose to leave, they are free to do so, but advise them that it is at their own risk

## **Terrorist Attack**

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Terrorist events are intended to cause damage, inflict harm, and possibly kill. Terrorists will go to great lengths to make sure the event has the intended impact. Experts generally agree that there are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive. Within any of these categories it is important to remember the four routes of entry: inhalation, absorption, ingestion and injection. The best emergency procedure for any of these categories is to minimize exposure to these four routes of entry.

What to do in the event of a biological, nuclear, or chemical terrorist attack:

- Shelter-in-place until ordered to evacuate by campus officials.
- Close all doors to the outside.
- Close and lock all windows.
- Use tape, plastic food wrapping, wax paper, aluminum foil to cover and seal fan grilles and other openings to the outside.
- Ventilation systems should be turned off or set to 100% re-circulation so no outside air is drawn into the building.
- Turn off all heating and air-conditioning systems and switch inlet to “closed” position.
- Close as many internal doors as possible.
- If gasses or vapors begin to affect your breathing, hold a wet cloth over your nose and mouth.
- DO NOT use elevators. They tend to “pump” outdoor air in and out of the building as they travel up and down.
- DO NOT panic or worry that there will be enough air to breathe. It is highly unlikely this would happen in normal buildings.
- Remember that the best emergency procedure is to minimize your exposure to biological, nuclear, or chemical agents through inhalation, absorption, ingestion, or injection (from flying projectiles).
- Await Instructions From Campus Officials.

## Utility Failure Or Gas Leaks

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**CALL 911 FIRST and then CAMPUS POLICE / DISPATCH at (805) 437-8444**

Maintenance & Operations at (805) 289-6340

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do in the event of a power blackout:

- Assist any person with disabilities in finding safety. (See Evacuating Disabled & Buildings)
- Science faculty and staff should secure any laboratory experiments, activities, and equipment that might pose a potential danger.
- Disconnect all electrical equipment.
- Leave light switches on.
- Await further instructions or for power to be restored.

What to do in the event of a gas leak:

- If you suspect a gas leak, call Campus Police immediately. Maintenance & Operations will be notified.
- DO NOT ignite any open flame (e.g. matches, lighters, burners) or turn on any lights.
- Open windows and doors for ventilation and prepare for possible evacuation

## Chapter 4: APPENDICES

### Appendix A- Crisis Communication Plan

#### Introduction

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The Moorpark College (MC) “Crisis Communications Plan” provides procedures for the coordination of communications both internally and externally during an emergency or crisis. The Plan outlines the roles, responsibilities and protocols to guide the College in sharing information with **critical audiences** during an emergency or crisis.

The Crisis Communications Plan is part of the Emergency Operations Plan that manages the College’s affairs during situations that threaten operations, the safety of the community and/or the reputation of the College. This document focuses on the communications aspect during an emergency or crisis.

The Plan is not intended to change the manner in which emergencies are initially reported. All emergencies on campus should be reported immediately to 911 and the Campus Police (805) 437-8444.

#### Guiding Principles

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In all communications during an emergency or crisis, the College strives to be accessible, prompt, compassionate, honest and informative. One of the most important requirements for effective communications during an urgent situation is **gathering and understanding the facts** of a given situation and then **providing accurate and consistent information** to all potentially affected audiences. Communications must be honest and forthright. Since an emergency or crisis may be sudden and without warning, this plan is designed to be flexible in order to accommodate contingencies of various types and magnitudes.

#### Crisis Communications Team (CCT)

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The following Personnel will constitute the CCT:

**Vice President, Business and Administrative Services** – The Vice President, Business and Administrative Services will serve as the liaison between the team and the President or her/his designee.

**Name: Jennifer Clark**

**Contact #: (805) 553-4015**

**Director of Office of Strategic Communications & Marketing** - As a member of the Incident Management Team (IMT) the Director of Marketing will serve to develop and distribute both internal and external communications.

**Name: Jamie Whittington-Studer**

**Contact #: (805) 553-4151**

**Chief of Police (or designee)** Will be able to inform the CCT with the most up to date information on operational, security and safety issues.

**Name: Acting Police Chief Andy Husienga**

**Contact #: (805) 652-7752**

The team will develop a plan of action and oversee communications issues throughout the emergency or crisis. The team will assess the facts and determine a plan of action for both internal and external communications. Depending on the nature of the crisis, others can and should be drawn into the crisis communications process as appropriate to address the specific issues and threats that need to be managed. (Facilities, IT, Child Care, Specialized Programs).

### **Convening the Team**

In the event of an emergency that falls in the category of a **Level 2 Emergency or higher** the CCT will convene immediately.

The **Vice President, Business and Administrative Services** will notify the **Director of Marketing/Public Information Officer** and the **Chief of Police**.

If it is feasible to do so (depending on the time of day or night and/or any physical limitations of the situation), the team should gather together in person. If it is not feasible to meet physically, the Team may be convened by phone or Zoom.

If a **Public Relations Crisis** should occur, the **President** has the primary responsibility for convening the Crisis Communications Team. If the President is not available to make the decision, then the **Vice President, Business and Administrative Services** can make that decision.

### **Crisis Communication Team Duties and Responsibilities**

Among the duties of the Crisis Communications Team:

- Assess the facts of the crisis.
- Create a plan of action for both internal and external communications.

- Determine what and how messages will be communicated.
- Determine to whom messages will be communicated, both internally and externally. Among the key constituencies:
  - Students
  - Faculty
  - Staff
  - Parents of students
  - News media
  - Trustees
  - Public officials - Mayors, etc.
  - Alumni
  - Community
  - General Public
- Determine how to react as the crisis evolves.
- Keep the appropriate spokespeople informed of the latest developments and messages to be conveyed.

The CCT will develop several key messages to be included in all College communications. The messages will evolve as the crisis evolves and circumstances change. The messages must be communicated as quickly as possible and regularly updated.

### **Team Communications**

All members of the CCT should have cell phones in their possession at all times. Any member that has been assigned a handheld radio shall turn it on immediately during any on-campus emergency.

CCT members will be notified in the following priority order:

1. Personal Cell Phone (call or text)
2. Ventura County Regional Radio System
3. WhatsApp
4. Revolution Phone App
5. Emergency Notification System
6. Email

**In the event of a Level 2 Emergency, the primary EOC location will be the Administration Building Lobby and the secondary EOC location will be Gymnasium.**

In such a situation, the Campus Police will become a major source of information for the crisis at hand and they will establish a presence at the EOC.



## **Notifying the Incident Management Team**

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The Incident Commander assumes responsibility of identifying the Level of Emergency, needs of the incident and making proper notifications to appropriate IMT Members. These factors will assist in the decision making process ultimately used to mitigate the incident.

It is the responsibility of the Vice President of Business Services to maintain and update a roster of the Incident Management Team. This list shall include each position, employee name and cell phone number. This list shall be updated quarterly or as necessary with movement of team members.

This IMT Roster should be updated into REVOLUTION App as a primary notification for all members of the IMT.

**It is the responsibility of the Vice President of Business Services to notify the IMT for a partial or full activation of the Emergency Operations Center (EOC).**

**The VP of Business Services is responsible for notifying the Operations Section Chief, Finance Section Chief, Logistics Section Chief and the Plans Section Chief. The respective Chiefs shall notify the Unit Leaders under their Command.**

Members will be notified in the following priority order:

1. Personal Cell Phone (call or text)
2. Hand-held radio
3. Revolution Phone App
4. Emergency Notification System
5. Email

## **Levels of Emergencies:**

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To assist in planning and determining appropriate crisis communication strategies, the College has identified a "Standby Mode" and **Three** Levels of Emergencies. Examples of the different types of emergencies within each level are listed below.

### **Standby Mode:**

The situation does not require immediate response however, it could escalate to a higher emergency level and/or it may require immediate "rumor control" response. A nearby brush fire or an upcoming planned protest could trigger the Standby Mode.

### **Level 1 – Minor:**

- An incident causing minimal impact or interruption to the campus.
- A limited number of emergency response personnel are needed to control the situation.

- These incidents include minor medical incidents, break-ins, homeless encounters, minor thefts, etc.
- Campus Police have authority over these incidents and will make proper non-emergency notifications through normal communication channels.

**Level 2 – Moderate:**

- A significant emergency or event that disrupts an entire floor or building and that may require assistance from outside organizations.
- or -
- A Public Relations Crisis with potential negative impacts to operations and public image with possible news coverage and public scrutiny.
  - These incidents include fires, hazmat incidents, power outages, earthquakes, active assailants, large public demonstrations, civil unrest, etc.

**A Level 2 emergency or higher results in the following:**

- **Automatic activation of the Crisis Communication Team.**
- **Automatic VCCCD Notification (Vice Chancellor of Business).**
- **Discretionary Activation of the Emergency Operations Center (EOC) activation as per the Incident Commander.**

**Level 3 – Major:**

- A major emergency that involves multiple buildings or impacts the entire campus and the surrounding community.
- A timely resolution of disaster conditions require College-wide cooperation and extensive coordination with external agencies

**A Level 3 emergency or higher results in the following:**

- **Automatic activation of the Crisis Communication Team.**
- **Automatic VCCCD Notification (Vice Chancellor of Business).**
- **Automatic Activation of the Emergency Operations Center (EOC) activation as per the Incident Commander.**

Below is a matrix to assist in the decision making process to make the proper notifications and to activate the EOC.

Levels of Emergencies	Notifications made	EOC Activation
Level 1	Discretion of MCPD	No
Level 2	Yes	Discretion of IC
Level 3	Yes	Yes

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**District Notification- Level 2 or higher**

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Communication to the District Administrative Center is critical in understanding the conditions, actions and needs of each campus. The following procedure shall serve as a guideline to notify the appropriate resource at the District to best assist and mitigate any given situation.

Notification may come to the District Office from on campus Policy Group personnel in the form of a phone call (landline or cell phone) or radio. In 2024, the District purchased new handheld, digital radios for the District Administrative center, Moorpark College, Oxnard College, Ventura College, Oxnard College Fire Academy, Ventura College East Campus and all District Police Officers. These radios are intended for police use and emergency use only by College Personnel. This new system allows for clear, digital communications District-Wide. Digital radios are assigned to the Ventura College of Business/Finance VCCCD, the VP of Business Services at each Campus, Dean at the Oxnard College Fire Academy, Dean at Ventura College East Campus and all District Police Officers. The Ventura College of Business/Finance VCCCD or designee is responsible for developing and implementing a periodic radio testing program.

This notification will give the District Office accurate information of the status of the campus. If any College has an emergency situation the on-campus Policy Group personnel shall give on-going reports to the District Office periodically until VCCCD no longer needs to be involved or the tasks at hand do not warrant such notifications. Such notifications will allow the District Office to make necessary decisions in assisting the affected campus and support the objectives of the Incident Commander.

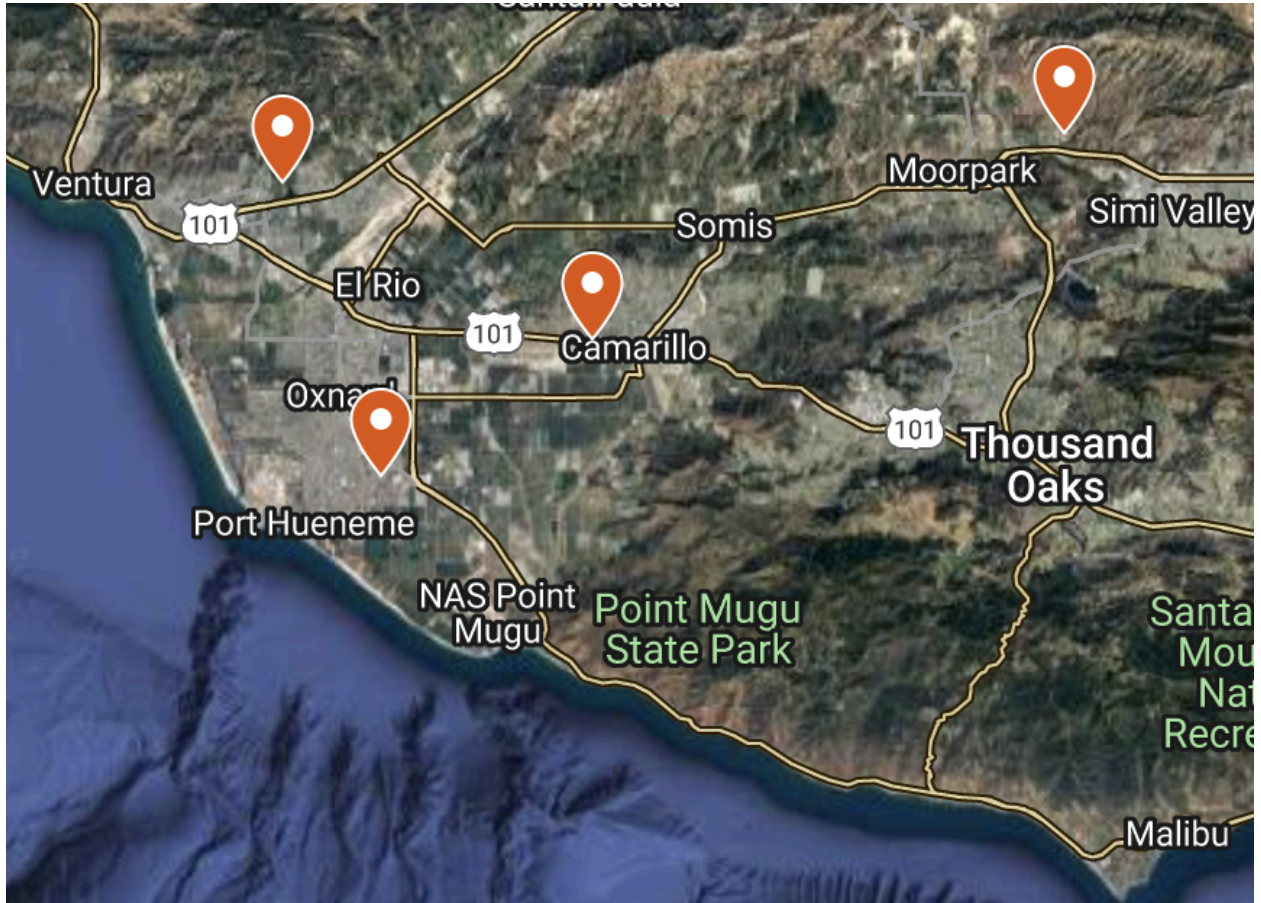
**Communication District-Wide**

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In the event of a large-scale disaster or an event affecting multiple campuses it is important for communication needs to be met District-Wide. All three Colleges and the District Office are responsible for implementing and testing the following systems to fit their communication needs.

- Cell Phones
- Office Phones
- Emails
- Ventura County Regional Radio System Handheld Radio
- Satellite Phones

In the event communication cannot be made due to a large-scale disaster, or other means require its use, **Campus Police can be used to communicate between campuses.**



## College Spokespeople

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The chief spokespeople in the event of a crisis will be a senior leader of the College, most likely the **President**, as well as the **Public Information Officer**.

- In the time of a significant crisis, it is critical for a high-ranking leader of the College such as the President to become the face of the incident and to take the lead in communicating **key** messages. Only a high-ranking leader such as the President can convey that a situation is under control, provide a sense of calm and set an example for the entire campus.
- In most situations, the College's Public Information Officer will act as the Principle Spokesperson and will be the point person for news media communications during a crisis. He/she will organize and run press briefings and handle general media questions. Depending on the nature of the crisis, the person possessing the direct knowledge of the crisis (for example: The Chief of Police in the event of a campus crime) can also be designated as spokesperson.
- The release of information and comments to the news media and the public should be limited to the designated spokesperson. All other staff should be professional and helpful to the news media by connecting them with the spokesperson, but should refrain from speaking to and providing any information. As the crisis evolves, it is likely that secondary spokesperson will need to be appointed.

## Media Relations

Often the only information the public receives about an emergency is through the news media; therefore, media relations is an essential component of any crisis plan. Timing is critical. *Responses to a crisis must be issued as soon as possible and along as many communications channels as possible.*

The CCT will develop appropriate statements and other communications for the news media. The Team will also arrange and lead news conferences and media briefings. Keeping the news media informed gives the College a certain amount of control over the message. The media's job is to report the latest information available. If reporters don't get that information directly from the organization in crisis, they will look elsewhere and be more likely to report inaccurate facts and even rumors. The location of news conferences and briefings may largely depend on the location and nature of the crisis. Ideally, the location should be away from the crisis, the IMT/EOC and the College's administrative offices.

## Communications Tools

Effective College crisis communications programs employ multiple and layered methods of communication with its audiences, including students, employees, parents, alumni, trustees and

community members. In the event of a crisis, the Crisis Communications Team can deploy one or all of these communications vehicles:

- **Revolution Alert** allows the College to notify students and employees via text message and email. (Responsibility: Campus Police and Director of Office of Marketing/Public Information Officer)
- **Campus-wide emergency notification system** broadcasts emergency voice notifications targeted to specific buildings via loudspeaker. (Responsibility: Campus Police)
- **College Website** (Responsibility: Special Assistant to the Superintendent-President/Public Information Officer)
- **Emergency Information Line** will include updated information. (Responsibility: Special Assistant to the Superintendent-President//Public Information Officer)
- **Campus Marquees.** (Responsibility: Director of Office of Marketing/Public Information Officer)
- **Social media.** Regular updates will be posted on the College social media venues. (Responsibility: Director of Office of Marketing/Public Information Officer)
- **News media.** The College has a detailed news media call list that would be activated in the event of an emergency. (Responsibility: Director of Office of Marketing/Public Information Officer)

## **Emergency Notification**

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### **Notification to the community about an Immediate Threat**

Campus Police and/or the Special Assistant to the Superintendent-President/Public Information Officer will immediately convey the threat to the community or to the appropriate segment of the community. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. The situation will be continually assessed to determine if additional segments of the campus should be notified.

Some or all of the following notification methods will be used:

- Revolution Alert
- Emergency Notification System
- Campus Announcements Website.
- Emergency Information Line

- News Media

Members of the larger community outside campus will receive information about a campus emergency via many of the same methods listed above. In addition, the College will disseminate information via local news media.

Campus Police must confirm the status of the emergency before notifications begin.

## **Time Warnings**

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### **Issuing Timely Warnings**

The College will issue a Timely Warning to the campus community in the event of crimes (i.e. murder and non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson) and other situations that, in the judgment of the Chief of the Campus Police Department or his/her designee, constitutes a serious or continuing threat to students or employees. In determining if a Timely Warning should be issued, the Police Chief will consider the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Timely Warnings will be distributed by one or all of the following methods:

- Revolution alert app
- Posted as a Campus Crime Alert on the Campus Police Website and/or Social media
- Posted on the Main College Website

The Timely warnings will provide the following information if possible:

- The date the alert was issued.
- A succinct statement of the incident.
- Physical description of the suspects.
- Other relevant and important information.

Timely Warnings will be issued for circumstances that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that the College owns or controls.

Anyone with information warranting a Timely Warning should report the circumstances to the Campus Police at (805) 378-1455.

## Best Practices for Social Media

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Do not post about the situation on social media until official messaging is finalized and approved for distribution by the College.

During an emergency situation on campus, official posts regarding the crisis will appear on the following social Media Sites:

- Instagram
- Facebook
- Twitter

## Audiences and Contact Information

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Many different audiences must be reached with information specific to their interests and needs. The image of the College can be positively or negatively impacted by public perceptions of the handling of the incident.

The following is a list of potential audiences.

- Students and their families
- Employees and their families
- IMT Members and their families
- Vendors/Suppliers
- News media
- Community—especially neighbors living near the facility
- Government elected officials, regulators and other authorities

## Contact Information

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Contact information for **each audience** should be compiled and immediately accessible during an incident. Include as much information for each contact as possible (e.g., organization name, contact name, business telephone number, cell number, fax number and email address).

## Students and Employees

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Students and Employees are the life of the College, so contact with them is the top priority. Students and Employees may become aware of a problem as soon as their phone calls are not answered. Immediate action must be taken to redirect incoming telephone calls to a second call center (if available) or to a voice message indicating that the College is experiencing a temporary problem. Incident information and Family Reunification information can be given in this message.



## **Suppliers/Vendors**

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The crisis communication plan should include documented procedures for notification of suppliers and vendors. The procedures should identify when and how they should be notified.

## **Management**

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Any Level 2 Emergency requires immediate notification of Management regardless of time of day. Any Incident Commander, can notify Management, concerning low-level emergencies if they feel it is warranted regardless of time of day.

## **Government Officials & Regulators**

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OSHA regulations require notification to OSHA when there are three or more hospitalizations from an accident or if there is a fatality. Environmental regulations require notification if there is chemical spill or release that exceeds threshold quantities. Other regulators may need to be notified if there is an incident involving product tampering, contamination or quality.

A major incident in the community will capture the attention of elected officials. A senior manager should be assigned to communicate with elected officials and public safety officials.

## **Employees, Victims and Their Families**

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HR should coordinate communications with management, supervisors, employees and families. HR should also coordinate communications with those involved with the care of employees and the provision of benefits to employees and their families. Close coordination between management, company spokesperson, public agencies and HR is needed when managing the sensitive nature of communications related to an incident involving death or serious injury.

## **The Community**

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If there are hazards at a facility that could impact the surrounding community, then the community becomes an important audience. If so, community outreach should be part of the crisis communications plan. The plan should include coordination with public safety officials to develop protocols and procedures for advising the public of any hazards and the most appropriate protective action that should be taken if warned.

## News Media

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Develop a company policy that only authorized spokespersons are permitted to speak to the news media. Communicate the policy to all employees explaining that it is best to speak with one informed voice.

Determine in advance who will speak to the news media and prepare that spokesperson with talking points, so they can speak clearly and effectively in terms that can be easily understood.

## Messages

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During and following an incident, each audience will seek information that is specific to them. “How does the incident affect my order, job, safety, community?” These questions need to be answered when communicating with each audience.

After identifying the audiences and the spokesperson assigned to communicate with each audience, the next step is to script messages. Writing messages during an incident can be challenging due to the pressure caused by “too much to do” and “too little time.” Therefore, it is best to script message templates in advance if possible.

There may be many different scenarios but the need for communications will relate more to the impacts or potential impacts of an incident:

- accidents that injure employees or others
- property damage to company facilities
- liability associated injury to or damage sustained by others
- production or service interruptions
- chemical spills or releases with potential off-site consequences, including environmental
- product quality issues

Messages should be scripted to address the specific needs of each audience, which may include:

**Student** - “Is the school open?” “How long will the College be closed?” “Are classes canceled?”

**Family** - “Is my son/daughter ok?” “Is there a place I can meet to pick up my son or daughter?”

**Employee** - “When should I report to work?” “Will I have a job?” “Will I get paid during the shutdown or can I collect unemployment?” “What happened to my co-worker?” “What are you going to do to address my safety?” “Is it safe to go back to work?”

**Government Regulator** - “When did it happen?” “What happened (details about the incident)?” “What are the impacts (injuries, deaths, environmental contamination, safety of consumers, etc.)?”

**Elected Official** - “What is the impact on the community (hazards and economy)?” “How many employees will be affected?” “When will you be back up and running?”

**Suppliers** - “When should we resume deliveries and where should we ship to?”

**Management** - “What happened?” “When did it happen?” “Was anyone injured?” “How bad is the property damage?” “How long do you think production will be down?”

**Neighbors in the Community** - “How can I be sure it’s safe to go outside?” “What are you going to do to prevent this from happening again?” “How do I get paid for the loss I incurred?”

**News Media** - “What happened?” “Who was injured?” “What is the estimated loss?” “What caused the incident?” “What are you going to do to prevent it from happening again?” “Who is responsible?”

Messages can be pre-scripted as templates with blanks to be filled in when needed. Pre-scripted messages can be developed, approved by the management team and stored on a remotely accessible server for quick editing and release when needed.

Another important element of the crisis communications plan is the need to coordinate the release of information. When there is an emergency or a major impact on the business, there may be limited information about the incident or its potential impacts. The “story” may change many times as new information becomes available.

One of the aims of the crisis communication plan is to ensure consistency of the message. If you tell one audience one story and another audience a different story, it will raise questions of competency and credibility. Protocols need to be established to ensure that the core of each message is consistent while addressing the specific questions from each audience.

The goal of the crisis communications team is to gather information about the incident. This should include monitoring the types of questions posed to call center operators or staff in the office; emails received by customer service; social media chatter or stories broadcast by the news media. Using this input, the crisis communications team can inform management about the issues that are being raised by stakeholders. In turn, management should provide input into the messages generated by the crisis communications team. The team can then create appropriate messages and disseminate information approved for release.

## Appendix B- Emergency Action Plan Active Shooter

### Objective

This template will prepare personnel for active shooter incidents. This template documents basic information recommended for an effective emergency action plan. Organizations are encouraged to consider their unique circumstances and/or structure to ensure a more comprehensive plan. It applies to permanent, temporary employees, contractors and visitors associated with this organization.

### Key Individuals

The Organization’s primary and alternate Incident Commanders are responsible for the maintenance of this plan.

Incident Commanders should revise and update this active shooter plan on an Annual Basis.

	Name	Phone Number	Email
<b>Primary IC</b>	Jennifer Clark	805-603-6370	jclark@vcccd.edu
<b>Alternate IC</b>	John Forbes	559-940-2197	jforbes@vcccd.edu

The following people comprise the organization’s “Core Team” and will participate in developing the active shooter emergency action plan.

Name	Job Title	Phone Number	Email
<b>Julius Sokenu</b>	<b>College President</b>	<i>401 935-0214</i>	<i>jsokenu@vcccd.edu</i>
<b>John Sinutko</b>	Director, Facilities, Maint. & Oper.	805 551-4087	jsinutko@vcccd.edu
<b>Allison Case Barton</b>	Coord. Std. Hlth Serv.	805 807-3367	abarton@vcccd.edu
<b>Mostafa Ghous</b>	VP, Student Support Services	805 553-4186	mghous@vcccd.edu

## Moorpark College Emergency Operation Plan

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<b>Andy Huisenga</b>	CC Police Lieutenant	805 660-3316	ahuisenga@vcccd.edu
<b>John Forbes</b>	VP of Academic Affairs	559 940-2197	jforbes@vcccd.edu
<b>John Everlove</b>	Coord., EMT/Allied Health	805 551-4115	johneverlove1@vcccd.edu

The following personnel are responsible for conducting threat evaluations and intervening to reduce workplace violence. Together, they form the “Threat Management Team.”

<b>Name</b>	<b>Job Title</b>	<b>Phone Number</b>	<b>Email</b>
<b>Monica Garcia</b>	Dean of Student Learning	818 472-4660	mgarcia@vcccd.edu
<b>Andy Huisenga</b>	CC Police Lieutenant	805 660-3316	ahuisenga@vcccd.edu
<b>Allison Case Barton</b>	Coord. Std. Hlth Serv.	805 807-3367	abarton@vcccd.edu

### Lockdown Procedures

The following people are responsible for initiating lockdown procedures(primary and alternate):

<b>Name</b>	<b>Job Title</b>	<b>Phone Number</b>	<b>Email</b>
<b>P: Jennifer Clark</b>	VP Business Services	805-603-6370	jclark@vcccd.edu
<b>A: John Forbes</b>	VP of Academic Affairs	559 940-2197	jforbes@vcccd.edu

### Lockdown procedures are initiated in the following manner:

- As soon as Jennifer or John are informed of the incident they will initiate lockdown procedures via ENS System and Intrado Revolution App.

### Notification

The following people are responsible for ensuring the organization has an effective process to announce the presence of an active shooter:

<b>Name</b>	<b>Job Title</b>	<b>Phone Number</b>	<b>Email</b>
<b>Mamoud Pegah</b>	Director of College Info. Tech. Servs	650 880-7764	mpegah@vcccd.edu

Jennifer Clark	VP Business Services	805-603-6370	jclark@vcccd.edu
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### **Contacting 911**

Contacting 911 immediately is critical to ensuring first responders arrive quickly. The notification team should be trained to accurately describe the incident to 911 operators. The following information will be provided to 911:

- Location of incident/address
- Callback phone number
- Description and/or nature of emergency

Employees will be notified in the following manner:

- Messaging notification will be sent as quickly as possible to on campus constituents using ENS System and Intrado Revolution App. Notification will also be sent to individuals coming to campus advising them to stay away due to campus lockdown status.

Visitors will be notified in the following manner:

- On campus visitors will be alerted via ENS System loudspeakers, flashing lights, and emergency graphics.

Employees and visitors that are seeing impaired will be notified in the following manner:

- Employees/visitors that are seeing impaired will be notified via ENS System loud speakers and sound alerts.

Employees and visitors that are hearing impaired will be notified in the following manner:

- Employees/visitors that are auditory impaired will be notified via ENS System loud tone, flashing lights, and emergency graphics.

Employees that are non-English speakers will be notified in the following manner:

- Non-English speakers will be notified by flashing lights, emergency graphics, sound alerts, and via Intrado Revolution App.

### **Evacuation/Assembly/Accountability**

The ability to quickly and safely evacuate is critical to surviving an active shooter incident. Personnel must be familiar with the evacuation plan and practice using the nearest exit without exposing themselves to danger.

The following people are responsible for ensuring the organization has an evacuation plan(primary and alternate):

Name	Job Title	Phone Number	Email
<b>P: Jennifer Clark</b>	VP Business Services	805-603-6370	jclark@vcccd.edu
<b>A: Andy Huisenga</b>	CC Police Lieutenant	805 660-3316	ahuisenga@vcccd.edu
<b>A: John Sinutko</b>	Director, Facilities, Main., & Oper.	805 551-4087	jsinutko@vcccd.edu

The following areas will be checked regularly and updated annually:

- Building site maps with designated evacuation routes are located at key locations
- Exits are clearly marked
- Evacuation plans include the ability to assist people with functional needs
- Designated evaluation locations a safe distance away
- Primary and alternate evacuation locations identified
- Employee rosters and contact information updated regularly

### First Responder Coordination

Communicating information to first responders in a timely manner is vital to quickly eliminating the active shooter threat. The following people are responsible for providing information to first responders(primary/alternate):

Name	Job Title	Phone Number	Email
<b>P: Andy Huisenga</b>	CC Police Lieutenant	805 660-3316	ahuisenga@vcccd.edu
<b>A: Mike Pallotto</b>	Interim Police Chief	805 652-7751	mpallotto.vcccd.edu
<b>A: Alex Abundo</b>	Officer	805 216-3599	aabundo@vcccd.edu

Pre-coordinate with local law enforcement to ensure the organization understands and is prepared to provide requested information. Local law enforcement contact information is provided below:

Name	Job Title/Agency	Phone Number	Email
<b>P: Andy Huisenga</b>	CC Police Lieutenant	805 660-3316	ahuisenga@vcccd.edu
<b>A: Alex Abundo</b>	Officer	805 216-3599	aabundo@vcccd.edu

**Communications Team**

Providing consistent and accurate information to all stakeholders can reduce the impact of an active shooter scenario on an organization and its people. The following people are responsible for communicating the organization’s message internally and externally:

Name	Job Title	Phone Number	Email
<b>P: Jamie Whittington-Studer</b>	PIO Officer	805 338-3610	jamie_whittingtonost1@vcccd.edu
<b>A: John Loprieno</b>	Alt. PIO Officer	310 801-8891	jloprieno@vcccd.edu

**Recovery**

Recovery from an active shooter scenario will likely be a whole community effort. It may include hospitals, grief counselors, lawyers, employee assistance, and other assistance as required. The following will be activated as needed:

Organization	Name	Phone Number	Email
<b>Red Cross</b>		805 987-1514	
<b>Employee Assistance Prog.</b>	SISC Anthem	800 999-7222	www.anthemEAP.com

**Training**

Providing necessary training to all employees is vital to this plan’s success. Training should include “Run”, “Hide” and “Fight” to prepare everyone. The organization should also involve first responders, neighboring organizations, off-site locations and business affiliates.

The following people are responsible for ensuring all stakeholders are properly trained (Primary and Alternate):

Name	Job Title	Phone Number	Email
<b>P: Jennifer Clark</b>	VP Business Services	805-603-6370	jclark@vcccd.edu
<b>Vacant</b>	College Services Specialist		

**Last Review Date: 9/29/2024**

**Reviewer Name (Print): Jennifer Clark**



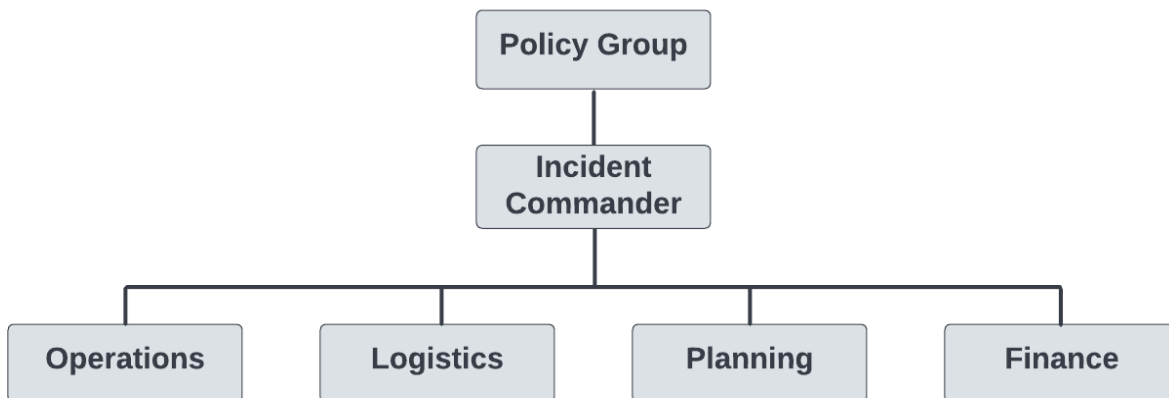
## Appendix C- Post Earthquake Standard Operating Guidelines

The Ventura County Community College District (VCCCD) is comprised of Moorpark College, Oxnard College and Ventura College. After an earthquake it is critical that the VCCCD Office receives timely and accurate assessments from each college campus.

Following an earthquake, the following guidelines will enhance the college's ability to effectively gain situational awareness about life safety, incident stabilization, property conservation and continuity of business operations. This critical information needs to be communicated to the District Office in an expedient and orderly manner.

### College Post Earthquake Operations

- After the earthquake and as soon as it is safe, the College Incident Commander (IC) shall open up communications with the Policy Group and give an initial situation status report.
  - The Policy Group consists of the College President and the Vice Chancellor of Business Services, VCCCD.



The initial situation status report should contain the following:

- Life Safety
- Evacuation Status

- Property Damage if visible
- Needs - Police, Fire, EMS, Public Works
- As soon as it is safe, the College IC shall activate “Damage Assessment Teams” consisting of no less than two people per team. These teams shall consist of Facilities personnel, Campus Police or CERT trained members.
- The College IC shall assign each team a radio and a geographical region of the campus to assess. These teams shall assess their assigned portion of the campus focusing on life safety issues, building damage, natural gas/utilities etc. All findings shall be communicated to College IC and documented on a FEMA ICS-214.
- Damage Assessment teams **shall not** enter any building during the damage assessment.
- The College IC can then effectively direct resources to the most critical situations on campus because of increased situational awareness
- As soon as possible, the College IC shall provide a more comprehensive report to Policy Group with updated information on the following:
  - Life Safety Issues
  - Incident Stabilization
  - Property Conservation
  - Continuity of Business Operations
- Updated information will allow the Policy Group to effectively plan, support and make sound logistical/financial decisions for the College’s needs
- Communications shall remain open between the College IC and Policy Group as needed until the resumption of normal business operations

## Appendix D- Emergency Operations Center Plans

The following document serves as a Standard Operating Guideline for the Moorpark College Emergency Operation Center activation, operation and demobilization in the event of a natural or man-made disaster.

### Activation

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It has been determined the decision to activate the EOC will be the responsibility of the Incident Commander. Once the decision has been made to activate the EOC the Logistics Section Chief is responsible for opening the Primary or Secondary location to initiate EOC activity. Upon EOC activation the Logistics Section Chief becomes the EOC Director.

### Logistics Section Chief (EOC Director)

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To establish accountability in EOC Operations, the **Logistics Section Chief** is designated as the **EOC Director**.

#### Pre-EOC Activation Duties:

The EOC Director is responsible for the following EOC Duties prior to activation:

- Ensuring that the College is supplied with sufficient EOC Equipment
- Ensuring that proper EOC equipment checks are being performed
- Ensuring that EOC training is taking place on a regular basis
- Demobilizing the EOC

#### Full or Partial EOC Activation Duties:

The EOC Director is responsible for the following EOC Duties upon activation notice from Incident Commander:

- Activation (Partial/Full) of EOC - Notify and utilize “Unit Leaders” from Logistics Section to assist with EOC setup
- Open storage equipment doors for Primary EOC located at the Administration Lobby.
- Open storage equipment doors for Secondary EOC located at the Gymnasium.
- Survey EOC Room to verify appropriate conditions for activation:
  - White Boards Erased
  - Chairs and Tables positioned
  - Equipment ready for use
- Power up televisions (if provided) and set each to different local news stations; mute with captions

- Post EOC call-in phone number(Planning Section) for reporting incident updates and other relevant phone numbers.
- Provide laptops for Command, Finance, Logistics, Operations
- Obtain Incident Briefings and Update EOC personnel on a continuing basis
- Handle all food, water, coffee needs for EOC participants
- Assign and Sign-In EOC participants upon arrival and distribute High Visibility Vests
- Manage all EOC Operations during incidents
- Provide Security for the EOC(Campus Police)
- Determine status of IT (i.e communications, Wi-fi, etc.)
- Welcome Agency Reps as they arrive
- Circulate and ensure personnel understand their roles, fulfill EOC responsibilities, and ensure that EOC procedures function smoothly
- Notification of Industry Partner EOC's (Local City EOC)
- Notification of California's Governor Office of Emergency Services
- Notification of the American Red Cross

**Post Activation Duties - EOC Demobilization**

- If possible, conduct EOC After Action Review at Incident Termination
- Utilize Logistics Section Personnel for EOC demobilization
- Return and secure all EOC equipment to storage location
- Complete the Sit/Stat report (ICS Form 209)

Ensure that all ICS 214's are collected and given to the Situation/Status Unit Leader

**Location**

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Moorpark College has identified a Primary EOC and a Secondary EOC to fit the needs of the incident and allow for flexibility as an incident develops and expands. The following locations have been identified as the EOC Locations:

- Primary EOC Location:       **Administration Building Lobby**
- Secondary EOC Location:   **Gymnasium**

These locations have been identified with consideration to vulnerability, traffic and congestion, accessibility, parking, communications, security and scalability. If the Primary EOC location is negatively impacted, the Incident Commander can make the decision to utilize the Secondary EOC location.

**Opening the Primary EOC:   Administration Lobby**

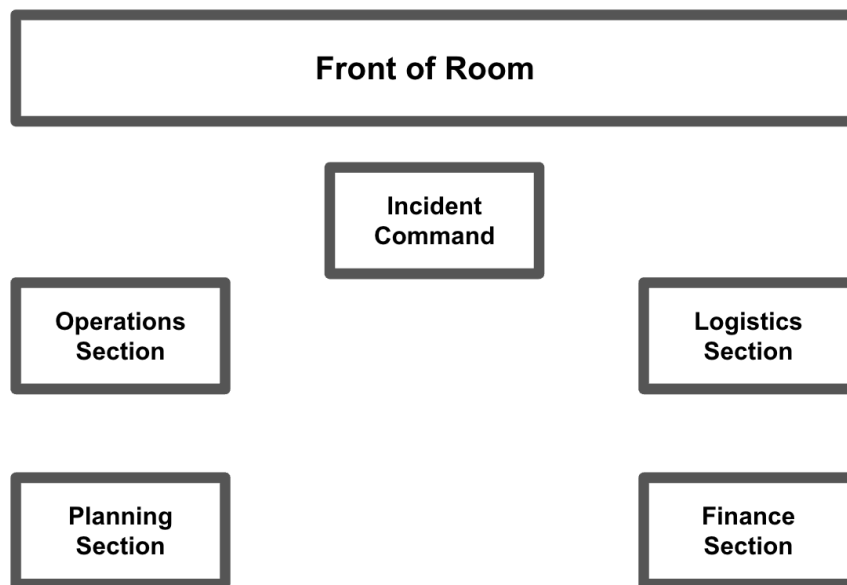
**During Business Hours**

- Keys are located at M&O
- Contact John Sinutko (805) 553-4672
- Campus PD

**After Business Hours**

- Keys are located at M&O
- Contact John Sinutko (805) 553-4672
- Campus PD

**Primary EOC Layout**



**Opening the Secondary EOC: Gymnasium**

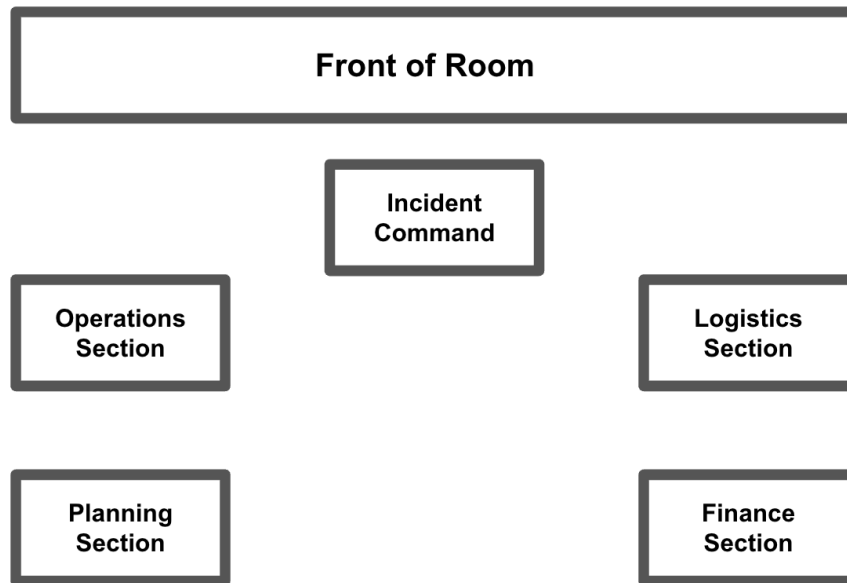
**During Business Hours**

- Keys are located at M&O
- Contact John Sinutko (805) 553-4672
- Campus PD

**After Business Hours**

- Keys are located at M&O
- Contact John Sinutko (805) 553-4672
- Campus PD

## Secondary EOC Layout



## Equipment and Storage

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EOC equipment is stored at the following locations:

Administration Building Lobby & Gymnasium and consists of the following:

- Specific ICS FEMA Forms for each Section (IC - FLOP)
- Large Tables (5) (IC - FLOP)
- Chairs (40) Eight per table
- Mobile Dry Erase Boards (5) (IC - FLOP)
- Large Smart Board (1) (IC)
- Command Boards (5) (IC - FLOP)
- Chromebooks mounted on a moving cart (10)
- Bluetooth Printers (2)
- Wi-Fi Hotspots (4-5)
- Flip Chart Paper Adhesive Back (5) (IC - FLOP)
- Electrical Extension Cords
- Power Tower (5) (IC - FLOP)
- Generators for Backup Use
- High Visibility Vests for All (50)

- Radios
- Satellite Phone
- Administrative Supplies

### Checks

Necessary equipment checks shall be performed on a monthly basis.

- **Location-** Ensure accessibility(Test both sets of keys), ensure construction projects do not inhibit access/egress, storage does block storage or ability to access necessary equipment, bathrooms are functioning, power to structure. Test both sets of keys.
- **Equipment-** Ensure accessibility and inventory, any equipment with a battery should be operated/charged as per manufacturer guidelines

### Levels of Emergencies

It has been predetermined that the EOC can be partially activated in a Level 2 Emergency at the discretion of the incident Commander. The EOC will be “fully activated” in a Level 3 Emergency.

“Fully activated” requires that all Moorpark College Incident Management Team Members report to the EOC.

### Communications/Notification

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The Incident Commander assumes responsibility of identifying the Level of Emergency, needs of the incident and making proper notifications to appropriate IMT Members. These factors will assist in the decision making process ultimately used to mitigate the incident.

**The VP of Business Services is responsible for notifying the Operations Section Chief, Finance Section Chief, Logistics Section Chief and the Plans Section Chief. The respective Section Chiefs shall notify the Unit Leaders under their Command.**

Members will be notified using the following methods:

- Personal Cell Phone (call or text)
- Whats App
- Hand-held radio
- Revolution Phone App
- Emergency Notification System
- Email

### Security

The Logistics Section Chief shall communicate with Campus Police in order to staff EOC Security.

## **Backup Power**

Back up power has been secured in the form of generators. These are located at Campus Police. These generators are to remain in functional position at the identified EOC in the event of a loss of power to the primary or secondary EOC.

## **Documentation**

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**Incident Command** Related FEMA ICS Forms:

- [ICS 201](#) -Incident Commander - Incident Briefing Form
- [ICS 208](#) -Safety Officer - Safety Message Plan
- [ICS 213](#) -Anyone - General Message
- [ICS 214](#) -Everyone - Activity Log
- [ICS 215A](#) -Safety Officer - Incident Action Plan Safety Analysis

**Operations Section** Related FEMA ICS Forms:

- [ICS 204](#) -Operations Section Chief and Resources Unit Leader - Assignment List
- [ICS 206](#) -Medical Unit Leader (reviewed by Safety Officer) - Medical Plan
- [ICS 213](#) -Any Member - General Message
- [ICS 214](#) -All IMT Members - Activity Log
- [ICS 215](#) -Operations Section Chief - Operational Planning Worksheet
- [ICS 220](#) -Operations Section Chief or Air Branch Director - Air Operations Summary Worksheet

**Planning Section** Related FEMA ICS Forms:

- [ICS 202](#) -Planning Section Chief - Incident Objectives
- [ICS 203](#) -Resources Unit Leader - Organization Assignment List
- [ICS 204](#) -Resources Unit Leader and Planning Section Chief - Assignment List
- [ICS 209](#) -Situation Unit Leader - Incident Status Summary
- [ICS 211](#) -Resources Unit - Check In Recorder
- [ICS 213](#) -Any Member - General Message
- [ICS 214](#) -All IMT Members - Activity Log
- [ICS 221](#) -Demobilization Unit Leader - Demobilization Unit Leader

**Logistics Section** Related FEMA ICS Forms:

- [ICS 205](#) -Communications Unit Leader - Incident Radio Communications Plan
- [ICS 205A](#) -Communications Unit Leader - Communications List
- [ICS 210](#) -Communications Unit Leader - Resource Status Change



- [ICS 213](#) -Any Member- General Message
- [ICS 214](#) -All IMT Members - Activity Log
- [ICS 218](#) -Ground Support Unit Leader or Transportation Unit Leader - Support Vehicle Equipment Inventory

**Finance Section** Related FEMA ICS Forms:

- [ICS 213](#) -Any Member- General Message
- [ICS 214](#) -All IMT Members - Activity Log

## **Appendix E- ICS Staging Locations**

Pre-identified staging locations can be used for resources arriving on scene that do not have a tactical assignment. These locations would be in proximity to the campus. Resources from the staging location can be dispatched to the main campus based on Incident Commander need/request. Resources could include Fire, Police, EMS, heavy equipment/machinery, large animal trailers etc.

Depending on incident location, incident commanders can designate a staging location for incoming resources.

Staging location considerations should include large, open areas for vehicle parking, proximity to campus, lighting, security etc.

The following two locations comprise the staging locations in this Emergency Operations Plan:

- 1. College View Park located at 15400 Campus Park Dr., Moorpark**
- 2. Moorpark College Park & Ride located at 199 Arroyo Dr., Moorpark**

## Appendix F- ICS Roles and Responsibilities



Rev. 7/25/2024

Colleges will be coordinating and communicating with the District EOC via each of the Branches under the Operations Section. The Incident Command System will be used in the field.

**Common Responsibilities To All EOC Positions**

(The following is a checklist applicable to all EOC positions).

**Activation:**

- Report to your EOC organizational supervisor.
- Put your name on the EOC Organizational Chart next to your assignment.
- Obtain a situation briefing from available sources (Section Coordinator, EOC Director, etc.).
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Based on the situation as known or forecast determine likely future Section needs.

**General Operational Duties:**

- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems.
- Anticipate potential situation changes, such as severe aftershocks, in all planning.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to your EOC organizational supervisor.
- Monitor Your position Activities And adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions.

**Documentation and Reports:**

- Open and maintain a position activity log.
- Make sure you note your check-in time.
- Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster.

- Document:
  - Messages Received
  - Action taken
  - Decision justification and documentation
  - Requests Filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.*

- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Resources:**

- Determine 24-hour staffing and resource needs and request resources as required through the Logistics Section.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to your EOC Organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**Deactivation**

- Ensure that all required forms or reports are completed and submitted to your EOC Organizational Supervisor prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone numbers where you can be reached.
- Sign out with your Supervisor and on the EOC organization/sign-in sheet.

### **Specific Job Responsibilities for each ICS Position**

#### **Policy Group**

##### Responsibilities:

- The Policy Group provides policy direction for recovery planning and advises and assists the Incident Commander in making major emergency related policy decisions.

##### Activation:

- Obtain briefing from the IC.

##### Duties:

- Review your position responsibilities.
- Make any policy issue decisions that are necessary and communicate these to the MC IC.
- Make any necessary public statements through the Public Information Officer.
- Keep informed through regular briefings with the EOC Director.
- Activate and support District recovery activities.

#### **Incident Commander**

##### Responsibilities:

- Establish the Incident Command Post (ICP) and implement the Emergency Operations Plan.
- Direct and coordinate the ICP.
- Establish the appropriate ICP staffing level.
- Provide for the overall management and coordination of emergency response and recovery operations, including site incident management as required.

- Ensure that an [Incident Action Plan](#) is developed and implemented.
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

Activation:

- Follow directions on Common Responsibilities to all ICP Positions checklist.
- Determine the operational status and appropriate level of activation based on the situation.
- As appropriate, respond to the ICP.
- Mobilize appropriate personnel for initial activation.
- When there is damage to the primary ICP sufficient to render it unusable, report to the alternate ICP.
- Obtain briefing from whatever sources are available.

Position Start-Up Actions:

- Review your position responsibilities
- Establish an Incident Command Post(ICP) or activate the Emergency Operations Center(EOC) and ensure it has equipment and services necessary for an extended activation.
- Brief and assign EOC/ ICP staff as they arrive. Briefings should include
- Current situation assessment;
- Identification of specific job responsibilities;
- Identification of co-workers within the job function;
- Availability of communications;
- Location of work area;
- Identification of eating and sleeping arrangements, as appropriate;
- Procedural instructions for obtaining additional supplies, services and personnel; and
- Identification of work shifts.
- Establish briefing schedules and give Section Chiefs(Ops, Plans, Logistics, Finance) advance notice to prepare summaries of Section activities.
- Convene planning meetings with the Policy Group and Section Coordinator/Chiefs, as necessary. Ensure that these meetings are documented by a scribe.
- Assess the situation, define problems, and set priorities for response/recovery period.
- Review and identify the need for future staffing.
- Once the Planning Section completes the Action Plan, review, approve, implement and distribute.
- Establish and implement a briefing schedule for ICP staff.
- Ensure that telephone, radio and data communications with other College sites are established and tested. (Assign task to the Communications Unit).

- Upon EOC/ICP Activation, assure the appropriate agencies/entities are notified
- Ensure that the Management/Command Section is staffed at the level needed.
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
- Assess the need to request or provide resources via Mutual Aid. College sites will place Mutual Aid requests through the District, and the District will submit mutual aid requests to the Office of Emergency Services.
- Work with the Section Coordinator/Chiefs to ensure all Sections have appropriate equipment, staffing, and information to work effectively.
- Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIOs on-scene.
- Authorize PIO to release information to the media and to coordinate with the PIOs at College sites as needed.
- Monitor performance of ICP personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with the Personnel Unit of the Logistics Section. Establish and maintain a safe working environment.
- Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.
- Monitor section level activities to assure that all appropriate actions are being taken.
- Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

Deactivation:

- Authorize deactivation of sections, branches or units when they are no longer required.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.
- Deactivate the EOC/ICP and close out logs when an emergency situation no longer requires activation.

**EOC Director (Logistics Section Chief)**

Responsibilities:

- Activate the EOC and EOP.
- Direct and coordinate the EOC.
- Establish the appropriate EOC staffing level.



- Provide for the overall management and coordination of emergency response and recovery operations, including site incident management as required.
- Ensure the EOC Action Plan is developed and implemented.
- Coordinate and communicate as necessary with the Policy Group.
- Establish priorities and resolve any conflicting demands for support.
- Facilitate and then manage the transition into the Recovery phase.

**Activation:**

- Follow directions on Common Responsibilities to all EOC Positions
- Determine the operational status and appropriate level of activation based on the situation.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation.
- When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- Obtain briefing from whatever sources are available.

**Position Start-Up Actions:**

- Review your position responsibilities.
- Coordinate the physical setup of the EOC and ensure it has equipment and services necessary for an extended activation.
- Brief and assign EOC staff as they arrive. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements, as appropriate
  - Procedural instructions for obtaining additional supplies, services and personnel
  - Identification of work shifts
- Establish briefing schedules and give Section Coordinators advance notice to prepare summaries of Sections Activities.
  - Convene planning meetings with the Policy Group and Section Coordinators, as necessary. Ensure that these meetings are documented by a scribe.
  - Assess Situation, define problems, and set priorities for response/recovery period.
  - Review and identify the need for future staffing.

- Once the Planning Section completes the EOC Action Plan, review, approve, implement and distribute.
  - Establish and implement a briefing schedule for EOC staff.
- Ensure that telephone, radio and data communications with other District facilities and College sites are established and tested. (Assign task to the Communications Unit).
- Upon EOC Activation, assure the appropriate agencies/entities are notified:
  - Cities (Moorpark, Ventura or Oxnard)
  - Ventura County Sheriff's Office of Emergency Services
  - Partner agencies
  - Board of Trustees
- Ensure that the Management Section is staffed at the level needed.
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
- Assess the need to request or provide resources via Mutual Aid. College sites will place Mutual Aid requests through the District and the District will submit mutual aid requests to the Ventura County Sheriff's Office of Emergency Services.
- Work with the EOC Section Coordinators to ensure all EOC Sections have appropriate equipment, staffing, and information to work effectively.
- Ensure Public Information Officer (PIO) coordinates and conducts news conferences in collaboration with the PIO's on-scene.
- Authorize PIO to release information to the media and to coordinate with the PIOs at College sites as needed.
- Monitor performance of EOC personnel for signs of stress or under-performance; initiate counseling services as appropriate in coordination with the Personnel Unit of the Logistics Section. Establish and maintain a safe working environment.
- Ensure that the Liaison Officer establishes and maintains contact with agencies and with other organizational levels as appropriate and is providing for and maintaining positive and effective inter-agency coordination.
- Monitor Section level activities to assure that all appropriate actions are being taken.
- Facilitate the change from disaster response activities to recovery activities as the emergency subsides.

Deactivation:

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify appropriate cities (Moorpark, Oxnard and Ventura), Ventura County Sheriff's Office of Emergency Services and partner agencies, as necessary, of planned time for

deactivation.

- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the EOC After-Action Report/Corrective Action Report.
- Deactivate the EOC and close out logs when an emergency situation no longer requires activation.

### **Public Information Officer (PIO)**

Responsibilities:

- Coordinate PIO activities
- Obtain policy guidelines from the Incident Commander with regard to media releases.
- Handle all media inquiries and requests for interviews.
- Coordinate with College site Incident Commanders or PIOs and responding agencies to determine appropriate release of information.
- Develop key messages.
- Provide timely and accurate official statements, news releases, fact sheets, website notices to students and staff as events unfold.
- Coordinate activity in a Joint Information Center (JIC), if one is activated.
- Control and correct misinformation and rumors.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions.
- Secure guidance from the Incident Commander regarding the release of available information.
- Determine if access to the Emergency Alert System (EAS) is necessary.
- Establish procedure for information releases affecting inter-agency coordination.
- Keep the Incident Commander advised of all requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the Incident Commander, appropriate city and County EOCs.
- Ensure that all staff are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the Incident Commander and College site PIO before releasing information to the media.
- Establish a Media Information Center away from the ICP. Announce safe access routes to the Media Information Center. If there are multiple local, state and federal agencies involved, consider establishing a JIC or if a JIC is established, designate staff to participate at the JIC.

- Provide any statements to be posted on the Web site.
- Schedule and post times and locations of news briefings in the ICP, Media Information Center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- As required, periodically prepare briefings for the Policy Group.
- Respond to information requests from the Incident Commander.
- Ensure that a rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop a procedure to be used to squelch such information.
- Staff telephones to efficiently handle incoming media and public calls and to gather status information (request additional personnel through Logistics, Personnel Unit).
- Monitor broadcast media and use information to develop follow-up news releases and rumor control.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Consider all non-English speaking and hearing impaired persons of the emergency situation/hazard by
  - Translating all written and spoken messages into appropriate languages and
  - Contacting media outlets (radio/television) that serve the languages you need.
- Ensure file copies are maintained of all information released and posted in the ICP.

### **Liaison Officer**

#### Responsibilities:

- Coordinate and communicate between ICP and other agencies.
- Initiate and maintain contact with partner agencies (Cities of Pasadena, PFD, PPD.)
- Coordinate VIP and visitor orientations and briefings.
- Serve as the point of contact for all outside Agency Representatives.

#### Duties:

- Follow directions on Common Responsibilities to all ICP Positions.
- Maintain contact with all outside agencies involved with the incident response.
- Arrange and coordinate any VIP tours with PIO.
- Determine if outside liaison is required with other partner agencies such as
  - Local/county/state/federal agencies,
  - Volunteer organizations,
  - Private sector organizations, and/or
  - Utilities not already represented.
- Determine status and resource needs and availability of other agencies.
- Brief agency representatives on current situation, priorities and Action Plan.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with other city, county, state or federal emergency response officials.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Logistics Section (Communications Unit).
- Know the working location of agency representatives.
- Compile list of agency representatives (agency, name, contact information) and make available to all EOC personnel.
- Respond to requests from sections and branches/groups/units for agency information. Direct requesters to appropriate agency representatives.

### **Safety Officer**

#### Responsibilities:

- Coordinate activities among District and College site safety Officers.
- Ensure that all facilities used in support of ICP operations have safe operating conditions.
- Monitor all ICP and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

#### Duties:

- Follow directions on Common Responsibilities to all ICP Positions
- Ensure safety of operations for staff and students.
- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the Incident Commander of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Coordinate with the Logistics Section (Personnel Unit) to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements, as appropriate.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- Ensure that the ICP location is free from environmental threats.
- Keep the Incident Commander advised of safety conditions.
- Coordinate with Compensation/Claims Unit in the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

### **Operations Section Coordinator**

#### Responsibilities:

- Provides the overall coordination and leadership for the emergency response operations.
- Leads the Operations Section in the development and implementation of the Action Plan.
- Approves resource requests before they are forwarded to Logistics.

#### Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist.
- Activate organizational elements within your Section as needed and designate supervisors for each element or combination of elements:
  - Safety/Security Branch,
  - Medical Branch,
  - Building & Safety Branch, and
  - Maintenance & Utilities Branch.
- Ensure communications are established with field units, College sites and the District.
- Evaluate the site conditions associated with the disaster/emergency and coordinate with the Planning/Intelligence Section (Situation Status Unit).
- Coordinate fire and hazmat services with the appropriate emergency response agency.
- Identify, establish and maintain staging areas for Operations-related equipment and personnel, as necessary. Authorize release of equipment and personnel.

- Direct Operations Branch Director to maintain up-to-date Incident Charts, Incident Reports and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps.
- Determine resources committed and resource needs.
- Request and/or release resources as authorized by Incident Commander. Coordinate resources requests with the Logistics Section.
- Receive, evaluate and disseminate information relative to the operations of the disaster/emergency.
- Provide all relevant emergency information to the Public Information Officer.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming shifts.
- Work closely with the Planning/Intelligence Section Coordinator/Chief in the development of the Action Plan. (Action Plan can be found in the ICS Forms Section in the Appendices).
- Work closely with the Logistics Section (Communications Unit) in the development of a Communications Plan.
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current Action Plan are being addressed.
- Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Planning Section.

### **Safety/Security Unit Leader**

#### Responsibilities:

- Provide a rapid warning to the campus community of hazards or dangers.
- Oversee the evacuation of people from potential or existing danger.
- Mobilize available Officers and staff for field operations.
- Protect life and property.
- Provide security and traffic control.
- Support search and rescue operations in the field.
- Inform and advise the Operations Section Chief.
- Coordinate and support the activities of the Safety/Security Unit.

#### Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist

- Develop a traffic plan and place personnel to direct traffic
- Establish and maintain communications with the dispatch center.
- Establish and maintain communications with Safety/Security personnel in the field.
- Identify and ascertain status of available Safety/Security personnel.
- Determine needs for special access facilities.
- As requested, provide security for any critical facilities, supplies or materials.
- Request additional law enforcement personnel through existing mutual aid channel.
- Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.

#### Alerting/Warning Activities

- If warning the campus is necessary,
  - Determine who needs to be warned.
  - Clarify the warning message. Be specific, i.e. identify where you want people to go.
  - Determine how the warning will be issued: in person, automated notification, loud speakers, social media, etc.

#### Evacuation Activities

- Coordinate and support evacuation and traffic control activities.
- Identify persons/facilities that have special evacuation requirements; i.e., people with disabilities and other access and functional needs.
- If needed, consider developing an overall traffic control plan to address overall traffic flow pattern, routing existing traffic to clear access for emergency vehicles or remove students, staff, and visitors from unsafe areas. Coordinate with the Transportation Unit if transportation resources are needed.

#### Security Activities

- Coordinate security in the affected areas to protect public property by establishing access controls and screening traffic entering the campus, as required.
- Coordinate security for critical facilities and resources.

#### **First Aid Unit Leader**

##### Responsibilities:

The First Aid Unit Leader is responsible for providing emergency medical response, first aid, and counseling. He or she informs the Operations Chief or Incident Commander when the situation requires health or medical services that staff cannot provide and ensures that appropriate actions are taken in the event of deaths.

- Establish scope of disaster with the Incident Commander and determine probability of outside emergency medical support and transport needs.



- Make personnel assignments. If possible, assign a minimum of two people to triage, two to immediate treatment, two to delayed treatment, and two to psychological treatment.
- Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from students and parents, with access to emergency vehicles. Obtain equipment and supplies from the storage area.
- Assess available inventory of supplies and equipment.
- Review safety procedures and assignments with personnel.
- Establish a point of entry (“triage”) into the treatment area.
- Establish “immediate” and “delayed” treatment areas.
- Set up a separate psychological first aid area if staff levels are sufficient.

**Duties:**

- Oversee the assessment, care, and treatment of patients.
- Ensure caregiver and rescuer safety: Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel to respond to injuries in remote locations or request a Transport Team from Logistics.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to the Operations Section Chief.
- Keep the Operations Section Chief informed of the overall status
- Set up a morgue, if necessary, in a cool, isolated, secure area; follow the guidelines established in the plan.
- Stay alert for communicable diseases and isolate appropriately.
- Consult with the Student Care Director regarding health care, medications, and meals for students with known medical conditions (e.g., diabetes, asthma, etc.).

**Deactivation:**

- At the Incident Commander’s direction, release medical staff who are no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to the Documentation Unit.

**Search and Rescue Unit Leader**

**Responsibilities:**

- Inform and advise the Operations Section Chief.

- Coordinate and support the activities of the Search & Rescue Unit.
- Evaluate and process requests for search and rescue resources.
- Coordinate search and rescue operations with appropriate fire agencies and maintain communications with them.

**Duties:**

- Establish a search and rescue staging area.
- Establish and maintain communications with search & rescue personnel.
- Initiate and maintain communications with the appropriate fire agency.
- Coordinate all rescue efforts with the safety Officer. Ensure that
  - A safety briefing is held at the beginning of each work period;
  - Search and Rescue personnel are not assigned to tasks that are beyond their physical or trained capabilities;
  - Personnel should not be placed in situations where they can become victims themselves.
- Coordinate with Logistics Section to ensure
  - Appropriate safety equipment and PPE is provided, such as helmets, goggles, gloves, etc.;
  - Required rescue equipment to perform expected tasks, such as rope, shoring timber, cribbing, and pry bars, is provided;
  - Rescue operations have portable lighting for evening or interior operations.
- Request Building and Safety Unit Leader to provide personnel to rescue scenes to advise on structural, electrical, and mechanical hazards.
- Ensure receipt of and evaluate reports from field assessment teams for possible locations of trapped individuals. Ensure that all field reports that identify locations of trapped, injured, or deceased individuals are received and documented and provided to Operations Section Chief.
- Thoroughly brief and update field personnel on a continuing basis.
- Establish and enforce the procedures for marking structures that have been searched and cleared.
- Coordinate rescue operations with the Medical Branch to ensure injured and rescued individuals receive appropriate medical care.
- Coordinate with EVAC/Shelter/Care to ensure all rescued individuals are medically triaged prior to release.
- Notify the Operations Section Chief of any fatalities.
- Mark the location of fatalities. When feasible, cover but do not remove the deceased until advised by the coroner.

- Regularly, or as requested, brief and update the Operations Section Chief on search and rescue operations.
- Update rescue status boards and maps.
- When possible, participate in the planning meetings.
- Ensure radio communications are established between all rescue teams, the Search and Rescue Unit and the ICP.
- Coordinate with the Logistics Section to establish a reception/reunification area for rescued individuals and families.

**Building and Safety Unit Leader**

Responsibilities:

- Inform and advise the Operations Section Chief.
- Ensure that all facilities used in support of EOC/ICP operations have safe operating conditions.
- Coordinate investigation and safety assessment of damage to buildings, structures and property for the purpose of
  - Identifying life-threatening hazardous conditions for immediate abatement;
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions; and
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Plans Section

The Building and Safety Branch is responsible for ensuring that all structures are evaluated.. Structural and nonstructural safety of the buildings must be resolved before a decision is made to occupy the buildings. After a disaster, Division of the State Architect (DSA) engineers are dispatched to school Districts in need of inspection as soon as the District reports damages to the DSA. However, it may take hours or even days to get DSA personnel to every school in an area of extensive damage. Therefore, since DSA cannot guarantee speedy inspection from its limited staff; it encourages school Districts to make prior arrangements with local, California-licensed, structural engineers that have registered as part of Cal OES' Safety Assessment Program (SAP) to perform evaluation of District facilities.

Duties:

- Follow directions on Common Responsibilities to all ICP Positions.
- Coordinate damage assessment inspection of all facilities.
- When structural assessments are required, request DSA engineer to perform inspection of facilities. If DSA engineers are not available, request building inspectors through

mutual aid. Ensure that any mutual aid building inspector has been trained in the Safety Assessment Program (SAP) requirements.

- Assign a Facilities Representative to each building inspector or mutual aid resource to assist them.
- Compile a summary document of all safety inspection reports and assessments and forward to the Planning/Intelligence Section (Situation Unit).
- Post field assessment information to display map/chart in ICP to depict progress of assessments.
- Receive regular reports on damage status from field units. Ensure teams report any chemical and electrical hazards as soon as possible.
- Provide the Incident Commander, Operations Section Chief, Planning Chief and Finance Chief updated information on estimated damage and loss cost.
- Arrange for necessary communications equipment from the Logistics Section and distribute to all field personnel (e.g. radios, cellular phones, etc.)
- Assess the need to require potentially unsafe facilities to be vacated.
- Evaluate conditions and advise the Incident Commander of any conditions and actions which might result in liability – e.g. oversights, improper response actions, etc.
- In coordination with the Plans Section, the Logistics Section, and the Finance Section, develop requisition lists for additional equipment and materials needed for repairs, temporary facilities, and replacement of expended resources.

### **Maintenance and Utilities Unit Leader**

Responsibilities:

- Inform and advise the Operations Section Coordinator/Chief.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.
- Inspect utility systems and turn off utilities, when necessary.
- Assist with closing off areas and debris clearance.

Duties:

- Follow directions on Common Responsibilities .
- Coordinate inspection of all utility systems, including Gas, Electricity, Water, Phone lines, and Data lines.
- Ensure field crews report immediately any chemical or electrical hazard.
- Report to Operations Section Coordinator/Chief any dangerous areas or hazards:
  - Transformer leaks
  - Broken high voltage electric lines
  - Electric substation damage
  - Ruptured gas lines

- Ruptured sewage lines
- Ensure field crews post danger signs and barricades, as necessary.
- Establish contact with various utility companies, as necessary.
- Coordinate telephone utility requirements with telephone services.
- Act as a point of contact for information flow between the EOC and utility companies on problems and report progress.
- Schedule all utility repairs as directed by the EOC.
- Support Building and Safety with the investigation and safety assessment of damage to buildings, structures and property.

### **Crisis Intervention Unit Leader**

#### Responsibilities:

- Ensure the physical safety and emotional stability of the person experiencing a mental health crisis
- Reduce the intensity of emotional, mental, physical, and behavioral reactions to the crisis in order to avoid further deterioration of the person's mental status and development of serious long-term problems
- Assist in recovery from crisis and the return to a pre-crisis level of functioning
- Assist in the development or enhancement of more effective coping skills and support system
- Ensure that services are clinically appropriate and in the least intense or restrictive setting
- Provide assistance and referral for ongoing care
- To determine that it is likely the person has a mental health problem, and if so, what the nature of the problem is
- To establish priority for response based on immediate safety issues
- To inquire about concurrent social or health problems that require attention
- To determine what intervention is best suited for the person and to whom the person should be referred

### **Family Reunification Unit Leader**

#### Responsibilities:

- Assure the reunification of students with their parents or authorized adults through separate Request and Release Gates.

#### Start-Up Actions:

- Obtain and wear a vest or position identifier, if available.
- Check with the Operations Section Chief for assignment to the Request Gate or Release Gate.
- Obtain necessary equipment and forms from Logistics.
- Secure the area against unauthorized access. Mark the gates with signs.
- Set up the Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.
- Have Student Release Forms available for parents outside of the fence at the Request Gate. Assign volunteers to assist.
- Set up the Release Gate some distance from the Request Gate.

Operational Duties:

- Refer all requests for information to the POI. Do not spread rumors!
- If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID to Logistics. If they are not registered (i.e., do not have badges), direct them to a branch library to register.

Procedures:

- The requesting adult fills out a Student Release Form, gives it to a staff member, and shows identification.
- The staff member verifies the identification, pulls the Emergency Card from the file, and verifies that the requester is listed on the card.
- The staff member instructs the requester to proceed to the Release Gate.
- If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, a runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.
- The runner takes the form(s) to the designated classroom.
- Note: If a parent refuses to wait in line, don't argue. Note the time with appropriate comments on the Emergency Card and place it in the out box.
- If the student is not with the class:
- The teacher makes the appropriate notation on the Student Release Form:
  - "Absent" if the student was never in school that day.
  - "First Aid" if the student is in the Medical Treatment area.
  - "Missing" if the student was in school but now cannot be located.
- The runner takes the Student Release Form to the Command Post.
- The Command Post verifies the student's location if known and directs the runner accordingly.

- If the runner is retrieving multiple students and one or more are missing, the runner walks the available students to the Release Gate before returning “Missing” forms to the Command Post for verification.
- The parent should be notified of the missing student’s status and escorted to a crisis counselor.
- If the student is in First Aid, the parent should be escorted to the Medical Treatment Area.
- If the student was marked absent, the parent will be notified by a staff member

### **Planning Section Coordinator**

#### Responsibilities:

- Ensure that the following Planning functions are performed:
- Collecting, analyzing and displaying situation information
- Preparing periodic situation reports
- Initiating and documenting Action Plan and After-Action Report
- Resource Tracking
- Advance planning
- Planning for demobilization
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Report to the Incident Commander on all matters pertaining to Section activities.

#### Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist.
- Assess the impact of the disaster on the District/campus, including the initial safety/damage assessment by each College impacted by the disaster (see Summary Situation Status Report in Appendices).
- Develop situation analysis information on the impact of the emergency from the following sources
- Safety/Security Branch
- Medical Branch
- Building and Safety Branch
- Maintenance & Utilities Branch
- City EOCs Assign PCC Rep to City EOC
- Office of Emergency Services
- Utilities
- American Red Cross

- Media (radio and television)
- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, ICP staff, Board of Trustees, cities Office of Emergency Services, other partner agencies and the public, as appropriate.
- Working with the ICP staff and the Documentation Unit (if activated), prepare an Action Plan to identify priorities and objectives.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director/ Incident Commander and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery.

**Resource Status Unit Leader**

Responsibilities:

- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources deployed.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resource overview and summary information to the Situation Status (if activated) as requested and written status reports on resources allocations as requested by the Section Chiefs.
- Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Section staff and assist in preparation of the Action Plan.
- Make recommendations to the Logistics Section Chief of resources that are not deployed or should be deactivated.

**Situation Status Unit Leader**

- Direct the collection, organization and display of status of disaster events, including
  - Location and nature of the disaster/emergency
  - Special hazards



- Number of injured persons
- Number of deceased persons
- Road closures and disaster routes
- Structural property damage (estimated dollar value)
- District resources committed to the disaster/emergency
- District resources available
- Assistance provided by outside agencies and resources committed
- Possible Information Sources include
  - Disaster briefings
  - Action Plans
  - Section reports
  - Intelligence reports
  - College site observations (Summary Situation Status Reports)
  - Resource status reports
  - Casualty information
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Prepare and maintain ICP displays.
- Assist in the preparation of the Incident Action Plan.
- Post to the significant events log casualty information, health concerns, property damage, size of risk area, scope of the hazard, number of evacuees, etc. **Note: Casualty information cannot be released to the press or public without authorization from Incident Commander and the Public Information Officer.**
- Coordinate casualty tracking system with the Medical Branch.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator/Chief in collecting, organizing and analyzing data from the all ICP Sections.
- Provide for an authentication process in case of conflicting status reports on events.
- Meet with the Planning/Intelligence Section Coordinator/Chief and Incident Commander to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
- Provide information to the PIO for use in developing media and other briefings.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions, current and upcoming. Post weather information.

- Transmit any situation status reports to appropriate cities and the Office of emergency services (obtain approval from the Planning/Intelligence Section Coordinator/Chief before transmitting reports).
- Prepare written situation reports at periodic intervals at the direction of the Plans Section Chief.
- Assist at planning meetings as required.
- As appropriate, assign “field observers” to gather information.

**Documentation Unit Leader**

Responsibilities:

- Meet with the Plans Chief to determine what ICP materials should be maintained for official records.
- Contact other ICP sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to ICP Sections and Units.
- Ensure the development of a filing system to collect, and log forms according to procedures approved by the Plans Chief. Filing system should include
  - Individual Logs (ICS- 214)
  - Action Plans
  - Summary Situation Status Forms
  - New Releases
  - Briefing Notes
  - Automated Phone System Alerts
  - Safety Assessments
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journals/logs at completion of each shift.
- Periodically collect, maintain and record reports, logs, journals and forms submitted by all sections and units for the official record.
- Verify accuracy/completeness of records submitted for file – to the greatest extent possible; correct errors by checking with ICP personnel as appropriate.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator/Chief.

### **Demobilization Unit Leader**

#### Responsibilities:

- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the Incident Commander and Section Coordinator/Chiefs to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives and partner agencies, as appropriate.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Prepare a Demobilization Plan to include the following
  - Release plan strategies and general information;
  - Priorities for release (according to agency and kind and type of resource);
  - Phase over or transfer of authorities; and
  - Completion and submission of all required documentation.
- Obtain approval of the Demobilization Plan from the Incident Commander. Ensure that the plan, once approved, is distributed.
- Notify appropriate cities and the Office of Emergency Services of demobilization plan.
- Ensure all sections, branches and units understand specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief Plans Chief on demobilization progress.
- Obtain identification and description of surplus resources.
- In coordination with Logistics, establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

### **Logistics Section Coordinator**

#### Responsibilities:

- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Coordinate the provision of logistical support for the ICP.
- Report to the Incident Commander on all matters pertaining to Section activities.

#### Start-Up Actions

- Follow directions on Common Responsibilities to all ICP Positions Checklist.
- Carry out responsibilities of the Logistics Section Units that are not currently staffed.

- Meet with other Section Coordinator/Chiefs to determine what services and supplies will be needed to care for staff and students and respond to the disaster. Estimate the support requirements and assess the capability of supplies on hand to meet the need.
- Meet with the Finance/Administration Section Coordinator/Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to the Logistics Section.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep the appropriate cities and EOC Logistics Coordinators apprised of the overall situation and status of resource requests.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Receive, coordinate and process requests for resources. All resource requests need to be documented.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

**Food/Supplies/Staffing Unit Leader**

Responsibilities:

- Meet and coordinate activities with the Incident Commander and determine purchasing authority to be delegated to Supplies/Procurement Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding
  - Resources readily available,
  - Resource requests,
  - Status of shipments,
  - Priority resource requirements, and
  - Shortfalls.
- Coordinate with other units as appropriate on resources requests received from operations to ensure there is no duplication of effort or requisition.
- Determine if needed resources are available from District stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Issue purchase orders for needed items within dollar limits of delegated authority.
- Coordinate any mutual aid resource requests with the Operational Area EOC.

- Notify Incident Commander of supply needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- Prepare, sign and finalize contracts that are needed for procuring resources within purchasing authority. Send documents for payment.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Forward the information on any significant resource request(s) which cannot be met to the Logistics Section Coordinator/Chief and suggest alternative methods to solve the problem.
- If the District facilities are being used as community shelters, establish contact with the American Red Cross and discuss the food and potable water situation.
- Establish a plan for College site and ICP feeding operations, as necessary. Coordinate with the Operations Section to avoid duplication.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with Operations Section for the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Procure/arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.

**Communications/IT Unit Leader**

Responsibilities:

- Coordinate with all sections and units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Provide a briefing on EOC/ICP on-site and external communications, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
- Provide a report of the status of communications and computing resources available for the disaster response operations. This includes
  - Telephone (hard wire and cellular) service,
  - District and College site web pages,
  - Radios,
  - Automated notification system,
  - Outdoor loudspeakers, and
  - Emergency conference call bridges.
- Evaluate impacts to communications/computing services and identify communication needs between the EOC, College sites, appropriate cities (Moorpark, Oxnard and Ventura) and the County of Ventura Operational Area EOC.
- Coordinate frequency and network activities with the local government (cities and county).
- Provide communications briefings as requested at action planning meetings.
- Establish a primary and alternate system for communications.
- Coordinate with all operational units and the ICP to establish a communications plan to minimize communications issues that include radio, data and telephone needs utilizing established communications, amateur radio and volunteers.
- Coordinate with volunteer and private sector organizations to supplement communications needs, i.e. Auxiliary Communication Services (ACS) (ACS operators can be accessed via the Ventura County Operational Area EOC).
- If ACS is available, oversee the use of ACS services. This service can be used to communicate with other emergency response agencies and personnel.
- Establish a plan to ensure staffing and repair of communications and computer equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

**Facilities Unit Leader**

Responsibilities:

- Maintain information in the Unit regarding
  - Facilities opened and operating,
  - Facility managers,

- Supplies and equipment at the various locations, and
- Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- Identify communications requirements to the Communications Unit.
- Identify equipment, material and supply needs to the Supply Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Safety/Security Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.

### **Transportation Unit Leader**

#### Responsibilities:

- Coordinate with the Planning and Operations Sections to determine transportation priorities and which disaster routes are available for emergency use.
- Coordinate use of disaster routes with the Operations Section.
- Establish a transportation plan for movement of
  - Students, personnel, supplies and equipment to the EOC, College sites, and staging areas;
  - Individuals to medical facilities or shelters as requested by Operations Section; and
  - Emergency workers to and from the risk area.
- Coordinate with the Operations Section on the movement of persons with special needs.
- Coordinate with local transportation agencies to establish availability of resources for use in evacuations and other operations as needed.
- As reports are received, analyze the situation and anticipate transportation requirements.
- Maintain inventory of support and transportation vehicles (buses, vans, pick-up trucks, light/heavy trucks).
- Prepare schedules as required to maximize use of available transportation.

- Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify the Resources Unit of all vehicle status changes.
- Arrange for fueling of all transportation resources.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.

### **Finance Section Coordinator**

#### Responsibilities:

- Provide financial support and coordination to College site operations.
- Maintain financial records of the emergency.
- Track and record all staff time.
- Process worker's compensation claims received.
- Handle travel and expense claims.
- Provide administrative support to the ICP.
- Coordinate the financial recovery from the disaster.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Ensure that the Section is supporting other ICP sections consistent with priorities established in the Action Plan.
- Keep the Incident Commander updated on all significant financial developments.

#### Duties:

- Follow directions on Common Responsibilities to all ICP Positions Checklist
- Initiate disaster accounting procedures to track all expenses associated with the response and recovery to the disaster.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Ensure the Time Keeping Unit collects personnel equipment time records and records of expendable materials used.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Make recommendations for cost savings to the Incident Commander and Section Coordinator/Chiefs.



- Meet with assisting and partner agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprised of the overall financial situation.

### **Procurement Unit Leader**

#### Responsibilities:

- Contact appropriate branch/unit leaders on needs and any special procedures.
- Review/prepare purchasing procedures.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place which meets property management requirements. Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.
- Verify cost data in any pre-established vendor contracts.

### **Time Keeping Unit Leader**

#### Responsibilities:

- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each shift (include time reports from each College site).
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Track all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with District policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for staff time records within the first shift for each person.

- Maintain record security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift.
- Coordinate with the Personnel Unit of the Logistics Section.
  - Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track District-owned equipment separate from rented equipment.

### **Compensation Claims Unit Leader**

#### Responsibilities:

- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.
- Coordinate cost recovery with disaster assistance agencies.
- Prepare claims relative to damage to District property and notify and file the claims with insurance companies or joint powers authority.
- Periodically review all logs and forms produced by Unit to ensure
  - Work is complete,
  - Entries are accurate and timely, and
  - Work is in compliance with District requirements and policies.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-ICP processing.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Obtain all witness statements pertaining to claim and review for completeness.

### **Cost Unit Leader**

#### Responsibilities:

- Activate/maintain the accounting procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Make decisions on cost codes and items to be tracked.

- Coordinate cost documentation with the College sites.
- Act as liaison with local, state and federal disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Obtain copies of all purchase orders, contracts, labor-hour reports and other expense records pertaining to the emergency response, as needed, to verify expenses.
- Prepare all required documentation to recover all allowable disaster costs.
- The following items will be needed for documentation of damage and repairs for both insured losses and anticipated State and FEMA disaster recovery program eligible losses:
  - Photographs and sketches of damage and of completed work;
  - Urgency of the project and reasons;
  - Identification of all staff and equipment used in the response – time and expenses;
  - Identification of all vended services used in the response – time, materials and expenses;
  - Identification of all mutual aid services used in the response – time, materials and expenses;
  - Process for selection of vended services (3 bids, lowest bid, extension of existing contract, etc.);
  - Other relevant data such as hazard mitigation (upgrades so that damage will not occur in future events); and
  - Co-pay by cooperating agencies, public/private partnerships, etc.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator/Chief and Incident Commander, as required.
- Work with ICP sections and appropriate departments to collect all required documentation.
- At the end of each 24-hour period and as directed, total all expenses and costs of the emergency. Include labor and equipment charges, as well as purchases and contracts.

## Appendix G– Emergency Trailer Towing and Inventory Procedures

Emergency Trailer Towing procedures are designed to be applicable to all possible incidents in which the contents of the trailer would aid in the life safety of students, staff and visitors on campus. These guidelines are intended to facilitate the movement of the emergency trailer to a desired destination as needed during incidents, including but are not limited to, multi-casualty, fire, flood, earthquake, hazardous material release, evacuation or any event in which the Incident Commander deems the contents of the Emergency Trailer will aid in the objectives of the Incident.

### Storage Location and Operators

The Emergency Trailer is currently housed at the **Campus Police Storage area**.

The following persons have received training in the are responsible for the safe tow, deployment and demobilization of the emergency trailer:

#### Primary Operator:

- **Name: Francisco Navarro**
- **ICS Position: None**

#### Secondary Operator:

- **Name: Edgar Almazan**
- **ICS Position: Logistics/Food/Supplies/Staffing**

Responsible members assigned to these positions will become familiarized with all trailer procedures. The Incident Commander (IC) should consider ordering the Emergency Trailer early in an incident to allow for a potential delay of on-scene time.

The designated location provides safety to the trailer and allows access to multiple points on campus without obstruction from storage, parking or other routine matters.

Keys for this trailer are made in duplicate and are kept at the following two locations:

- **Facilities, Maintenance, & Operations**
- **Student Health Center (suggest a set be with Campus PD as well)**

The truck to tow the trailer is located at **Facilities, Maintenance, & Operations**.

Keys for the tow truck are made in duplicate and are kept at the following two locations:

- **Facilities, Maintenance, & Operations**
- **Campus Police**

Responsible members are responsible for securing keys to the truck and trailer.

### **Communications**

- Requests for use of the Emergency Trailer shall be made by the Incident Commander with information from Operations and on-site personnel
- Requests can be made via telephone, cell phone/text message, radio, face-to-face or by any other means used by campus personnel

### **Preparing the Incident for Emergency Trailer Arrival**

Depending on various factors of the day, the Emergency Trailer may have an extended on-scene estimated time of arrival (ETA) due to traffic on and surrounding campus. Prior to its arrival the following should be considered:

- Determining the best means of approach - The Emergency Trailer should be placed in a position to best serve the means of the incident without obstructing access to the trailer's contents
- Identifying the best access to enter - The Emergency Trailer is a truck/trailer set up and has difficulty in tight spaces, making turns and backing.

### **Considerations for Support**

- Support teams should be properly assigned to tow and distribute contents of the trailer during its use
- Support teams should be left with the trailer until it is returned to the designated storage location to ensure security of the trailer and its contents
- Support teams shall monitor all inventory during the incident and appropriately document all equipment being used and inventory needing to be replaced

### **Safety Considerations**

- Only designated employees of the college are authorized to hook up and tow trailer during routine operations or emergency incidents
- Care and consideration should be given in any type of driving, including backing, and all CA State Driving Laws shall be obeyed

- The Emergency Trailer is not an emergency vehicle and due regard for the public shall be of the utmost importance

### **Inventory**

The contents of the Emergency Trailer are outlined on an inventory list and shall be checked with the following guidelines:

- Medical Equipment- check quarterly
- Any equipment with batteries will be checked on a monthly basis
- Any equipment with fuel (i.e. generators) will be checked and operated per manufacturer guidelines
- Tires for inflation- Check PSI monthly or per manufacturer guidelines and visually inspect prior and after use

Inventory checks will ensure the location of the keys, function of the trailer, appropriate medical equipment and operation of all power equipment.

The following members are responsible for emergency trailer inventory checks:

### **Medical Equipment/Supplies**

- **Name: Allison Case Barton**
- **ICS Position: Operations/First Aid**

### **Equipment Needing Battery Checks**

- **Name: Eric Lopez**
- **ICS Position: Logistics/Facilities**

### **Equipment Needing Fuel Checks**

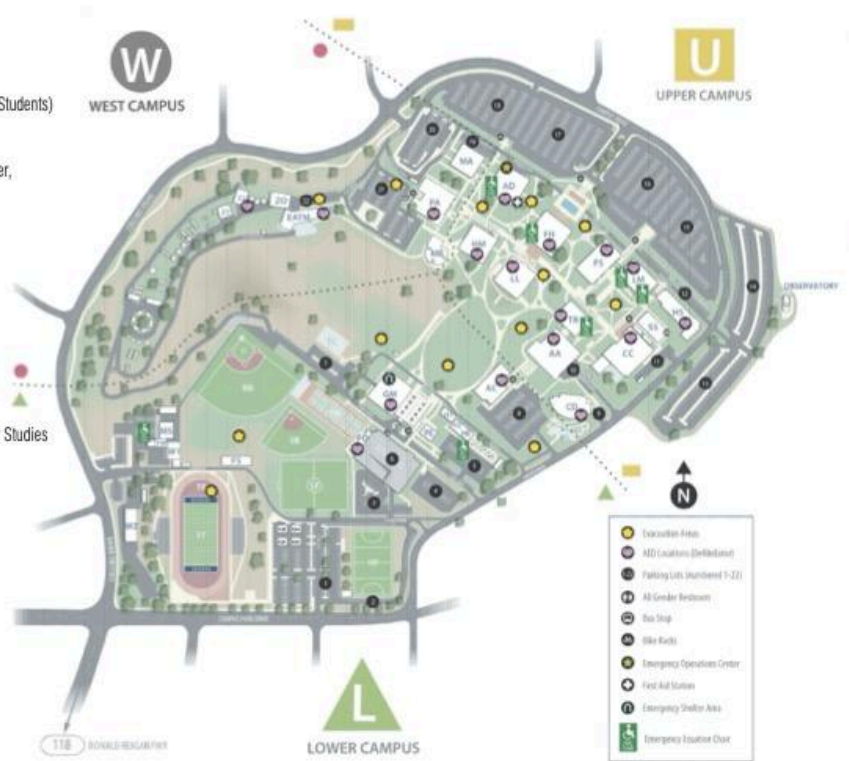
- **Name: John Smithson**
- **ICS Position: Operations/Search and Rescue**

### **Tire Pressure Checks**

- **Name: John Smithson**
- **ICS Position: Operations/Search and Rescue**

## Appendix H- Campus Emergency Map

- AA ..... Applied Arts Building (Forum AA-147)
- AC ..... Academic Center
- AD ..... Administration
- BB ..... Baseball Field
- CC ..... Campus Center (Bookstore, Cafeteria, Assoc Students)
- CD ..... Child Development Center
- EATM ..... Exotic Animal Training & Management
- FH ..... Fountain Hall (Outreach, Career Transfer Center, EDPS, Financial Aid, International Students)
- FLR1, 2, 3, 4 ..... Flexible Learning Rooms
- FM ..... Facilities, Maintenance & Operations
- FORUM ..... AA-147
- FS ..... Field House
- GM ..... Gymnasium
- HF ..... Field Hockey Stadium
- HL, H1, H2 ..... High School @ MC (Lot 5)
- HM ..... Humanities/Social Science Building
- HS ..... Health Science Center
- LL ..... Library Learning Resources
- LM ..... ACCESS (DSPS) Natural Sciences, Computer Studies
- MA ..... Communications Building
- MB ..... Music Building
- O ..... Observatory
- PA ..... Performing Arts
- PD ..... Campus Police
- PE ..... PE Annex Offices
- PS ..... Physical Sciences
- SB ..... Softball Field
- SF ..... Soccer Field
- SS ..... Student Services Annex
- ST ..... Griffin Stadium
- TB ..... Technology/Business
- TC ..... Functional Outdoor Training Space
- TN ..... Tennis Court
- Z0, Z1, Z2 ..... Zoo Buildings



## Appendix I- Stair Chair Locations and skeds

### Stair Chair Locations:

- 2 At The Basement Of Campus Police Station
- 1 At The First Floor Of Fountain Hall
- 1 In Campus Police Station
- 1 In Campus Police Vehicle Trunk
- 1 In The M&O Office
- 1 In The Technology Building Storage Room
- 1 In The LMC Building – In The ACCESS Area
- 1 On The Third Floor Of The LLR Building

### Sked Locations:

- 2 at the basement of Campus Police Station
- 1 at the first floor of Fountain Hall
- 1 in Campus Police Station
- 1 in Campus Police vehicle trunk
- 1 in the M&O office
- 1 in the Technology Building storage room
- 1 in the LM Building- in the ACCESS area
- 1 on the third floor of the LL Building



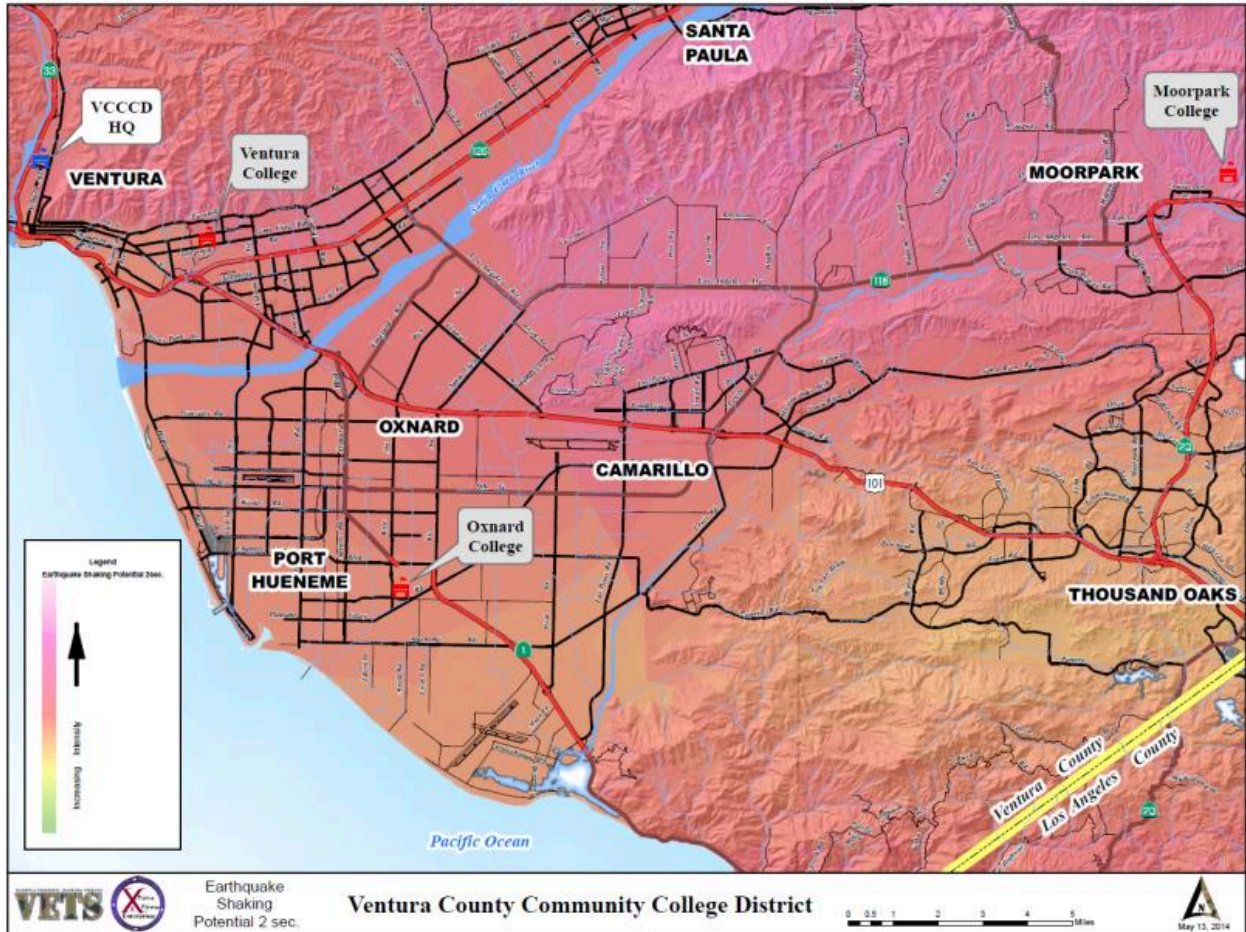
## Appendix J- ACCESS Student List

Days	Times	Building-Room	Limitation
MW	8:30-9:45	HM-223	Blind
MW	10:00-11:15	AC-304	Blind
MW	10:00-11:15	PS-115	Blind
MW	10:00-11:15	HM-204	Blind
MW	10:00-11:15	PS-115	Mobility
MW	10:00-12:15	MA-150	Mobility
MW	11:30-12:45	AC-106	Mobility
MW	13:00-15:15	MA-150	Mobility
MW	14:30-15:45	TB-114	Mobility
W	16:00-18:50	PS-107	Mobility
W	18:00-20:50	MB-114	Blind
TR	10:00-11:15	FH-213	Blind
TR	10:00-11:15	HM-230	Blind
TR	10:00-12:50	AC-304	Blind
TR	11:30-12:45	TB-109	Mobility
TR	13:00-14:50	FH-218	Mobility
TR	13:00-14:50	HM-205	Blind

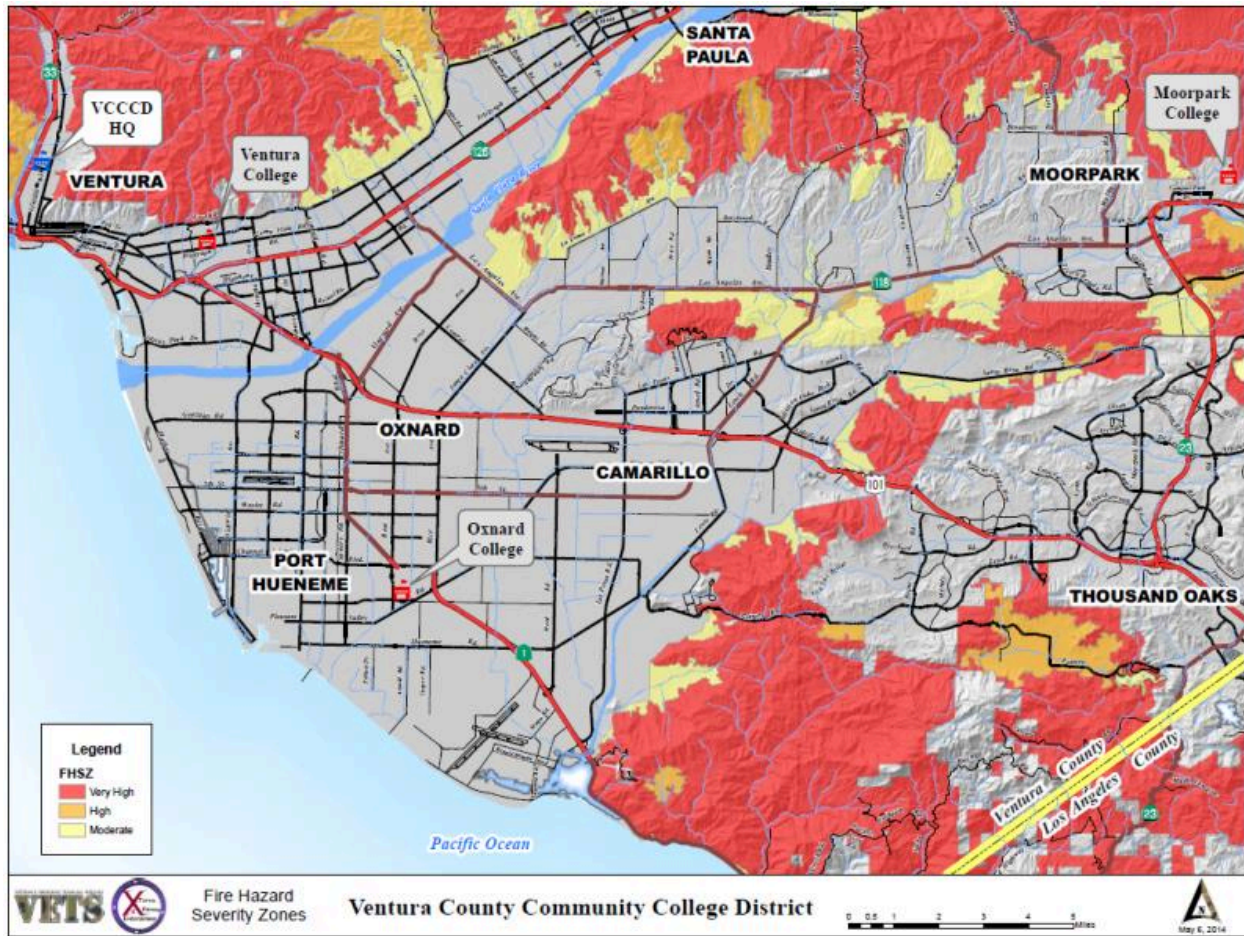
Disabled Student Program Services keeps updated list on file.

## Appendix K- Hazard Maps

### Earthquake Hazard Map

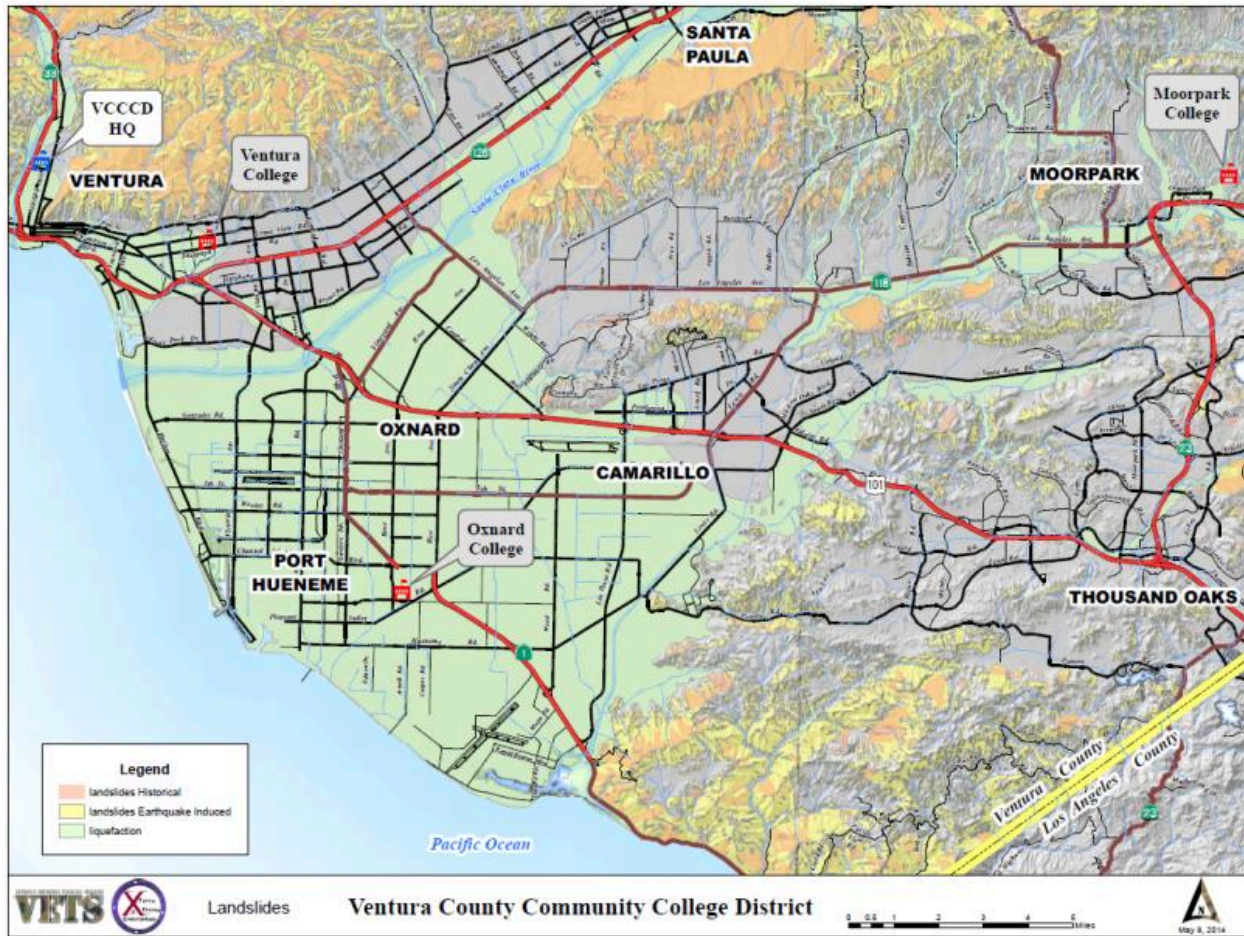


### Fire Hazard Zone Map





## Landslides Map



## Appendix N– Child Development Center

The Center observes the following security settings:

- Authorized family members are required to sign-in and sign-out children
- All students conducting observations in the CDC are required to sign-in and sign-out at the front desk
- A staff person is stationed at the front desk monitoring traffic in and out of the building at all times (students, families, and visitors)
- All gates and access to playground remain locked, including the front door of the CDC

In addition:

- All teachers will carry their keys with them at all times in order to go into any area of the CDC
- All academic classrooms will be locked and remain locked until a faculty member is present to allow students entry
- All students entering the Center will be required to wear a name badge, and leave backpacks in the front closet

**In case of an emergency, when school staff cannot be reached, please seek information on the Moorpark College website or the VCCCD website**

### Facility Emergency Plan

In case of a power outage, the CDC will not operate. Either families will be notified to pick up children, or the facility is not receiving children. The director and /or the teachers will notify the parents by email and/or via phone call.

### Shelter in Place/Lock down

In case of a shelter in place situation, the children will not be released to families until the emergency is declared to be over by College Administrators. This will be for the protection of all children and adults.

### Evacuation because of earthquake, fire or other circumstance:

The classes will leave the building when it is not safe to stay in the building. In that case we need to get the children to an outside location away from power lines, trees, and cars until we can unify the children with their parents at a reunification center announced by the

College/District. The location identified is the base of the campus green (the hill), on the foot of the library.

In case there is an event that requires us to leave the campus based on safety concerns, a reunification location will be announced by the college/district, and students (including your children) will be bused to that location for reunification. If we have to evacuate to an offsite location, we will inform families at that time. It would be another school site in Moorpark or Simi, depending on the emergency status of the community.

## **Appendix O- The High School At Moorpark College Security and Emergency Procedures**

### **Overview**

The High School at Moorpark College has developed safety and emergency action plans which provide detailed guidance for use as necessary for student and staff safety. This document includes strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

### **Safe Ingress/Egress Procedures**

Check-in procedures have been established for visitors coming on site. Adults checking out students, volunteers on campus, and substitutes check in at the office before proceeding to their destination.

Students check in with their teachers when they take attendance at the beginning of each class. Freshmen and Sophomores sign out at the end of each day.

### **Emergency Contacts**

Shirleen Oplustic: Principal (805) 298-3162

Mariana Gaeta: Staff Secretary (818) 220-1542)

### **Communication Signals**

HSMC is equipped with an intercom communication system. This gives the principal the ability to broadcast announcements to each classroom. For general alarms and announcements, HSMC relies on the Moorpark College communication system.

### **Actions**

Evacuation Procedures:

- Students leave HSMC classrooms and proceed to evacuation site (grass area at the bottom of hill behind LLR)
- Teachers take roll and report to principal
- Principal directs teachers and students
- HSMC students in college classes meet at the evacuation area.

Lockdown/Shelter in Place Procedures:

- Close and lock classroom doors and windows
- Turn off lights
- Under any circumstances, do not open doors until the end of the lockdown
- Silence all mobile phone
- Contact principal to inform her about any missing students

Active Assailant On Campus

- If the assailant is on top of the main campus, shelter in place.
- If assailant is close not a great distance away, follow “flight, hide, fight” protocol
- If students and teachers must leave campus, the meeting place is at the corner of Delfen Street and Campus Park Drive. At that time teachers will take attendance to determine whether all students are accounted for.
- Students who are in college classes should meet teachers at the same place and contact administration by calling the office and emailing the principal and staff secretary.

Earthquake Procedures

- “Duck, Cover, Hold”
- When the tremors subside, evacuate classrooms to meet at the evacuation site where teachers will take attendance to account for all students.
- Students in college classes, meet at evacuation sites and/or call the office and email the principal and staff secretary to ensure they are safe.

Hazardous Material Spill

- First priority is student and staff safety, then the environment, then property
- Determine action, determine whether the students need to shelter in place or leave the building. (Principal will be in contact with law enforcement and Moorpark College)
- Check for adverse medical symptoms and request immediate medical attention
- Remain on campus until directed to leave.

Student Release

- Principal and Staff Secretary will be responsible for releasing students
- All students will be released from the HSMC office or TR5 unless it is not safe to do so. Backup release areas are the fire evacuation area and the HSMC parking lot.
- Students will be released to people listed as their emergency contacts **only**.
- Students with vehicles will not be released without parent contact and permission



## **Appendix P- Exotic Animal Training and Management Emergency Protocols**

EATM Emergency Operation Plan is attached at the end of the appendixes.

## Appendix Q- After Action Review Worksheet

Incident/Training Name and Date: \_\_\_\_\_

<u>AAR Questions</u>	<u>AAR Responses</u>
<ul style="list-style-type: none"> <li>● <b>What was supposed to happen?</b> <ul style="list-style-type: none"> <li>● What were your objectives? Why did you take this action? What were you trying to achieve?</li> <li>● What were the primary objectives?</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● <b>What actually happened?</b> <ul style="list-style-type: none"> <li>● Get multiple perspectives: there is no single best story</li> <li>● <u>No blaming</u>, focus on events and what events preceded or followed</li> <li>● Allow for specific and abstract comments</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Why did it happen?</b> <ul style="list-style-type: none"> <li>● What are some plausible explanations for why, when and where events happened?</li> <li>● <u>A key question</u>: what did we do well that we need to discuss or else it will be forgotten?</li> <li>● Don't look for blame; look for lessons, including lessons about 'mistakes'</li> <li>● Be honest about what questions you still have about what happened and why</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● <b>What can be improved?</b> <ul style="list-style-type: none"> <li>● What worked that may not work again? What work that you want to repeat? What do you want to do differently?</li> </ul> </li> </ul>	

FEMA July 16, 2013 will prepare you personally for what to do before, during, and after an earthquake.

### **2.3.2. Fire**

The **Fire Preparedness and Response/Evacuation Procedure** is at the back of **this chapter** and was developed in response to the October 2003 fire. In the event of an evacuation, students and staff may be required to fill shifts to care for animals at evacuation sites.



**America's Teaching Zoo  
Procedure Manual**

Procedure No. 2.4.1  
*Injury Procedure*  
Revised 06/27/22

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## **2.4 Emergency Protocols**

### **2.4.1 Injury and Animal Bite Procedure**

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#### **I. Purpose**

The purpose of an injury procedure is to ensure proper treatment is administered, to evaluate injury causes, and determine measures that may prevent future injuries.

All new zoo staff/faculty employees and EATM students will be trained in this procedure within the first month of starting the program. Drills will be scheduled and conducted three times a year to include practice once a year for each type of emergency (escape, injury, and natural disaster).

#### **II. Background**

Injuries happen in any workplace. In addition, when working around animals the potential for being bitten or injured by them is always present. This hazard can be minimized by taking reasonable precautions (e.g., wear gloves when catching or restraining animals, and use the proper equipment such as net, catch pole, shield, etc.).

Animal bites often are deep puncture wounds. Lots of bacteria and foreign material are introduced into the wound by the animal's teeth. Bites and major wounds need the attention of a doctor. Without professional medical treatment bites can become rapidly and severely infected.

#### **III. General information for Animal Attacks**

**If a dangerous animal attacks you**, follow the guidelines below to help minimize injury: In the event an animal is coming at you with the intent to attack, keep in mind

that often times these animals can be scared off by threatening them with yelling right at them or stepping firmly right at them while clapping and yelling confidently.

**Big Cats:** If you are attacked by a big cat, you should roll yourself into a ball with your knees pulled up, your face down against your knees, and your hands clasped behind your neck with your arms protecting your face. Tense your body in this position tightly and do not struggle. Struggling usually causes a cat to bite harder.

**Primates:** Primates usually attack by jumping at you and biting, then jumping away. Try to intimidate the primate by yelling at it as you back off. Flailing your arms will make you appear bigger and more intimidating.

**Hoofstock:** Hoofstock (such as camels and llamas) will try to knock you down and trample you. If you are knocked down, rather than trying to stand up again, try to roll to the edge of the pen and under the bars if possible.

**If you see someone else attacked,** start yelling for help (this may distract the animal enough to let go of the person), grab anything suitable to hit the animal (a rake or broom will work), and try to drive the animal off by beating on it, all the while yelling at it. Attempt to stay away from striking the animal near its face. Striking the hindquarters hard may distract the animal from what it may be biting. If the animal will not let go, a fire extinguisher or water hose may work. Once the animal lets go, get yourself and the victim to safety and follow the procedure below.

#### **IV. Injury Treatment**

##### **A. Injury treatment for minor bites and injuries.**

If bitten or cut, minor wounds can be treated with the materials available in the first aid kits located in Zoo 2 and in the Commissary Building.

1. Report the injury to Staff immediately. All minor and serious animal bites and injuries must be reported to Zoo staff or faculty immediately after the incident.
2. Wash the wound thoroughly. Clean all bites and scratches, regardless of how minor, immediately after the incident by washing the wound thoroughly with soap and water for 15 minutes.
3. Treat the wound with a disinfectant such as Betadine.
4. Continue to clean and disinfect the wound at least twice a day until it is healed.
5. A Report of Personal (Non-Employee) Accident should be filled out with the Zoo staff member on duty.

##### **B. Injury treatment for serious bites and injuries.**

1. Notify Staff immediately using the intercom system, radio system, or by sending someone for help.
2. Staff will evaluate severity of the wound and send the student to the college Health Center or take them to the emergency room.
3. If an ambulance is needed, staff will call campus police (life or death situation, the person is unable to walk, has a potential neck or back injury,

is severely bleeding, etc.) **Only campus police should place a call to 911 or help may be delayed.** It is campus police responsibility to guide the ambulance to the correct location on campus and get the ambulance to the emergency site as quickly as possible. If someone other than campus police calls 911, the ambulance may drive all over the college looking for the accident victim and this will delay emergency help.

4. During school hours, the injured person should be taken to the campus Health Center office in the Administration Building and a Report of Personal (Non-Employee) Accident should be filled out. Health Center staff will send the injured person to the Emergency Room if the injury is serious enough. Emergency Room treatment also requires that the student be sent with Moorpark College Health Center Animal Bite and Related Injuries Treatment Recommendations. Accident and Treatment Recommendation forms are located in Zoo 2.

### **C. Primate Bites and Injuries.**

Simian viruses present risks to both captive Nonhuman primate (NHPs) populations and persons exposed to NHPs. NHPs may be naturally infected with a number of viruses with zoonotic potential, including retroviruses. Rules are becoming more strict due to the viruses they carry.

1. Immediately clean by soaking or scrubbing the wound/exposure site with soap or detergent for at least 15 minutes, then rinsing well with water.
2. If eyes or mucous membranes have been exposed, rinse with sterile saline or flowing water for at least 10 minutes.
3. Then, apply a disinfectant such as 0.5% tincture of iodine to the area for 10 minutes.
4. Cover the wound with protective gauze, tape, or bandage.
5. After any primate bite, it is mandatory to go to the Health Center, Urgent care, or Hospital.

### **V. Animal under Temporary Quarantine**

Because mammals can transmit rabies, mammal bites require that the animal be placed under observational quarantine.

- Quarantine duration for animals vaccinated for rabies should be ten days.
- Quarantine duration for animals not vaccinated for rabies is thirty days.
- The Zoo operations assistant is responsible for posting a sign with the following information:
  - Authorized Staff and Assigned Personnel Only.
  - Start and end date of Quarantine.
- The Department of Animal Control may also impose quarantine the animal per their regulations for a duration set by them. Only Animal Control can release an animal from their imposed quarantine.
  - Quarantine sign provided by Animal Control must be posted at the animal's enclosure.

### **VI. Injury Log**

EATM staff will maintain an injury log. The injury log will be used to evaluate patterns of injury so that preventative measures can be implemented if appropriate. The

injury log will be reviewed at the EATM Staff Meeting if injury patterns indicate a need for policy or procedure changes.

### **VII. Insurance Claims**

When an injury requiring medical attention occurs, a claim must be filed with Student Insurance. In order to pay charges incurred, the following items must be submitted to Student Insurance:

- Claim form must be fully completed and signed by claimant and appropriate college official.
- Verification of Other Insurance form must be completed. Do not use N/A or large marks crossing out sections of the form as the insurance carrier will not accept this information.
- Itemized bills for services rendered must be submitted. Statements or balance-due bills are not acceptable for payment.
- Copies of payments made by the student's private coverage, if other coverage exists, must be submitted.

If the student has any other insurance coverage, this personal coverage must pay its normal benefit before the Student Insurance policy will pay anything. It is the student's responsibility to file his/her own claim with his/her own private carrier. After the private carrier has paid its benefits, the Explanation of Benefits form that the student receives from their personal carrier must be forwarded to Student Insurance so that any remaining balances can be paid.

Health Maintenance Organizations (HMOs) such as Kaiser, Cigna, Ross Loos, etc., are considered to be valid other insurance coverage. If the student is covered under any pre-paid plan, he or she must use those facilities in case of injury. The Student Insurance carriers will not pay for charges incurred by injured students who are covered by an HMO and do not use those facilities.

X  
Dean of Student Learning

Revision No. 10  
Original Dec 3, 2003

## **APPENDIX A EMERGENCY BOXES**

**Maintained and checked each month by student safety managers.**

Each box contains:

2 – ¾" hose nozzles	1 – 100' nylon rope
2 – Flashlights	1 – 50' extension cord
1 – Slot head screw driver	1 – Phillips head screw driver
1 – Adjustable wrench	1 – Hammer and large nails
1 – Roll of masking tape	1 – ABC fire extinguisher
3 – Flares	2 – Sharpie pens
Laminated Priority lists of animals	1 – Pair of leather gloves
Rolls of yellow, red and green tape (only in Zoo 1 office box)	

Zoo Office box will also contain:

Laminated volunteer instruction forms

In addition, capture equipment will be located in the following areas:

1. Zoo 2 student learning lab:
  - 1 large net.
  - 1 medium net.
  - 1 small net.
  - 1 catchpole.
  - 1 catch rope
2. Parrot Gardens (by tool storage area):
  - 1 small net.
3. Carnivore Area (on Arena fence):
  - 1 CO<sub>2</sub> fire extinguisher.
4. Hay barn:
  - 1 large net.
  - 1 medium net.
  - 1 small net.
  - 1 catch rope.

The boxes, catchpoles, catch ropes, and nets should be sealed in place. This equipment is to be used only in emergencies.

**BOXES ARE LOCATED AT:**

- Zoo Office
- Show Area shed
- Maintenance Area shed

650 Emergency box keys are in the master key lock box in the Zoo Operations Supervisor's office.

## **APPENDIX B EVACUATION BOX** (Located in crate shed)

- Emergency medication kits (Assembled by veterinary staff and student medical managers)
- Emergency contact lists
- Daily Report Forms
- Medication compliance notebook

**APPENDIX C**  
**HUMAN EMERGENCY FIRST AID KITS**  
**(Maintained and checked each month by student safety managers)**

<b><u>Zoo 2</u></b>		<b><u>Zoo Office</u></b>	
· Assorted Band-Aids	10	· Rubbing Alcohol	1 bottle
· Disposable Latex gloves	1 box	· Small square Band-Aids	2 boxes
· Alcohol swabs	1 box	· Disposable Thermometers	5
· Hydrocortisone cream	10 pkts	· Velcro elastic bandage	1
· Triple antibiotic ointment	4	· Antiseptic swab	3 boxes
· Hydrogen peroxide	1 bottle	· Trauma Pad	1
· Antiseptic towelettes	7	· Triangular bandage	4
· Triangular bandages	4	· Aspirin packets	18
· Disposable mouth barrier	2	· Triple Antibiotic ointment	1
· Scissors	1	· Antiseptic swab stick	10
· Tweezers	2	· Skin protectant swab stick	4
· Emergency blanket	1	· Antiseptic hand rinse	2
· Medicaïne	2	· Acetaminophen packets	4
· Itch Relief stick	1	· Disposable biohazard bag	1
· “StingEze” Analgesic/Antiseptic	1	· Disposable gloves	1 box
		· Surgical tape	9 rolls
		· Disposable rescue blanket	1
<b><u>Commissary</u></b>		· Ace bandages	2
· Hydrogen Peroxide	1 bottle	· Ammonia capsules	3
· Cotton Balls	1 bag	· Bandage compress	1
· Pectin/Oral Demulcent	1 bag	· Itch relief gel	1
· Alcohol Swabs	1 box	· First Aid cream	1
· Iodine Solution	1 bottle	· Stethoscope	1
· Scissors	1	· Abdominal dressing pad	1
· Assorted Band-Aids	30		
· Tongue Compress sticks	2		
· Instant Cold Compress	1		
· Antibiotic ointment	1		
· Isopropyl Alcohol	1 bottle		
· Gauze Tape	1 roll		
· Plastic Tweezers	1		
· Triangular bandage	1		
· Antibiotic ointment packet	1		
· Sting/Bite Relief	2		
· Acetaminophen packets	6		
· Alcohol Swabs	2		
· Iodine swab stick	1		
· Eye Drops	2 bottles		





**America's Teaching Zoo  
Procedure Manual**

Procedure No. 2.4.2  
*Animal Escape Procedure*  
Reviewed 06/27/22

## **2.4.2 Animal Escape Procedure**

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### **I. Purpose**

The purpose of this procedure is to ensure effective communication and define student and staff member responsibilities to maximize the potential of recapturing the animal safely, while keeping all students, patrons, staff, and other animals safe.

All new zoo staff/faculty employees and EATM students will be trained in this procedure within the first month of starting the program. Drills will be scheduled and conducted three times a year to include practice once a year for each type of emergency (escape, injury, and natural disaster).

### **II. Background**

In general, during any animal escape, you are trying to reduce the possibility of injury to anyone. Keep public away, make sure everyone in the Zoo knows what is happening and keep the animal in sight if possible. Stabilize the situation (i.e., do not frighten the animal out of the Zoo or into attacking someone) so that staff can arrive and actions can be taken deliberately and not in a rush.

All animals are potentially dangerous but some are obviously more dangerous than others. The danger potential of an animal increases tremendously if it feels threatened, either by being cornered or by having its territory invaded. Therefore, avoid causing either situation during the recapture attempt.

An animal may act very differently outside of its enclosure compared to inside its enclosure. You may feel you can approach an escaped animal because it acted friendly toward you when it was confined. This is extremely dangerous because the animal will behave much differently when it is loose. Do not try to catch a dangerous animal, regardless of how that animal has reacted to you when it was in its enclosure.

### **III. Initial Notification of Animal Escape**

The first person to become aware of an escaped animal should:

**A. Try to keep the animal in sight from a safe distance until help arrives.**

**B. Report the escape** as quickly as possible to the Zoo Office.

1. It is important to alert staff as well as the other people in the Zoo using the following communication resources:
  - a) Intercom System.
  - b) Two-way Radios.
  - c) PA System.

- d) Emergency Phone System (in the event that the escaped animal leaves Zoo grounds).
- e) Whistles (use only as a last resort, and it means “come and assist”).
- 2. When notifying a staff member, indicate:
  - a) **WHO** is speaking.
  - b) **WHERE** the call is coming from.
  - c) **WHAT** kind of animal has escaped and how many.
  - d) The last known **LOCATION** of the animal(s).
  - e) The **DIRECTION** the animal(s) is heading.
  - f) If there are **INJURED** employees or visitors.
- 3. Do not hang up unless instructed to do so or if staying on the line is dangerous to the safety of you or others.

#### **IV. Communications Center**

The Zoo office shall be the designated communications center throughout the escape and recapture. Upon learning of the escape, a staff member (or anyone in the office at the direction of a staff member) shall:

- A. Alert all radio users via general broadcast that an animal has escaped and users shall be advised of the animal's last known location. Radio users not involved in the recapture of the escaped animal shall be instructed not to use radios, except for emergencies, until the office broadcasts permission to resume normal radio usage.
- B. Radio for a student to make sure all perimeter gates are closed. In addition, position someone at the front and back gate to ensure no person or vehicle leaves Zoo grounds except the exiting patrons. If an animal leaves Zoo grounds, only staff and designated students may exit the Zoo to assist in recapture.
- C. Immediately contact the following individuals by telephone:
  - 1. Zoo Veterinarian, if immobilization will be required.....ext. 50290
  - 2. Moorpark College Police, only if animal leaves Zoo grounds and staff needs their assistance.....ext. 1455. See DARP 2.4.5 procedure for Moorpark College Police notification of Ventura County Sheriff's office.
  - 3. Zoo Operations Supervisor will also call:
    - a) EATM division office.....ext. 1515
    - b) CAFW Regional Office (Dispatch So Coast Region 5).....951 443-2944  
Los Alamitos Field Office.....562 342-7100
    - c) Ventura County Animal Control.....805-388-4341

#### **V. Directing the Capture of an Animal Escape**

**Zoo staff** has the primary responsibility for the recapture of any escaped animal. The highest-ranking staff member at the Zoo will assume command of the recapture effort as Zoo Incident Commander. The hierarchy of rank for the purpose of identifying who assumes command shall be is:

- 1) Zoo Operations Supervisor.
- 2) Zoo Operations Assistant.

- 3) Instructional Lab Tech 1 EATM.
- 4) Instructional Lab Tech RVT.
- 5) Behavioral Enrichment Technician.
- 6) Full Time Faculty.
- 7) Part Time Faculty.

## **VI. Responsibilities of Zoo Staff Members and Students**

All Zoo staff members and students have responsibilities during and/or following an animal escape. All staff members must follow the directions of the Zoo Incident Commander in carrying out their responsibilities. All non-essential personnel shall completely leave the escape scene. This will enhance recapture efforts and avoid unnecessary risk to personal safety. Spectators shall be removed from the scene.

### **A. Veterinarian.**

The Veterinarian shall report to the scene and assist in the recapture as needed for immobilization or injury to the animal.

### **B. Student Animal Keepers.**

Student Animal Keepers in the **immediate area** of the escape shall report to the scene with a radio and be prepared to assist as directed by staff in the recapture efforts or in crowd control. Unless otherwise instructed, all other Student Animal Keepers shall remain in their assigned areas and await instructions. All animal care personnel should take prudent action to protect the animals to which they are assigned from any risk from the escaped animal.

### **C. Campus Police.**

Zoo Staff will contact campus police only if their assistance is required, or if the animal leaves zoo grounds.

## **VII. Emergency and Capture Equipment**

A. Capture equipment will be located in the following areas:

1. Zoo 2 student learning lab:
  - 1 large net
  - 1 small net
  - 1 medium net.
  - 1 catchpole
  - 1 catch rope
2. Parrot Gardens (by tool storage area):
  - 1 small net.
3. Carnivore Area (on Arena fence):
  - 1 CO<sub>2</sub> fire extinguisher.
4. Hay barn:
  - 1 large net
  - 1 small net
  - 1 medium net
  - 1 catch rope

B. Three emergency boxes will be located in the following areas (See Appendix A for contents):

1. Zoo Office
2. Maintenance Area shed

### 3. Show Area shed

C. Travel crates are located throughout zoo in Area sheds and crate shed.

## **VIII. General Guidelines That All Zoo Staff and Students Should Follow**

Any staff member involved in an animal escape should use the following guidelines for dealing with the escape. As with any emergency, however, good judgment is essential, especially when reacting to or handling a situation as unpredictable as an animal escape. The ultimate goal any time an animal escapes is the recapture of the animal in an effective and swift manner with minimal trauma to the animal and without any compromise in safety to Zoo staff members, students, volunteers, or patrons. The best way to handle any escape is to prevent it, but when it does happen, react in a calm, rational manner. Always remember that the safety of the patrons, the Zoo staff and students, and the animals are the highest priorities.

- A) Stay calm. Encourage those around you to remain calm. Most animals, if given the opportunity to return to their enclosure, will do so.
- B) Protect the public. Calmly direct patrons away from the escape area in an organized manner. If reasonable, securing patrons in protected areas should be considered. The campus police and the Zoo staff have the primary responsibility for public safety, but everyone should assist in any way possible, following their lead.
- C) If you are the first to arrive at an escape, immediately notify the Zoo Office and Zoo Staff to relay information regarding the escape calmly, and accurately. **THE FIRST TWO MINUTES OF AN ESCAPE ARE THE MOST CRITICAL!****
- D) If feasible, and the opportunity exists, return the animal to its enclosure or confine the animal in an alternate enclosure. However, do nothing which may endanger you, patrons, other staff members, the escaped animal, or other animals.
- E) Follow the chain of command and carry out the responsibilities described in this procedure. Confusion may result if students and staff members do not understand or carry out their assigned responsibilities.
- F) All staff members must know their assignment ahead of time! If required to assist in the recapture of an escaped animal, take any appropriate equipment, go to the area quickly, and determine how to be of assistance. If directed not to go to the area, follow that instruction. Do not leave an assignment unless directed to do so.
- G) Do not use Zoo telephones or radios unnecessarily, leaving lines of communication open for recapture efforts.
- H) If confronted by a dangerous escaped animal, remember there is equipment all around that may scare the animal: fire extinguishers, belts, ropes, automobiles, flares, etc. These items should only be used in the event that a person's or an animal's safety is in jeopardy.

## **IX. Recapture Complete**

Once the escaped animal has been recaptured, Zoo Staff will contact the Office and state "ALL CLEAR – THE ANIMAL HAS BEEN SECURED." The Office shall

notify everyone, via general PA system broadcast, that the animal has been recaptured and normal radio usage may resume.

**X. Debriefing Report of Animal Escape** (See Form in Appendix C)

A. The student in charge of the animal at the time of the escape, the Zoo Incident Commander and everyone who assisted in the recapture must meet to discuss the animal escape to evaluate the recapture effort and troubleshoot the cause of the escape. All students and staff not involved in the effort will be invited to attend to learn from the experience.

B. Information from the debriefing will be utilized in improving effectiveness of future recapture efforts and preventing future escapes.

X  
Dean of Student Learning

Revision No. 9  
Original March 2, 2004

## **APPENDIX A EMERGENCY BOXES**

**Maintained and checked each month by student safety managers.**

Each box contains:

2 – ¾" hose nozzles	1 – 100' nylon rope
2 – Flashlights	1 – 50' extension cord
1 – Slot head screw driver	1 – Phillips head screw driver
1 – Adjustable wrench	1 – Hammer and large nails
1 – Roll of masking tape	1 – ABC fire extinguisher
3 – Flares	2 – Sharpie pens
Laminated Priority lists of animals	1 – Pair of leather gloves
Rolls of yellow, red and green tape (only in Zoo 1 office box)	

Zoo Office box will also contain:

Laminated volunteer instruction forms

In addition, capture equipment will be located in the following areas:

1. Zoo 2 student learning lab:

- 1 large net.
- 1 medium net.
- 1 small net.
- 1 catchpole.
- 1 catch rope

2. Parrot Gardens (by tool storage area):

- 1 small net.

3. Carnivore Area (on Arena fence):

- 1 CO<sub>2</sub> fire extinguisher.

4. Hay barn:

- 1 large net.
- 1 medium net.
- 1 small net.
- 1 catch rope.

The boxes, catchpoles, catch ropes, and nets should be sealed in place. This equipment is to be used only in emergencies.

**BOXES ARE LOCATED AT:**

- Zoo Office
- Show Area shed
- Maintenance Area shed

**PEPPER SPRAY LOCATIONS:**

- Commissary
- Zoo 2 Conference Room
- Zoo 1 (top shelf by phones)
- Carns Shed

650 Emergency box keys are in the master key lock box in the Zoo Operations Supervisor's office.

## **APPENDIX B EVACUATION BOX**

(Located in crate shed)

- Emergency medication kits (Assembled by veterinary staff and student medical managers)
- Emergency contact lists
- Daily Report Forms
- Medication compliance notebook

**APPENDIX C  
REPORT OF ESCAPED ANIMAL**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

DATE OF ESCAPE \_\_\_\_\_

TIME YOU BECAME AWARE OF ESCAPE \_\_\_\_\_

TYPE OF ANIMAL \_\_\_\_\_

ESCAPED FROM WHERE (enclosure: location) \_\_\_\_\_

\_\_\_\_\_

WHERE WERE YOU AT THE TIME OF THE ESCAPE?

\_\_\_\_\_

HOW WERE YOU NOTIFIED OF THE ESCAPE?

radio  phone  personal contact

Who contacted you \_\_\_\_\_

WHO DID YOU NOTIFY?

HOW DID YOU NOTIFY THEM? radio  phone  personal contact

EXPLAIN WHAT YOU SAW AND YOUR ROLE IN THE ESCAPE/RECAPTURE.

[if you require additional space use the back of this form]

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**America's Teaching Zoo  
Procedure Manual**

Procedure No. 2.4.3  
*Fire Preparedness and  
Response/Evacuation  
Procedure.*  
Reviewed 06/27/22

## **2.4.3 Fire Preparedness and Response/Evacuation Procedure**

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### **I. Purpose**

This procedure is not a fire prevention plan, but procedures for preparedness and response should evacuation of the animals be needed due to a fire threatening or occurring at America's Teaching Zoo or any other emergency requiring evacuation of the animals. The goals of this procedure are to:

- A. Provide fire information needed for the safety of Zoo staff, patrons, and animals.
- B. Quickly and safely secure Zoo grounds.
- C. Provide rapid and efficient warning and information to Zoo staff and patrons.
- D. Ensure the safety of Zoo patrons when evacuation is necessary.
- E. Evacuate or secure Zoo animals in as safe a location as possible and evacuate guests, students, and Zoo staff as needed.

All new zoo staff/faculty employees and EATM students will be trained in this procedure within the first month of starting the program. Drills will be scheduled and conducted three times a year to include practice once a year for each type of emergency (escape, injury, and natural disaster).

### **II. Pre-fire Preparedness**

The Zoo shall prepare and maintain an emergency calling tree, a complete and current list of personnel addresses, phone numbers, and personal limitations. This list shall be updated by the end of the first month of each semester, e-mailed to EATM staff and faculty and located in the EATM Office phone book. Zoo faculty and staff will have input important contact numbers into their cell phones.

The Zoo shall identify and have in stock all the supplies needed should a fire occur at or near the Zoo. See Appendix A and Appendix B.

The Zoo shall prepare and maintain a specific division response plan in accordance with the Moorpark Community College master response plan.

Grounds Maintenance Department shall maintain brush clearance in accordance with the Ventura County Fire Department's (VCFD) recommendations.

Fire extinguishers shall be checked and refilled yearly by a licensed company. This is scheduled by the Maintenance and Operations Department.



EATM staff needed to attend the emergency after regular Zoo hours will be compensated for extra time worked.

### **III. Chain of Command**

The Zoo Operations Supervisor shall be responsible for and direct the Zoo's fire response effort as the Zoo Incident Commander. In the absence of the Zoo Operations Supervisor, the Zoo Operations Assistant shall act as Zoo Operations Supervisor.

In the absence of both of these individuals, the following chain of command shall be assumed:

1. Instructional Lab Technician 1 EATM.
2. Instructional Lab Technician RVT.
3. Part time Zoo Operations Assistant.
4. Behavioral Enrichment Technician.
5. Full Time Faculty.
6. Part Time Faculty.

The first staff or faculty member on the scene of a fire shall be designated as the Zoo Incident Commander and shall announce over the radio that they have assumed command and the location of the Command Post. They shall remain in command until a more qualified and higher-ranking staff member assumes command. The Incident Commander shall assign a staff member to act as the Zoo's representative at the Fire Department's Command Center. The Incident Commander shall communicate through radios and inform others as the incident progresses.

### **IV. Initial Notification of Fire**

The first Zoo staff member who becomes aware of a fire on or off Zoo grounds must report the fire to **911 first**, then Campus Police Office at ext. 1455. The reporting staff member should attempt to keep the fire in clear sight from a safe distance until help arrives.

When notifying any Emergency Services, the staff member shall indicate:

- A. **WHO** is speaking.
- B. **WHERE** the call is coming from, including call-back number.
- C. The **LOCATION** of the fire.
- D. **WHAT** kind of material is on fire and how much.
- E. The **DIRECTION** the fire is heading.
- F. If there are injured employees, visitors, or animals.

When notifying the Campus Police Office by telephone, do not hang up until instructed to do so. If possible, stay by the telephone in case the Campus Police Office calls back requiring additional information. Failure to report a fire, regardless

of the size, the danger it poses, or how it was started, shall be considered neglect of duty and is grounds for discipline.

Upon learning of a fire on campus, the Campus Police Office shall radio dispatch an Officer to the reported fire site to verify the location and progress of the fire. Small fires should be extinguished by Zoo staff or the Officer if safe to do so.

## **V. Other Instructions**

**The Grounds Maintenance and Operations Department** shall be responsible for:

- A. Assisting in the assessment of damages to facilities.
- B. Supplying equipment and operators for debris removal, and implementing clean up.
- C. Having transport vehicles, utility vehicles, and tools available, as well as information regarding water resources Zoo-wide.
- D. Hooking up water hoses throughout the interior of the Zoo. Do not pre-wet area unless directed by VCFD or the Zoo Incident Commander.
- E. Grounds Maintenance/Custodial Services staff shall be ready to assist in other areas of the Zoo as needed when directed by the Zoo Emergency Coordinator or VCFD representative.
- F. Brush clearance.

## **VI. Veterinary Evacuation Procedure**

Zoo Veterinarian, ILT-RVT's and student medical managers. See addendum at the end of this procedure for specific instructions, roles, and duties for evacuation.

## **VII. Lines of Communication**

### **Campus Police**

Once notified, the Campus Police Office shall be the designated communications center throughout the fire. The Campus Police Office shall:

- A. Give location where Campus Police vehicles shall escort VCFD service vehicles onto Zoo grounds. If deemed necessary also request VCSD back-up and assistance.

### **Zoo Incident Commander**

- A. Alert Zoo via general broadcast over the PA System that there is a fire on Zoo grounds.
- B. Immediately contact the following individuals by telephone or radio, thus starting the office line of communication and Emergency phone tree:
  - 1. Zoo Operations Supervisor's Office, who shall notify:
    - a) Zoo Veterinary Staff ext. 50290
    - b) Division Department Chair ext. 1543
    - c) Division Dean ext. 1515
    - d) Butterfly Manager (805) 359-0896

## **VIII. Evacuation Instructions**

- A. The order to evacuate the Zoo of patrons or staff shall come from any of the following:
- a. Zoo Operations Supervisor
  - b. Zoo Incident Commander
  - c. VCFD Incident Commander

The Zoo PA system shall be used to broadcast who is to evacuate (patrons and/or staff).

The Zoo staff and EATM students shall direct the orderly evacuation of patrons off Zoo grounds.

- B. The Zoo Operations Supervisor's Office shall have a telephone with them at the evacuation site and the appropriate phone numbers. In the event of an evacuation of the EATM Office, all staff shall meet in the Zoo 2 Building.
- C. The Student Safety and First Aid Manager shall be responsible for maintaining the emergency personnel information for all Zoo staff and students and assisting with the check-in/-out of staff and students should an evacuation occur. Contact lists are located in Zoo phone book in EATM Office. They will be updated every semester and will include:
1. Student contact information.
  2. Staff contact information and emergency calling tree.
  3. Emergency Consortium Contact Information and Supplies Available.
- D. SCHOOL GROUPS: In the event that the fire occurs when a school show in session, an EATM Student shall be assigned to obtain the school attendance list from the EATM Office and position themselves at the main gate to check with each school group exiting that all party members are accounted for. School groups will be directed to the "M" parking lot.
- E. PREPARATION FOR ANIMAL EVACUATION: There are 3 stages in a fire emergency. It may not be possible to evacuate all of the Zoo's animals, but every attempt will be made to do so. The following preparations should be made:

### **Stage 1 Preparations**

- a. Student crate manager will distribute crates from the crate storage shed to each area per the master list of crate sizes needed for each animal in each area. Zoo van and truck will be used to move each group of crates to the Areas.
- b. Outside each area crates will be assembled. Once assembled, the correct size crate per master list will be placed outside each animals enclosure.
- c. Each crate will be labeled using masking tape and indelible marker. A strip of masking tape should be put above each crate door and using indelible

marker label the animal it will hold by common name and the animal's name.

- d. Zoo 2 classroom will be used to stage crated animals for evacuation. **DO NOT CRATE ANY ANIMAL UNLESS DIRECTED TO DO SO BY STAFF.** Each vehicle number and list of animals it will move should be posted along walls of Zoo 2.
- e. Zoo Emergency Coordinator identifies location(s) to take evacuated animals offsite.
- f. Towels, blankets, and sheets should be moved into Zoo 2 to cover crates as they arrive.
- g. Three students will be stationed in the Zoo 1 front office to help manage zoo communications and monitor fire status via Ventura County Fireline website.  
<http://fireline.ventura.org>
- h. Agoura Animal Shelter will be contacted (818-991-0071) for location recommended that animals be evacuated to.

### **Stage 2 Preparations**

- a. Depending on location and severity of the fire danger, remove animals only as need arises and only when instructed to do so by the Zoo Emergency Coordinator. Form and station capture teams headed by the most experienced or highest ranking staff member. Each team should have a radio.
- b. Give first priority to securing animals that can be crated. Detailed information as to which animals shall be secured can be found on laminated cards in the emergency boxes.
- c. The Student Trainer assigned to an animal shall be considered the "contact person" for that animal. **Students crating animals must be directed to do so by staff before any animal capture or restraint is attempted.**
- d. A student will be stationed at the zoo entrance to log every student and staff member in and out.
- e. Vehicles should be transferred to the Zoo from Maintenance and operations.
- f. Load evacuation box into lead vehicle. See Appendix B on page 47.

### **Stage 3 Evacuation**

If it is necessary to relocate animals off Zoo grounds, animals shall be transported to the evacuation location specified by Agoura animal shelter.

- a. As each animal is crated it should be moved to Zoo 2 classroom and grouped with others designated to go in the same vehicle. They should be placed under the number sign for each vehicle.
- b. Each vehicle shall be numbered using masking tape 8-1/2" x 11" paper.
- c. A list must be compiled for each van identifying the animals in the van.
- d. Load vans as directed by staff.

- e. Staff will determine vehicle drivers. Do not leave the zoo until directed to do so. Vehicle drivers must have a valid California Driver's License on file in the Zoo office.
- f. Student Trainers assigned by Staff shall monitor the animals in the vans at the relocation site.
- g. Staff will coordinate schedule for students and staff to monitor animals at the evacuation site.
- h. If animals are evacuated to more than one site, medications and feed need to be coordinated for animals located at each site.
- i. Support supplies will be coordinated and sent to evacuation location(s) after animals have been evacuated. Items to include: barriers, extra crates.
- j. For animals sheltered in place:
  - o Call the Fire Department – Fire Direct line..... (805) 388-4279
  - o Line dispatch will ask command post location, have a representative sent to command post with information and ready to relay information.
  - o People may be needed to stay behind near the zoo to provide situational awareness.

**VIII. Volunteers**

Volunteers must be directed to stay at the front of the Zoo to assist in non-animal related capacities.

- A. Volunteer forms must be filled out by volunteers before assisting.
- B. Laminated instruction cards for volunteers will be in the Emergency Box in the Zoo 1 Office.

**IX. Return to the Zoo**

Ventura County Fire Department will give permission to return to the Zoo as soon as it is safe to do so. Zoo Emergency Coordinator will direct return of animals to the zoo.

**X. Resources Online:**

- Ventura County Fireline
- EATM Facebook Pages
- Twitter accounts with hashtag and fire name

**XI. Speaking to the Public:**

- Person in charge would put out information about what is happening and should be the only person speaking on the ATZ's behalf.
- Endorsing would be general: i.e. agencies meeting for health and well-being, "This evacuation plan was reviewed by VC Fire, Campus Police, Sheriff's Department,..."

**Potential Evacuation Locations:**

- Camarillo Animal Shelter.....(805) 388-4341
  - o Address: 600 Aviation Drive, Camarillo, CA 93010

- Call ahead and ask for permission to utilize:
  - Warehouse, corrals, and meet and greet yard for Clarence.
- Ventura Fairgrounds.....(805) 648-3376
- Pierce College.....(805) 719-6404
- Department of Airports, County of Ventura
  - Oxnard Cell.....(805) 947-6804
  - Camarillo Cell.....(805) 947-6803
- WeC.....(805) 517-1005

**Veterinary Evacuation Procedure:**

1. Before the disaster:
  - a. Understand animals may be evacuated for 3-7 days in sub-par accommodations.
  - b. **DIVIDE** Med Manager duties.
    - i. **Prescription Medications:** 2-3 Medical Managers. (MM)
    - ii. **Control Drugs:** 2 MM to help vet staff- if vet staff is on grounds.
  - c. All Med Managers must be present for practice drills. This means that when a drill is happening, medical managers must act as Medical Managers during the drill and not as a regular student.
  - d. Prescription boxes and binders in commissary are organized by Area.
  - e. Five emergency evacuation medical boxes are already stocked and stored in the recovery room. They should contain: blank dailies, blank compliance sheets, pens, sharpies, Ziploc gallon plus sandwich bags, and duct tape. Additionally, a printed and laminated list of emergency drug dosages with weights of animals (called EDD) should already be stored on a clipboard in each evacuation box.
  - f. Two portable lock boxes are stored in DARP SAFE in conference room ZOO Office. Each small lock box already contains sedative drugs. One for hoof stock, and one for smaller animals, anticipating two different evacuation locations. A list of emergency drug dosages (EDD) will be stored inside these two lock boxes.
2. Disaster in progress:
  - a. During the pre-evacuation meeting confirm which MMs are assigned to PRESCRIPTION BOXES and which are assigned to CONTROL DRUGS (if vet staff is present)
  - b. Communicate with ZOO INCIDENT COMMANDER to determine WHEN actual evacuation will occur, and to determine who is going there.
  - c. PRESCRIPTION BOXES: Prescribed medications are clearly accounted for in commissary. Grab all Area compliance binders (multiple) and all related medical boxes (multiple) from shelves in commissary and bring them to the conference room in Zoo2 for sorting and disbursement. If there is time and space, please include supplements/nutraceuticals that are stored in commissary fridge or elsewhere in commissary. Check the commissary refrigerator for current medications. Grab medical boxes in the back of reptiles. Check the reptile freezer for current medications.
  - d. EMERGENCY MEDICAL BOXES: Take the 5 emergency medical boxes in the recovery room to the conference room in ZOO2 for sorting.

- e. SORTING in Zoo2 Conference Room: EMERGENCY MEDICAL BOXES are organized based on which stage of evacuation the animal belongs, these animals' prescriptions are placed in the appropriate box:
  - i. Easy to load: Birds and small mammals.
  - ii. Easy to load, but crate sensitive: Medium mammals including smaller, crate trained primates.
  - iii. Reptiles and Hoof stock: Reptiles need a heat plan in place before relocation.
  - iv. Larger and difficult to load: Larger primates.
  - v. Dangerous animals: Red locks.
- f. IF VET STAFF PRESENT CONTROL DRUGS CAN BE PREPARED on grounds before animals are created or leave grounds. Compliance forms can be taped to crate of animal until arrival at evacuation site.
- g. CONTROL DRUGS (anti-anxiety/sedative medications):
  - WITH VET STAFF PRESENT: The EDD list will be followed.
    - i. Med Managers will assist with writing out compliance sheets for each animal with a starting control drug dose, while vet staff prepares a dispensation does in a Ziploc bag for each animal.
    - ii. The compliance sheet and Ziploc bag with dispensed drugs should be attached to the crate after the animal is crated.
    - iii. The compliance sheet must be filled in as soon as the medication is given.
    - vi. The compliance sheet should be taped on the crate until arrival at the evacuation site.
    - vii. At the evacuation location compliance sheets are collected and put into compliance binders in EVACUATION boxes in a back section called Emergency drugs.
    - viii. Ensure each of the two lock boxes with control drugs should go to the appropriate location (one to hoof stock location and one with crated and moved animals)
    - ix. At evacuation sites, STAFF should be in charge of and control of each lock box, but MM should assist with distribution and administration of control drugs and prescription medications as able.
- h. BEFORE animals departs zoo grounds, check that all animals in vans have PRESCRIPTION medications accounted for.
- 3. AT EVACUATION LOCATION.
  - a. STAFF will be in control of and in charge of the drug lock box.
  - b. Med Managers should be present to help assist with dispensation of prescription medications and control drugs.
  - c. Staff with assistance from Medical Managers are to make sure compliance sheets are being updated with details. For example, dosing and compliance of prescription and control drugs, and comments on how the animal reacts to it.
  - d. Ensure that important meds are being given to corresponding animals at the correct time.
- 4. AFTER EVACUATION COMPLETION AND RETURN TO THE ZOO:
  - a. Review events and update Veterinary Evacuation Procedure if warranted.
  - b. Vet staff will update the Emergency Drug Dosage Chart as needed.
  - c. Restock Emergency Boxes with basic non-perishable supplies as needed.

X  
Dean of Student Learning

Revision No. 8  
Original April 6, 2004



## **APPENDIX A EMERGENCY BOXES**

**Maintained and checked each January and June by student safety managers.**

Each box contains:

2 – ¾" hose nozzles	1 – 100' nylon rope
2 – Flashlights	1 – 50' extension cord
1 – Slot head screw driver	1 – Phillips head screw driver
1 – Adjustable wrench	1 – Hammer and large nails
1 – Roll of masking tape	1 – ABC fire extinguisher
3 – Flares	2 – Sharpie pens
Laminated Priority lists of animals	1 – Pair of leather gloves
Rolls of yellow, red and green tape (only in Zoo 1 office box)	

Zoo Office box will also contain:

Laminated volunteer instruction forms

In addition, capture equipment will be located in the following areas:

1. Zoo 2 student learning lab:
  - 1 large net.
  - 1 medium net.
  - 1 small net.
  - 1 catchpole.
  - 1 catch rope
2. Parrot Gardens (by tool storage area):
  - 1 small net.
3. Carnivore Area (on Arena fence):
  - 1 CO<sub>2</sub> fire extinguisher.
4. Hay barn:
  - 1 large net.
  - 1 medium net.
  - 1 small net.
  - 1 catch rope.

The boxes, catchpoles, catch ropes, and nets should be sealed in place. This equipment is to be used only in emergencies.

**BOXES ARE LOCATED AT:**

- Zoo Office
- Show Area shed
- Maintenance Area shed

650 Emergency box keys are in the master key lock box in the Zoo Operations Supervisor's office.

## **APPENDIX B EVACUATION BOX** (Located in crate shed)

- Emergency medication kits (Assembled by veterinary staff and student medical managers)
- Emergency contact lists
- Daily Report Forms
- Medication compliance notebook

**APPENDIX C  
HUMAN EMERGENCY FIRST AID KITS  
(Maintained and checked each month by student safety managers)**

<b><u>Zoo 2</u></b>		<b><u>Zoo Office</u></b>	
· Assorted Band-Aids	10	· Rubbing Alcohol	1 bottle
· Disposable Latex gloves	1 box	· Small square Band-Aids	2 boxes
· Alcohol swabs	1 box	· Disposable Thermometers	5
· Hydrocortisone cream	10 pkts	· Velcro elastic bandage	1
· Triple antibiotic ointment	4	· Antiseptic swab	3 boxes
· Hydrogen peroxide	1 bottle	· Trauma Pad	1
· Antiseptic towelettes	7	· Triangular bandage	4
· Triangular bandages	4	· Aspirin packets	18
· Disposable mouth barrier	2	· Triple Antibiotic ointment	1
· Scissors	1	· Antiseptic swab stick	10
· Tweezers	2	· Skin protectant swab stick	4
· Emergency blanket	1	· Antiseptic hand rinse	2
· Medicaïne	2	· Acetaminophen packets	4
· Itch Relief stick	1	· Disposable biohazard bag	1
· “StingEze” Analgesic/Antiseptic	1	· Disposable gloves	1 box
		· Surgical tape	9 rolls
		· Disposable rescue blanket	1
<b><u>Commissary</u></b>		· Ace bandages	2
· Hydrogen Peroxide	1 bottle	· Ammonia capsules	3
· Cotton Balls	1 bag	· Bandage compress	1
· Pectin/Oral Demulcent	1 bag	· Itch relief gel	1
· Alcohol Swabs	1 box	· First Aid cream	1
· Iodine Solution	1 bottle	· Stethoscope	1
· Scissors	1	· Abdominal dressing pad	1
· Assorted Band-Aids	30		
· Tongue Compress sticks	2		
· Instant Cold Compress	1		
· Antibiotic ointment	1		
· Isopropyl Alcohol	1 bottle		
· Gauze Tape	1 roll		
· Plastic Tweezers	1		
· Triangular bandage	1		
· Antibiotic ointment packet	1		
· Sting/Bite Relief	2		
· Acetaminophen packets	6		
· Alcohol Swabs	2		
· Iodine swab stick	1		
· Eye Drops	2 bottles		

**APPENDIX E**  
**ANIMAL TRANSPORT EQUIPMENT**  
**(Student Crate Manager inventories and maintains crate and animal lists needed for evacuation each semester)**

**160 Animal Travel Crates:**

136 Plastic travel crates (various brands, sizes 100-700)

Located in Crate Shed and Area sheds

25 Metal crates located in Crate Shed and Carnivore Area

4 wooden crates located in Parrots, WLT, and Show Areas

**Moorpark College Vehicles on Campus:**

Zoo Truck

Zoo 15 passenger van

Zoo 12 passenger van

Zoo 4 horse capacity stock trailer

Moorpark College has 7 vans that we may use for evacuations. Electronic key for M&O van key access and gate lock is in Zoo Office safe (labeled "Emergency Van Key").

**Additional vehicles that WeC, Inc. has offered for evacuation assistance:**

Three pickup trucks

One 16' Box Van

One 18' Stock Trailer

One Two Horse Slant Load Trailer

One 40' Semi Rig with Ramp and Dividers

One 30' Flat Bed

One 20' Flat Bed

America's Teaching Zoo and WeC, Inc. have an agreement to assist each other in the event that an evacuation is necessary. Each facility can provide support with evacuation assistance, vehicles, or a location to park vehicles in which evacuated animals can remain secured within during an emergency. WeC, Inc. is located in Moorpark, 15 minutes away.

**ANIMAL TRANQUILIZATION EQUIPMENT**

Capture tranquilizer rifle and darts. The tranquilization rifle, darts, and drugs are locked in the ATZ Treatment Room and will be deployed in the event of a dangerous animal escape.



**America's Teaching Zoo  
Procedure Manual**

Procedure No. 2.4.4  
*Earthquake/Natural Disaster  
Procedure*  
Reviewed 06/27/22

## **2.4.4 Earthquake/Natural Disaster Procedure**

### **I. Purpose**

The purpose of this procedure is to ensure effective communication and define student and staff member responsibilities in the event of a large earthquake or other natural disaster, and to keep all students, patrons, staff, and animals safe.

All new zoo staff/faculty employees and EATM students will be trained in this procedure within the first month of starting the program. Drills will be scheduled and conducted three times a year to include practice once a year for each type of emergency (escape, injury, and natural disaster).

### **II. Background**

Earthquakes are a common occurrence in southern California. Approximately every 20 years, an earthquake is severe enough to cause significant damage to buildings, roadways, and other suburban infrastructure. This procedure is for an earthquake event severe enough that there is concern that animal enclosures have been damaged.

You should be aware that you may become isolated on campus if a major earthquake hits the area. It has been estimated that the campus would probably be cut off from assistance for as long as 72 hours following such an earthquake.

### **III. During and After an Earthquake**

Any staff or students evacuating Zoo 2 should bring all the radios. Staff should coordinate bringing all Zoo 1 radios, the Zoo 1 emergency box, and vehicles to be brought out to the bus circle assembly area.

- During an earthquake:
  - DO NOT evacuate the building.
  - If indoors: duck, cover, and hold until the shaking stops.
  - If no cover is available, stay near an interior wall and shield your head and face from falling debris.
  - Stay away from windows, tall objects, and overhead lights.
  - If outdoors: stay clear of trees, buildings, light poles, and power poles.
  - Assist any disable persons with finding a protected location.
  - Wheelchair-bound persons should be placed in doorways or any other structurally sound area of the room. Be sure to LOCK the brakes.
- After an earthquake:
  - Evacuate the building. Watch for falling glass, debris, and electrical wires.
  - Assist any persons with disabilities with exiting the building.

- Exit through the zoo vehicle gate into the bus circle assembly area and maintain a safe distance from tree, buildings, light poles, and power poles. Evacuate all zoo guests.
- Follow emergency procedures as directed by campus officials.
- DO NOT re-enter the building until directed to do so by campus officials.
- Be prepared for aftershocks.
- Check for injuries and assist with first aid. DO NOT move the seriously injured unless absolutely necessary or there is a threat to his or your safety.

#### **IV. Checking the Zoo and Enclosures for Damage**

In the case of an earthquake severe enough to cause damage to any of the enclosures, zoo staff and EATM students should immediately meet outside the Zoo in the bus circle assembly area. The highest-ranking Zoo staff member will direct the following:

- Separate individuals into 2 teams of 2 people each and give each team a two-way radio (preferably 1 staff member and 1 student, if possible).
- Send the two teams out in zoo vehicles with windows rolled up to survey damage and confirm whether or not all the dangerous carnivores are in their enclosures.
  - One team should drive down the back road and the other team should drive down the front road. Report all problems to staff via two-way radio.
- Once dangerous animals are confirmed secure, the two vehicles report back to the bus circle.
  - If a dangerous animal is not secure, follow instructions for Dangerous Animal Recovery Procedure 2.4.5.
  - If another animal is found not secure, follow Animal Escape Procedure 2.4.2.
- Providing all dangerous animals are secure, split the remaining individuals in the bus circle into groups of 2 to 4 and give each a radio and rolls of colored tape. (From Zoo 1 emergency box and an area to check the integrity of the enclosures and the condition of the animals. Report all problems to staff.
  - a. Teams will use colored tape on each enclosure lock to identify each enclosures checked;
    - i. Green = animals secure, enclosure integrity intact.
    - ii. Yellow = animals secure, but enclosure integrity questionable. Enclosure needs repairs, but animal not in immediate danger of escaping.
    - iii. Red = enclosure not secure, needs immediate attention to either relocate the animal or fix enclosure immediately. Notify staff via two-way radio immediately.
- Return to Zoo 2 for further instructions.

#### **V. Emergency Supplies and Advance Preparation**

- **Emergency Power:**

The zoo is equipped with an emergency generator that automatically starts in the event of a power failure. The generator is located outside the front of the zoo and is maintained and fueled by campus M&O personnel. It will run for two days without fueling.

- **Emergency Water:**
  1. Emergency Water Tank in Hoofstock Area. This tank holds 2,800 gallons of water and, in the event that water service is disrupted due to a severe earthquake, this water can be utilized for animal drinking water
- **Personal Emergency Preparedness:**

Student and staff should have emergency earthquake kits in their personal vehicles and personal earthquake emergency plans prepared in advance. There are numerous online resources available for emergency preparedness and response. One such resource can be found at: [emergency.cdc.gov/disasters/earthquake/supplies.asp](http://emergency.cdc.gov/disasters/earthquake/supplies.asp)

**VI. Chain of Command**

**Zoo staff** has the primary responsibility directing the response for any emergency. The highest-ranking staff member at the Zoo will assume command Zoo Incident Commander. The hierarchy of rank for the purpose of identifying who assumes command shall be:

- 1) Zoo Operations Supervisor
- 2) Zoo Operations Assistant
- 3) Instructional Lab Tech 1- EATM
- 4) Behavioral Enrichment Technician-RVT
- 5) Full Time Faculty
- 6) Part Time Faculty

**VII. Responsibilities of Zoo Staff Members and Students**

All Zoo staff members and students have responsibilities during and/or following an earthquake or natural disaster. All staff members must follow the directions of the Zoo Incident Commander in carrying out their responsibilities.

X  
*Dean of Student Learning*

Revision No. 5  
*Original* July 1, 2013

## **APPENDIX A EMERGENCY BOXES**

**Maintained and checked each month by student safety managers.**

Each box contains:

2 – ¾" hose nozzles	1 – 100' nylon rope
2 – Flashlights	1 – 50' extension cord
1 – Slot head screw driver	1 – Phillips head screw driver
1 – Adjustable wrench	1 – Hammer and large nails
1 – Roll of masking tape	1 – ABC fire extinguisher
3 – Flares	2 – Sharpie pens
Laminated Priority lists of animals	1 – Pair of leather gloves
Rolls of yellow, red and green tape (only in Zoo 1 office box)	

Zoo Office box will also contain:

Laminated volunteer instruction forms

In addition, capture equipment will be located in the following areas:

1. Zoo 2 student learning lab:
  - 1 large net.
  - 1 medium net.
  - 1 small net.
  - 1 catchpole.
  - 1 catch rope
2. Parrot Gardens (by tool storage area):
  - 1 small net.
3. Carnivore Area (on Arena fence):
  - 1 CO<sub>2</sub> fire extinguisher.
4. Hay barn:
  - 1 large net.
  - 1 medium net.
  - 1 small net.
  - 1 catch rope.

The boxes, catchpoles, catch ropes, and nets should be sealed in place. This equipment is to be used only in emergencies.

**BOXES ARE LOCATED AT:**

- Zoo Office
- Show Area shed
- Maintenance Area shed

650 Emergency box keys are in the master key lock box in the Zoo Operations Supervisor's office.

## **APPENDIX B EVACUATION BOX** (Located in crate shed)

- Emergency medication kits (Assembled by veterinary staff and student medical managers)
- Emergency contact lists
- Daily Report Forms
- Medication compliance notebook

**APPENDIX C**  
**HUMAN EMERGENCY FIRST AID KITS**  
**(Maintained and checked each month by student safety managers)**

<b><u>Zoo 2</u></b>		<b><u>Zoo Office</u></b>	
· Assorted Band-Aids	10	· Rubbing Alcohol	1 bottle
· Disposable Latex gloves	1 box	· Small square Band-Aids	2 boxes
· Alcohol swabs	1 box	· Disposable Thermometers	5
· Hydrocortisone cream	10 pkts	· Velcro elastic bandage	1
· Triple antibiotic ointment	4	· Antiseptic swab	3 boxes
· Hydrogen peroxide	1 bottle	· Trauma Pad	1
· Antiseptic towelettes	7	· Triangular bandage	4
· Triangular bandages	4	· Aspirin packets	18
· Disposable mouth barrier	2	· Triple Antibiotic ointment	1
· Scissors	1	· Antiseptic swab stick	10
· Tweezers	2	· Skin protectant swab stick	4
· Emergency blanket	1	· Antiseptic hand rinse	2
· Medicaïne	2	· Acetaminophen packets	4
· Itch Relief stick	1	· Disposable biohazard bag	1
· “StingEze” Analgesic/Antiseptic	1	· Disposable gloves	1 box
		· Surgical tape	9 rolls
		· Disposable rescue blanket	1
<b><u>Commissary</u></b>		· Ace bandages	2
· Hydrogen Peroxide	1 bottle	· Ammonia capsules	3
· Cotton Balls	1 bag	· Bandage compress	1
· Pectin/Oral Demulcent	1 bag	· Itch relief gel	1
· Alcohol Swabs	1 box	· First Aid cream	1
· Iodine Solution	1 bottle	· Stethoscope	1
· Scissors	1	· Abdominal dressing pad	1
· Assorted Band-Aids	30		
· Tongue Compress sticks	2		
· Instant Cold Compress	1		
· Antibiotic ointment	1		
· Isopropyl Alcohol	1 bottle		
· Gauze Tape	1 roll		
· Plastic Tweezers	1		
· Triangular bandage	1		
· Antibiotic ointment packet	1		
· Sting/Bite Relief	2		
· Acetaminophen packets	6		
· Alcohol Swabs	2		
· Iodine swab stick	1		
· Eye Drops	2 bottles		





**America's Teaching Zoo  
Procedure Manual**

Procedure No. 2.4.5  
*Dangerous Animal Recovery  
Procedure*  
Reviewed 01/19/2023

## **2.4.5 Dangerous Animal Recovery Procedure (DARP)**

### **I. Purpose**

This procedure serves to clarify the roles and responsibilities of America's Teaching Zoo (ATZ), Exotic animal training and Management (EATM) personnel, and Ventura County Community College District (VCCCD) Police Department and allows ATZ/EATM and VCCCD Police to respond safely and effectively to a dangerous animal escape.

All new zoo staff/faculty employees and EATM students will be trained in this procedure within the first month of starting the program. Drills will be scheduled and conducted three times a year to include practice once a year for each type of emergency.

### **II. Background**

In the event of a dangerous animal escape at America's Teaching Zoo, firearms may be used to prevent injury to zoo visitors, staff, and other animals in the zoo's collection. It is the policy of the VCCCD Police Department and ATZ/EATM personnel that the life of an escaped animal will be terminated only as a last resort. Every effort will be made to recapture and/or contain the animal, or to permit the veterinarian and/or ATZ/EATM personnel to immobilize the animal when possible. However, if and when it becomes necessary to use deadly force to contain an escaped animal, the VCCCD Police Department will make every effort to dispatch the animal in the most rapid and humane manner possible.

America's Teaching Zoo, Exotic Animal Training and Management Program and VCCCD Police Department have implemented a Dangerous Animal Response Procedure. ATZ is equipped with immobilization equipment and has provided training to ATZ/EATM personnel in the use of this equipment for use in the event of a dangerous animal escape.

The VCCCD Police Department has equipped Officers and provided the training to dispatch a dangerous animal in the event of an escape or attack.

### **III. VCCCD Officer Training**

Escaped Animal Training shall always focus on:

1. Safety for responding personnel
  2. Safety of the ATZ/EATM staff and ATZ visitors
  3. Safety of the animals in the ATZ/EATM collection
  3. Returning the escaped animal to its enclosure if the officer determines it is safe to do so.
- All Officers are American Red Cross certified in First Aid and CPR.

Firearms Training shall include, but not be limited to:

1. The proper method for disassembling, cleaning, and reassembling all VCCCD Police firearms.
2. The proper time and situation to chamber a round and release the safety lever and the correct firearm position.
3. The correct firearm, ammunition and shot locations for each dangerous animal in the EATM collection.
4. Evaluation of all shooting backgrounds, including but not limited to those on EATM grounds and the surrounding areas.

Each Officer shall be trained in the proper placement of deadly force shots to insure the optimal safe and humane dispatch of an escaped animal, depending on the species, the body position of the animal, and the opportunity to do so.

#### **IV. Authorization**

The VCCCD Police Department policy authorizes the use of firearms to prevent death or serious bodily injury to people on all three campuses and surrounding neighborhoods.

#### **V. Notification and VCCCD Officer Response**

ATZ on-duty zoo operations staff will notify Moorpark Campus police anytime a dangerous animal has either escaped or is being moved/transported for any reason.

ATZ on-duty supervisor will also immediately notify the California Department of Fish & Wildlife (CAFWS) and United States Department of Agriculture (USDA) when a dangerous animal escapes.

In the event that information is received that a dangerous animal has escaped, the officer on duty will contact the Ventura County Sheriff's Office via radio or telephone and advise them of situation and request their response and assistance. This should entail requesting additional officers, advising them as to the route to the zoo, and setting up the perimeter. It is extremely important that the Officer contact the ATZ on duty supervisor upon arrival and ascertain the nature of the incident and the type of animal.

A Remington 870 shotgun and a Remington 700 PSS .308 rifle have been designated and assigned to the MC Officers for the response to ATZ. The point of aim/point of impact has been sighted for 50 yards for both weapons. The shotgun and rifle are in the Campus Police Office in the gun safe. The weapons are to be deployed in the event of an animal escape. All reasonable efforts will be made to utilize ATZ/EATM staff in an effort to control and confine an escaped animal. However, the preservation of human life and prevention of serious injury remains the primary concern.

ATZ/EATM staff and faculty are trained in the use of the capture tranquilizer rifle and darts. The tranquilization rifle, darts, and drugs are locked in the ATZ Treatment Room and will be deployed in the event of a dangerous animal escape.

## **VI. ATZ/EATM Personnel Response**

VCCCD Police Department will consult on scene ATZ/EATM personnel or off site ATZ/EATM personnel, if time permits, for recommendations of best response and action prior to taking action. Any tranquilizer weapons will be utilized by trained ATZ/EATM personnel only. VCCCD Police Department will stand by to exercise lethal force if required.

Staff qualified to use tranquilizer weapons include:

- Dr. Leah Greer
- Lauren Nickerson
- Lory Palmer
- Alisa Behar

Qualified staff is required to attend training twice a year to remain on the list.

Tranquilizer weapons:

- Pseudart cartridge rifle
- Pseudart cartridge pistol

## **ATZ/EATM Chain of Command**

**Zoo staff** has the primary responsibility directing the recapture of a dangerous animal. The highest-ranking staff member at the Zoo will assume command as Zoo Incident Commander. The hierarchy of rank for the purpose of identifying who assumes command shall be is:

1. Zoo Operations Supervisor
2. Zoo Operations Assistant
3. Instructional Lab Tech 1-EATM
4. Behavioral Enrichment Technician-RVT
5. Full Time Faculty
6. Part Time Faculty

The Zoo Incident Commander will organize the safe evacuation of all students and guests from the zoo if possible. If not, the Zoo Incident Commander will direct all students and, or guests on zoo grounds into buildings or suitable enclosures with less dangerous animals until the dangerous animal is recovered.

## **VII. FIREARMS**

- a. Remington 700 PSS Bolt Action .308 caliber Rifle equipped with a 4x scope

The ammunition used is Winchester Supreme 168 grain HPBT.

- b. Remington 870 Police Shotgun equipped with slug rounds

The ammunition used is Winchester Ranger reduced recoil rifled slugs.

The weapons have been sighted in by the Rangemaster; the point of aim/point of impact is 50 yards. The weapons will be carried in a hard case in the trunk of the police unit.

- d. OC (Pepper) Spray. Locations;
  - 1. Carnivore shed
  - 2. Zoo 1 Office medication safe

### **VIII. Placement of Humane Stopping Shots**

If the animal is located within a fenced or contained area, and presents no immediate danger to personnel, a tranquilizer rifle is to be considered.

If the animal is roaming the zoo area, and ATZ/EATM personnel feel it presents immediate danger, lethal force may be used.

If the animal has escaped the zoo area, and ATZ/EATM personnel feel it presents immediate danger, lethal force should be used to kill the animal.

### **IX. Categories of Dangerous Animals**

#### **Large Carnivores**

- One African Lion
- One Hyena
- Two Tigers

#### **Primates**

- Three Baboons
- Two Gibbons

In all cases, expert shot placement to immediately stop a dangerous animal is of paramount importance for two reasons:

1. It causes immediate death and it is the most humane method for the animal
2. It is the safest for the human being threatened by the animal. If an animal is hit in a non-vital area and only wounded, it may become enraged, thus resulting in unpredictable and more dangerous behavior.

For categories 1-2, brain and spine shots are the only ones to provide immediate stopping power and should be the only shots attempted. Heart shots seldom result in instant death and are therefore not recommended.

One alternative that may be necessary is a shot placement to the shoulder to slow down a charging animal so it can then be stopped with a second shot to the head or neck as described below. This aim should be high on the shoulder(s) with the intent to break and destroy the power of locomotion. It should be immediately followed with the second shot to the brain.

The following are the alternative anatomical landmarks to aim for in each animal category:

#### **LARGE CARNIVORES:**

Brain: The brain of all large carnivores is located in the extreme rear end of the skull. A side shot driven in at the very base of the ear will squarely enter the brain. A more difficult shot frontally is to aim for the center of the nose if the head is not held high.

Spine: Frontal: a shot into the chest at the base of the neck, placed high enough to break the spine at the base of the neck. High chest shots aimed to connect with the spine and the opposite shoulder should be aimed for from the side.

## **X. Important Telephone Numbers**

Moorpark College Police Department MC Police Office Lt. Andy Huisenga	805-378-1455 805-901-0711 work cell 805-660-3316 personal cell
VCCCD Police Chief Mike Pallotta	805-654-7751 off. 805-857-1813 cell
Emergency Services	911
Channel Islands Dispatch	805-437-8444
Dr. Leah Greer, Veterinarian	310-709-5995 cell
Carol Higashida, Dean EATM Program	805-378-1614 off. 805-553-4771 cell
Science Division Office	805-378-1400 x 1459
Alisa Behar, Zoo Operations Supervisor	805-496-1338 res. 805-378-1545 off.
Ventura County Animal Control	805-388-4341
USDA Jeffrey Lee, DVM	970-494-7478 off. 415-606-0362 cell
CA Dept. of Fish & Wildlife Regional Office (South coast Region 5) Los Alamitos Field Office	951-443-2944 (dispatch 10/2019) 562-342-7100
Ventura County Sheriff's Dept.	805-662-6567 Watch Cmdr. 805-654-2311 Watch Cmdr. 805-654-2312 Watch Cmdr. 805-654-5161 Dispatch Supervisor

## **REVIEW OF INCIDENT**

A comprehensive review and debriefing of each incident will be conducted with ATZ/EATM personnel, VCCCD PD and VSO Officers as soon as practical after the conclusion of the incident. A subsequent written report will be prepared and include:

1. A complete report of the incident
2. Response and coordination with outside agencies and ATZ/EATM,
3. A critique of the incident and
4. Recommendations for changes in the response procedure.

The report will be prepared jointly by both VCCCD PD Officers and ATZ/EATM personnel.

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*Dean of Student Learning*

Revision No. 7  
Original July 1, 2013



**America's Teaching Zoo  
Procedure Manual**

Procedure No. 2.4.6  
*Incident Report  
Procedure*  
Reviewed 06/27/22

## **2.4.6 Incident Report Procedure**

### **I. Purpose**

This procedure provides a process and tool for zoo staff and EATM faculty to analyze potentially dangerous incidents that occur at ATZ. Incidents may include an unsafe practice that potentially or actually jeopardizes the safety of an animal, zoo guests, a student, EATM faculty, or zoo staff. Analysis of incident reports may result in altering current safety protocols or procedures, identifying a need for a new protocol or procedure, and holding the person(s) responsible accountable.

### **II. Responsibilities**

- a. All new zoo staff/EATM faculty employees will be trained in this procedure within the first month of employment.
- b. All program students will be trained in this procedure as part of their curriculum within the first month of starting the EATM program.
- c. The zoo staff member or EATM faculty that was on duty at the time of the incident will be responsible for listing those individuals that were directly involved. This list will be provided to the Zoo Operations Supervisor and EATM Department Chair.
- d. It is the responsibility of all zoo staff and, or EATM faculty, and students directly involved to fill out an Incident Report within 24 hours of the event.
- e. Completed Incident Reports shall be returned to the Zoo Operations Supervisor, EATM Department Chair, or Division Dean.
- f. Once compiled all Incident reports will be scanned and emailed to all zoo staff and EATM faculty to review prior to the next scheduled zoo operations or EATM faculty/zoo staff meeting where the incident will be reviewed and analyzed.

### **III. Incident Review and Debrief**

- A. Incident will be reviewed by zoo staff and EATM faculty to determine the appropriate course of action which may include, but is not limited to;
  - a. Update an existing protocol
  - b. Writing and implementing a new protocol
  - c. If an existing protocol was not followed, determination of how the person(s) will be held accountable.
  - d. Using the incident as a learning opportunity by briefing the EATM students about the event including;

- i. Sequence of events.
- ii. Appropriate and inappropriate actions taken.
- iii. What was learned from the incident.
- iv. What steps will be taken to prevent future similar incidents.
- v. EATM faculty and zoo staff will answer student questions about the incident.

X  
Dean of student learning

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INCIDENT REPORT

Please return to Zoo Operations Supervisor within 24 hours of incident

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

DATE OF INCIDENT \_\_\_\_\_

TIME YOU BECAME AWARE OF INCIDENT \_\_\_\_\_

TYPE OF ANIMAL(s) \_\_\_\_\_

INCIDENT LOCATION \_\_\_\_\_

WHERE WERE YOU AT THE TIME OF THE  
INCIDENT? \_\_\_\_\_

HOW WERE YOU NOTIFIED OF THE INCIDENT? radio [ ] phone [ ] personal contact [ ]

Who contacted you \_\_\_\_\_

WHO DID YOU NOTIFY? \_\_\_\_\_

HOW DID YOU NOTIFY THEM? radio [ ] phone [ ] personal contact [ ]

EXPLAIN WHAT YOU SAW AND YOUR ROLE IN THE INCIDENT.

[if you require additional space use the back of this form]

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SIGNATURE \_\_\_\_\_ Submission DATE \_\_\_\_\_

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## **APPENDIX A EMERGENCY BOXES**

**Maintained and checked each month by student safety managers.**

Each box contains:

2 – ¾" hose nozzles	1 – 100' nylon rope
2 – Flashlights	1 – 50' extension cord
1 – Slot head screw driver	1 – Phillips head screw driver
1 – Adjustable wrench	1 – Hammer and large nails
1 – Roll of masking tape	1 – ABC fire extinguisher
3 – Flares	2 – Sharpie pens
Laminated Priority lists of animals	1 – Pair of leather gloves
Rolls of yellow, red and green tape (only in Zoo 1 office box)	

Zoo Office box will also contain:

Laminated volunteer instruction forms

In addition, capture equipment will be located in the following areas:

1. Zoo 2 student learning lab:
  - 1 large net.
  - 1 medium net.
  - 1 small net.
  - 1 catchpole.
  - 1 catch rope
2. Parrot Gardens (by tool storage area):
  - 1 small net.
3. Carnivore Area (on Arena fence):
  - 1 CO<sub>2</sub> fire extinguisher.
4. Hay barn:
  - 1 large net.
  - 1 medium net.
  - 1 small net.
  - 1 catch rope.

The boxes, catchpoles, catch ropes, and nets should be sealed in place. This equipment is to be used only in emergencies.

**BOXES ARE LOCATED AT:**

- Zoo Office
- Show Area shed
- Maintenance Area shed

650 Emergency box keys are in the master key lock box in the Zoo Operations Supervisor's office.

## **APPENDIX B EVACUATION BOX**

(Located in crate shed)

- Emergency medication kits (Assembled by veterinary staff and student medical managers)
- Emergency contact lists
- Daily Report Forms

- Medication compliance notebook



**America's Teaching Zoo  
Procedure Manual**

Procedure No. 2.4.7  
*Extreme Heat Procedure  
Procedure*  
New 06/27/22

## **2.4.7 Extreme Heat Protocol**

### **I. Purpose**

This procedure is not an extreme heat prevention plan, but procedures for preparedness and response during extreme heat conditions (when the temperature is 100° or higher, or the “feels like” temperature is 100° or higher) at America’s Teaching Zoo. The goals of this procedure are to:

- A. Provide extreme heat preparedness information needed for the safety of Zoo staff, students, patrons, and animals.
- B. Quickly and safely secure Zoo grounds.
- C. Communicate efficient warning and information to Zoo staff and patrons.
- D. Ensure the safety and comfort of Zoo patrons when necessary.
- E. Move Zoo animals in a safe, cool location when necessary and accommodate guests, students, and Zoo staff as needed.

All new Zoo staff/faculty employees and EATM students will be trained in this procedure within the first month of starting the program.

### **II. Background**

Temperatures in Moorpark have been steadily rising over the past few years and some days have gone well over 100°. This procedure is for the days that are forecasted to be 100°, or it “feels like temperature is 100°” or higher to ensure the safety of our animals, students, staff, and zoo patrons.

### **III. Pre-extreme Heat Condition Preparedness.**

The Zoo shall prepare and maintain an emergency calling tree, a complete and current list of personal addresses, phone numbers, and personal limitations. This list shall be updated each semester, emailed to EATM staff and faculty and located in the EATM office phonebook. Zoo faculty and staff will have input important contact numbers into their cell phones.

The Zoo shall identify and have prepared all items necessary when there is a forecast for extreme heat in upcoming days.

Fire extinguishers shall be checked and refilled yearly by a licensed company. This is scheduled by the Maintenance and Operations Department.

EATM staff needed to attend the emergency after regular Zoo hours will be compensated for the extra time worked.

#### **IV. Chain of Command**

The Zoo Operations Supervisor shall be the Zoo Incident Commander, responsible for directing the Zoo's extreme heat response effort. In the absence of the Zoo Operations Supervisor, the Zoo Operations Assistant shall act as Zoo Incident Commander.

In the absence of both of these individuals, the following chain of command shall be assumed:

1. Instructional Lab Technician-EATM
2. Behavioral Enrichment Technician-RVT
3. Full Time Faculty
4. Part Time Faculty

The first staff or faculty member on Zoo grounds shall be designated as the Zoo Incident Commander and shall announce over the radio that they have assumed command and the location of the Command Post (Zoo1 Office). They shall remain in command until a more qualified and higher-ranking staff member assumes command. The Zoo Incident Commander shall communicate through radios and inform others as the incident progresses.

#### **V. Preparations Prior to Extreme Heat Weather**

**Moorpark Campus Hill Station in the app <https://www.wunderground.com/> is the resource location to be utilized to determine when extreme weather is expected.**

##### **Stage 1 Preparations:**

- A. Student trainers and Behavioral Enrichment managers will prepare ice (toys, blocks, cubes, frozen towels, frozen stuffed animals, etc.) at least 24 hours prior to the forecasted day(s) of extreme heat.
- B. Day watch or All Day Area will purchase bags of ice and store them in Commissary freezer. **NO ICE FOR BIRDS OR REPTILES.**
- C. Student crate managers will have crates ready for all at risk animals per the master list of crate sizes needed for each animal in each Area. Zoo van and truck may be used to move each group of crates to the Areas and animals indoors as needed.
- D. Each crate will be labeled using masking tape and inedible markers. A strip of masking tape should be put above each crate door and using an inedible marker label the animal it will hold by common name and the animal's name.
- E. **DO NOT CRATE ANY ANIMAL UNLESS DIRECTED TO DO SO BY STAFF.**
- F. Towels, blankets, and sheets should be moved into Zoo2 to cover crates as they arrive.

##### **Stage 2 Preparations:**

- A. Depending on the animal, move animals only as need arises and only when instructed to do so by the Zoo Incident Commander. Form and station capture teams headed by the most experienced or highest-ranking staff member. Each team should have a radio.

- B. The student trainer assigned to an animal shall be considered the “contact person” for that animal. **Students crating animals must be directed to do so by staff before any animal capture or restraint is attempted.**
- C. Station two students to each Area to perform a round at the beginning of every hour, and also mist animals, slabs, ground, and bleed lixits where applicable. These students are responsible for keeping a close watch of the animals and notifying student trainers or staff if any animal looks like they are in distress. There will be a shift change of students every two to four hours, depending on resources.
- D. Student trainers will prop open den boxes when possible and if appropriate. If it cannot be propped open, remove the den box or igloo. If temperatures will not go below 85° overnight, leave den boxes open overnight.

**Stage 3 Preparations:**

- A. Provide cooling stations for Zoo patrons and set up a mister system in the picnic area.
- B. Set up an EZ-UP canopy in Primate Circle by the Hay Barn with a sign of max occupancy of area under canopy.
- C. Set up mister-fan in Area’s that do not already have a mister system set up. (Show, Maintenance, Primates.)

**Stage 4 Record Keeping:**

All accommodations made for animals during extreme heat events shall be noted in each animal’s ZIMS record.

**VI. Resources Online**

- Weather Underground <https://www.wunderground.com/>
- EATM Facebook Pages.
- Twitter accounts with hashtag and Moorpark Weather.

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Dean of Student Learning

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Original 04/26/2021



## **2.4.8 Active Shooter Emergency Procedure**

### **I. Purpose**

This procedure is not an active shooter prevention plan, but procedures for preparedness and response during an active shooter on the Moorpark campus or at America's Teaching Zoo. The goals of this procedure are to:

- A. Provide information needed for the safety of the Zoo staff, students, patrons, and animals.
- B. Quickly and safely secure Zoo grounds.
- C. Communicate efficient warning and information to Zoo staff and patrons.
- D. Ensure the safety and comfort of Zoo patrons when necessary.
- E. Move and accommodate guests, students, animals, and Zoo staff as needed.

All new zoo staff/ faculty employees and EATM students will be trained in this procedure within the first month of starting the program.

### **II. Background**

Unfortunately, school shootings have become a common occurrence in schools in the United States. In a span between 2009-2019, there were 180 school shootings across the United States.

### **III. Preparedness for an Active Shooter**

The Zoo shall prepare and maintain an emergency calling tree, a complete and current list of personal addresses, phone numbers, and personal limitations. This list shall be updated each semester, emailed to EATM staff and faculty and located in the EATM Office phone book. Zoo faculty and staff will have input important contact information into their cell phones.

The Zoo shall identify and have prepared all items necessary when there is an active shooter on campus or Zoo grounds.

### **IV. Chain of Command**

The Zoo Operations Supervisor shall be the Zoo Incident Commander, responsible for and directing the Zoo's active shooter response effort. In the absence of the Zoo Operations Supervisor, the Zoo Operations Assistant shall act as Zoo Incident Commander.

In the absence of both of these individuals, the following chain of command shall be assumed.

1. Instructional Lab Technician- EATM
2. Instructional Lab Technician- RVT
3. Behavioral Enrichment Technician
4. Full Time Faculty
5. Part Time Faculty

The first staff or faculty member on grounds shall be designated as the Zoo Incident Commander and shall announce over the radio that they have assumed command and the location of the Command Post (Zoo1 Office). They shall remain in command until a more qualified and higher-ranking staff member assumed command. The Zoo Incident Commander shall communicate through radios, and cell phones and inform others as the incident progresses.

#### **V. Preparations for an Active Shooter**

Moorpark College FM&O will provide a “Classroom Lockdown Kit” for each building on Zoo grounds. Each semester Zoo Operations Assistants and Student Safety managers will be responsible for ensuring these kits are stocked correctly and are located in the following locations:

1. Zoo Office
2. Zoo2 Student Learning Lab
3. Commissary building
4. 208 EATM building lecture hall
5. Zoo ticket booth

Zoo Operations Assistant will ensure that following are installed and in working order:

- A. Every door has a functioning lock block.
- B. Every door has a functioning lock.
- C. Windows have working blinds and locks.

#### **VI. Moorpark College Active Shooter Response Procedure**

When there is an announcement on the Emergency Notification System (ENS) speakers, cell phone or computer about an active shooter, the Zoo Incident Commander will announce on the radio that there is an active shooter on campus. Students should do the following:

#### **Contact:**

Dial 911 Emergency  
Campus Police at 1 (805) 378-1455

#### **What to Report:**

- Your specific location/building/room
- Number of people with you

- Injuries –number and type
- Assailant's location, how many, race, gender, clothing, features, weapons, backpack identity, direction headed (if known)

**If you Outside:**

- Proceed to closest building, preferably a room that locks, do not answer the door

**If you are Inside a building (Shelter-in-Place):**

- Lock and barricade all doors
- Close blinds, turn off the lights
- Call 911 and/or Campus Police x1455
- Put cell phones on silent, be quiet
- Use furniture to shield you
- Do not answer door
- Wait for "all clear" message or further instructions

**If shooter has entered your room and begins firing:**

- Use furniture to shield yourself, stay low
- Throw things at the shooter and overpower as a group.

**If you decide to Flee:**

- Have an escape route and plan
- Do not carry anything while fleeing
- Keep your hands visible and follow directions of police officer

**Information from the *Active Shooter Presentation* given on March 6, 2015**

- <http://www.dhs.gov/active-shooter-preparedness>

**Additional Procedures for Zoo/EATM**

1. If guests are on zoo grounds, calmly guide them into the closest safest building:

- A. Zoo2
- B. Zoo1 Office
- C. Reptile House
- D. Commissary
- E. 208 EATM building lecture hall

2. If you have an animal out:

- A. Put the animal back into its own enclosure.



- B. If the animal's own enclosure is too far, find an empty enclosure close by to put them in if possible.
  - C. If you are not close to any enclosure, take the animal into the building with you if possible.
  - D. If you are on stage or are backstage, put the animal in a crate, bird cage, or corral if possible.
3. Quickly get inside one of the buildings listed above. Once inside a building:
- A. Once all individuals close to the building are inside, close the door and release the lock block.
  - B. Radio staff if there is a door that needs to be locked.
  - C. Close all blinds, if applicable.
  - D. Turn off any music and lights.
  - E. Stay away from windows.
  - F. Listen to the Zoo's hand-held radio for further instruction from the Zoo Incident Commander.
  - G. Remain calm and quiet.
4. Only staff should go out of a building prior to getting the "all clear" from the Zoo Incident Commander or Police, and then only to ensure all people on the zoo are safely inside buildings.
- A. If safe to do so, one staff member stationed at the front of the Zoo at the front gate to direct any students, staff, or patrons into 208 EATM building lecture Hall. The Zoo ticket booth can be used for building safety and to monitor front gate activity.
  - B. One staff member stationed at the back of the Zoo in Commissary.
  - C. If active shooter is not close to the zoo, and it is safe to do so, one staff member could use a zoo vehicle to do a quick sweep of the Zoo to ensure all students and guests are inside of the building.

Everyone will remain inside buildings until the Zoo Incident Commander has been given the "all clear" from the Police. Then the Zoo Incident Commander will announce over the radio that it is safe to exit the buildings. All students must check-in with the Zoo Incident Commander to ensure everyone on the zoo is accounted for.

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Dean of Student Learning

Revision No. 1  
Original 04/26/2021



**America's Teaching Zoo  
Procedure Manual**

Procedure No. 2.4.9  
*Moorpark College Emergency  
Notification System (ENS)*  
New 06/27/22

## **2.4.9 Moorpark College Emergency Notification System (ENS)**

### **I. Purpose**

This communication tool will be utilized by campus staff to notify anyone on campus about dangerous incidents that are occurring at Moorpark College.

### **II. Responsibilities**

- e. All new zoo staff/EATM faculty employees will be trained in this procedure within the first month of employment.
- f. All program students will be trained in this procedure as part of their curriculum within the first month of starting the EATM program.
- g. The zoo staff member or EATM faculty that was on duty at the time of the ENS notification will be responsible for listing those individuals that are on the zoo.
- h. It is the responsibility of all zoo staff and, or EATM faculty, and students directly involved to fill out an Incident Report within 24 hours of the event.
- i. Completed Incident Reports shall be returned to the Zoo Operations Supervisor, EATM Department Chair, or Division Dean.
- j. Once compiled all Incident reports will be scanned and emailed to all zoo staff and EATM faculty to review prior to the next scheduled zoo operations or EATM faculty/zoo staff meeting.
- k. The zoo's response to the incident will be reviewed and analyzed for any necessary changes needed to existing protocols or procedures, or new protocols or procedures that are determined are needed for future incidents.

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