



UNIVERSITY OF CALIFORNIA
SANTA CRUZ

Emergency Operations Plan

November 2016

University of California Santa Cruz (UCSC)



Promulgation Statement

UCSC EMERGENCY OPERATIONS PLAN PROMULGATION

University of California, Santa Cruz is a safe environment for students, faculty, staff, and visitors. The welfare and safety of the campus community is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that the campus community welfare and safety is preserved.

The UCSC Emergency Operations Plan provides a comprehensive framework for campus-wide emergency management. It addresses the roles and responsibilities of key campus organizations and provides a link to local, state, federal, and private organizations and resources that may be activated to address disasters and emergencies at UCSC.

The UCSC Emergency Operations Plan helps ensure consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and state guidance.

Implementation

University of California, Santa Cruz faculty and staff work to understand their responsibilities to mitigate, prepare for, respond to, and recover from natural and human-caused emergencies. This includes understanding their role and responsibility to increase campus resiliency throughout the campus community, to protect the campus mission, and to uphold the reputation of the university.

However, UC Santa Cruz faculty and staff cannot predict exactly when and where an incident is going to happen. This unpredictability means that the campus staff and faculty must be prepared to ensure efficient and effective management of any event or incident. In preparation for this, and consistent with the University of California best practices in campus preparedness, UC Santa Cruz staff have developed this Emergency Operations Plan (EOP) to enhance capabilities through a whole-community, all-hazards emergency management and business continuity program.

UC Santa Cruz faculty and staff are committed to the safety and security of their community.

The UCSC Delegation of Authority SCDA Order of Succession, dated July 15, 2016 delegates the Chancellor's authority to meet challenges posed by emergencies at times when the Chancellor is unavailable to handle such affairs to specific individuals. The chain of leadership succession in a major emergency or disaster in order of availability is as follows:

1. Executive Vice Chancellor/Campus Provost
2. Vice Provost for Academic Affairs
3. Vice Chancellor, Business and Administrative Services
4. Vice Provost and Dean of Undergraduate Studies
5. Vice Provost and Dean of Graduate Education
6. Vice Chancellor, University Relations

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Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
001-16	12-09-16	Annexes	12-12-16	jmcamis

Record of Distribution

Plan #	Office/Department	Representative	Signature
1	BAS/RSS/EHS/OES	Director, EM	jmcamis
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Emergency Operations Plan

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of the University of California, Santa Cruz (UCSC) Emergency Operations Plan (EOP) is to establish policies, procedures and an organizational structure for the preparedness, response, recovery and mitigation of disasters and events impacting the main campus and its satellite facilities.

In addition to defining the actions and roles necessary to provide a coordinated response, this plan provides guidance to departments, units and activities within UCSC with a general concept of potential emergency assignments before, during, and following emergency situations.

B. Scope

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

This EOP applies to all departments, units, and activities that fall under the jurisdiction of, and contained within the geographical boundaries of the University of California, Santa Cruz and its satellite locations.

C. Situation Overview

1. Characteristics

a. Location

The UC Santa Cruz is a campus of 2,000+ acres within California's Monterey Bay – 65 miles south of San Francisco, 35 miles north of Monterey and Carmel, and just over the coastal mountains from Silicon Valley and the San Jose International Airport. UCSC has only one campus, and all non-campus facilities support the main campus (University Town Center, University Relations, Administrative Support Offices, Coastal Science Campus, Scotts Valley Center, Santa Cruz Harbor, Lick Observatory, UCSC Extension and

Silicon Valley Programs, Water Teaching and Research Laboratory (Waterlab), Monterey Bay Education, Science, and Technology Center (MBEST Center), UC Fort Ord Natural Reserve (FONR), Landels-Hill Big Creek Reserve, Año Nuevo Island Reserve, and leased spaces that vary from year to year.

b. Geographic

UC Santa Cruz is the third largest jurisdiction in the county. The main campus lies adjacent to and just north of the City of Santa Cruz.

c. Demographic

UC Santa Cruz has an average student population of 17,000 during the school year as well as an average of 3,700 faculty and staff. Approximately half of the student population resides on campus. Annual events can add several thousand more visitors on campus any given day.

d. Designated Areas of Interest

The Seymour Marine Discovery Center receives over 60,000 visitors per year.

e. Special Events

Annual commencement activities bring thousands of family members and friends to campus every year. Summer conference programs, guest lectures and special events bring several thousand guests to the campus annually.

f. Economic Base and Infrastructure

UC Santa Cruz has a big impact on the local economy. The UCSC organization is the top employer in the county. The campus community and visitors (over 200,000 a year) contribute an average of \$180 million to the local economy each year.

2. Hazard Profile

a. Potential Hazards

UC Santa Cruz has the potential to be subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.

Disaster conditions could be a result of a number of natural phenomena such as avalanches, earthquakes, floods, severe thunderstorms, high water, sinkholes, drought, fires (including urban, grass, and forest fires), tsunamis, epidemics, or high winds. Apart from natural disasters, UCSC is subject to myriad of other disaster contingencies, such as transportation accidents involving chemicals and other hazardous materials, plant and laboratory explosions, hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building or bridge collapses, utility service interruptions, energy shortages, civil disturbances or riots, terrorism, warfare, applicable criminal acts, or a combination of any of these.

b. Hazard Vulnerability Assessments

The Office of Emergency Services shall periodically conduct a comprehensive hazard vulnerability assessment to establish a basis for multi-hazard/all-hazard emergency planning.

D. Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area and beyond the jurisdiction's boundaries.
2. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within UC Santa Cruz and substantially impact the business enterprise. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.

3. Where possible, actions to mitigate the effects of emergency situations or potential disaster conditions are addressed.
4. Assistance to the affected areas of campus by response organizations from another jurisdiction(s), including other UC campuses or other regional universities, are expected to supplement the efforts of the affected areas of campus in an efficient, effective, and coordinated response when campus officials determine their own resources to be insufficient.
5. Federal and state disaster assistance, when provided, will supplement, not substitute for, relief provided by other jurisdictions.
6. It is the responsibility of officials under this plan to strive to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, protect the environment and recover mission critical programs.
7. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.

II. Hazard Identification and Performance Objectives

A. Hazard Identification

The priority of any organization considering how to react to unexpected events is to first identify known hazards, the potential likelihood and cost versus benefit to address the impact of these hazards and then develop hazard mitigation programs as well as emergency management, recovery and business continuity plans.

B. Short-Term Objectives

To support this goal, short-term performance objectives to be accomplished in a 12-month period will be developed during strategic planning sessions of the UC Emergency and Continuity Operations Working Group (ECOWG) and the UC Emergency and Continuity Steering Committee (ECSC).

- An Example of Short-term Needs
 - Critical personnel, systems, operations, records, and equipment
 - Priorities for restoration and mitigation
 - Acceptable downtime before restoration to a minimal level

- Minimal functions, services, and resources needed to provide for the restoration of facilities, processes, programs, and infrastructure

C. Long-Term Objectives

Long-term objectives will be defined and developed for multi-year projects, such as the development and testing of continuity plans and the conduct of non-structural seismic mitigation efforts.

- An Example of Long-term Needs
 - Management and coordination of activities
 - Funding and fiscal management
 - Management of contractual and entity resources
 - Opportunities for mitigation

D. Performance Objectives

Performance objectives will be met through the conduct of the emergency management program with engagement of the ECSC and the ECOWG.

III. Emergency Management Program

A. Authority

1. This plan is promulgated under the authority of the Chancellor and Vice Chancellor of Business and Administrative Services, and constitutes an executive policy as described in NFPA 1600.
2. Day-to-day management and implementation of this plan is delegated to the Director of Emergency Management who is assigned to oversee the program.
3. The Director of Emergency Management is responsible to any and all positions in the following chain of command:
 - Executive Director, EH&S and OES
 - Associate Vice Chancellor, Risk and Safety Services
 - Vice Chancellor, Business and Administrative Services
 - Executive Vice Chancellor & Campus Provost
 - Chancellor

B. Emergency Management Vision and Goals

1. The most fundamental vision, and therefore the goal of emergency management efforts, is to ensure that our people and critical functions are protected, to the fullest degree, from the impact of negative events. Since all potential events cannot be foreseen or controlled, the objective of emergency management efforts entail the development of plans and corresponding preparedness efforts to address the consequences of potential crisis and emergency events.
2. Preparedness includes providing systematic training and testing of emergency support personnel and systems. UCSC conducts training on an annual basis that may include tabletops, drills, functional or full-scale exercises.
3. If an emergency event does occur, the university uses the system of emergency response called for in the Standardized Emergency Management System (SEMS), as described by California Government Code 8607(a), and the federal National Incident Management System (NIMS).

C. Standardized Emergency Management System (SEMS)

1. Required by the state, UCSC adopts the Standardized Emergency Management System (SEMS). SEMS is an emergency management organizational structure used by emergency response agencies statewide to coordinate response to multi-jurisdictional or multi-agency incidents. SEMS incorporates:
 - a. The Incident Command System (ICS) – a field-level emergency response system based on management by objectives;
 - b. Multi-Agency Coordination – affected agencies working together to coordinate allocations of resources and emergency response activities;
 - c. Mutual Aid – a system for obtaining additional emergency resources from non-affected jurisdictions;
 - d. Operational Area Concept – a system for coordinating damage information, resource requests and emergency response.
 - e. National Incident Management System (NIMS) – a system for coordinating federal resources and response.

2. By incorporating SEMS, the university will use the same basic emergency response organizational structure and terminology as other city, county and state agencies. This will facilitate smooth communication and coordination with outside agencies for response, resource allocation, and recovery during and after a major emergency incident.
3. State and federal disaster assistance programs require the use of SEMS and NIMS to be eligible for reimbursement of costs related to response.
4. Mutual Aid
 - a. The university will build relationships, memorandums of understanding, and mutual aid agreements with peer UC campuses, vendors, supplies, and civic agencies to meet the needs of emergency and recovery objectives.
 - b. Departments are encouraged to enter into formal or informal mutual aid agreements with peer UC departments to share personnel, services, equipment, and supplies during a proclaimed state of emergency, or under other extraordinary conditions or circumstances as required immediately to avert, alleviate, or repair damage to university facilities, or to maintain the orderly resumption of operations. These agreements shall have no monetary retainer and must be approved following the standard university agreement approval processes.
 - c. A department requesting assistance shall exhaust its own resources, or face imminent depletion of its own resources, before calling upon another peer UC department for assistance. Each facility shall provide assistance to other peer UC departments to the extent operationally possible, based upon the availability and status of its own resources. A department requesting assistance shall be responsible for all direct costs incurred by other university departments that are related to providing that assistance.

D. Emergency Preparedness

Comprehensive and effective preparedness goals include the following components encompassing emergency preparedness, response, and recovery:

1. Designate a responsible official with full authority to implement an emergency preparedness program.

2. Develop a written university-wide EOP including call-up notification, mobilization, response, and initial recovery operations. The EOP shall include the following components:
 - a. A Warning and Notification System
 - b. Communication Systems
 - c. EOC Activation/Operations
 - d. Emergency Medical Care
 - e. Evacuation
 - i. Facilities Management
 - ii. Damage assessment and survey
 - iii. Utility shutdown/backup power
 - iv. Cleanup/non-structural damage
 - v. Restoration and repairs
 - f. Fire and Rescue
 - g. Hazardous Materials and Radiological Hazard Control
 - h. Law Enforcement
 - i. Investigation
 - ii. Coroner
 - iii. Traffic Control
 - iv. Access control/security
 - i. Mass Care and Shelter
 - j. Access and Functional Needs
 - k. Public Information
 - l. Transportation
3. State of California Standardized Emergency Management System (SEMS), including ICS should be incorporated into all emergency plans and operations.
4. Access and Functional Needs language shall be incorporated into all emergency plans and operations.
5. Mutual aid agreements or memorandums of understanding for emergency services including law enforcement, fire, medical, hazmat, public works, and mass care and shelter must be in place as needed. In addition to traditional agreements with public safety agencies, the university and its satellite locations may also consider agreements with private vendors for various supplies, equipment and services (first reference the UCSC EOP and Continuity of Operations Plan (COOP) for existing agreements.)
6. EOC staff, senior officers/administrators, and all emergency response personnel shall be trained in SEMS and their roles and responsibilities under the EOP.

7. University-wide educational/awareness programs for students, faculty, and staff shall be in place.
8. Emergency actions plans, via UC Ready, for each administrative and academic department shall be developed.
9. Each department shall implement a non-structural seismic hazard reduction program to identify and abate hazards.
10. A university-wide emergency notification system shall be developed to alert the general campus community of the existence of emergency conditions and to provide immediate information and instructions.
11. The university shall conduct annual emergency exercises for all emergency response personnel and EOC staff.
12. The university shall acquire and maintain emergency supplies and equipment in order to establish self-sufficiency for 72 hours, to the extent feasible.
13. The university emergency management process shall utilize the administrative structure of the organization and communicate through senior leadership and divisional management consistent with the organization chart.
14. Each department shall complete a UC Ready comprehensive business continuity plan and an Emergency Action Plan that covers both safety and programmatic resumption of their operations. These plans should include the following components:
 - a. Plan History, Identification, and Departments Included
 - b. Evacuation and safety
 - c. Leadership
 - d. Relocation team
 - e. Risk assessment
 - f. Personnel count
 - g. Identify and prioritize essential functions for recovery
 - h. Impacts of disruption
 - i. Dependencies
 - j. Buildings utilized
 - k. Special considerations
 - l. IT requirements, contingencies, and redundancies
 - m. IT applications and systems utilized
 - n. Equipment and resources
 - o. Related groups, interdependencies

- p. Exercise history
- q. Documents and vital record redundancy, protection and recovery
- r. Identify possible alternate sites for academic/administrative activities
- s. Contracting procedures and agreements with vendors
- t. Departmental recovery plan contingencies
- u. Recovery time objectives

IV. Campus Emergency Operations: Concept, Structure and Action

A. Concept

1. In terms of response, university personnel and equipment will be utilized to accomplish the following performance objectives:
 - Priority I – Life Safety
 - Priority II – Protect Property and the Environment
 - Priority III – Resumption of Campus Operations.
2. It is anticipated that, as operations progress from Priority I through Priority II and Priority III responses, the administrative control of the University will move from the Standardized Emergency Management System (SEMS) organization back to the regular UCSC organizational structure.
3. Essential to accomplishing these objectives is a system of communications that informs leadership of the potential and real threats to campus constituents, mission and operations. Since all potential events cannot be foreseen or controlled, communication systems must be developed to address the consequences of real and potential events. These communication systems are of two general categories (a) formal and (b) informal.
 - a. **Formal** communications include all those that necessarily support this Emergency Operations Plan.

Furthermore, in order to remain in a "response ready" status, and to ensure critical university functions are protected, to the fullest degree, from the impact of negative events, the formal communication systems must assure immediate dissemination of information on any incident (Level I through Level III) to agents/entities responsible for direct management of campus emergency services.

Fulfillment of Section VII prior to activating the EOC is predicated on the understanding that any campus incident requiring multilevel (two or more departments) response by Police, Fire, Fire Marshal, Environmental Health and Safety, First Responders, Local and/or Federal Law Enforcement is formally communicated to the campus police dispatcher for dissemination, and that the Office of Emergency Services be included in that dissemination.

The Public Safety Units (Under Section VI.B.) assumes the primary responsibility of informing (as necessary) the campus leadership, including members of the Emergency Management Policy Group (EMPG) of the incident; advise them concerning any escalation of the response; and briefs them on the investigation, resolution and recovery. Furthermore, the Director of Emergency Management will monitor the incident throughout its lifecycle, and as necessary, prepare the EOC for start-up should the incident escalate.

- b. **Informal** communications provide a general awareness of events that could or would impact the campus, or which provide patterns and/or precedent for heightened awareness. The Office of Emergency Services staff will take the responsibility to provide periodic briefings to leadership that summarize informal communications from open source publications, federal and state government reports and campus police alerts. This briefing will be provided to:
 - Emergency Management Policy Group (EMPG)
 - UCPD Chief of Police
 - Associate Vice Chancellor, Risk and Safety Services (RSS)
 - Executive Director, Environmental Health & Safety (EH&S) and the Office of Emergency Services (OES)

B. Functional Organization

1. Every UCSC employee can potentially be assigned a role within the Incident Command System (ICS), the Emergency Operations Center (EOC), or the broader campus emergency organization engaged in immediate actions, emergency response, and recovery operations.
2. The most critical aspect of the ICS is communication; all members of the campus emergency organization are responsible for providing accurate reports from the scene of an incident; these reports are essential to providing adequate emergency services.

3. The Incident Command Post (ICP) is where the Incident Commander can be found near the scene of each major situation. The IC will oversee a standardized process for site incident command of emergency operations in the field.
4. The ICP will also provide a location to meet and coordinate with arriving resources.
5. The EOC will establish and maintain communications with the Incident Commander.
6. The campus EOC will serve as the campus-wide point of coordination for response and recovery operations in support of the Incident Command; and for deployment of resources within the campus areas of responsibility.
7. The campus community shall receive up-to-date instructions concerning disaster response procedures and news of the evolving incidents.

C. Role of Students

1. Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently.
2. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.
3. Students should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.
4. Students should provide the necessary contact information for emergency notification.

D. Role of Faculty and Staff

1. Every member of the faculty and staff should read and understand their Department Emergency Action Plan and familiarize themselves with their emergency procedures and evacuation routes.
2. Employees must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

3. Employees should follow Emergency Plan procedures to report fire or other emergencies that require immediate attention; establish contact with their Building Emergency Coordinator; and evacuate the building to pre-designated areas in an orderly manner.
4. Faculty members should be prepared to evacuate facilities and direct students to assembly areas in the event of an emergency.

E. Role of Business Continuity Coordinators (BCC)

1. BCCs, designated by the Department/Unit Head, shall in conjunction with the Business Continuity Planner, prepare :
 - a. Department risk assessment;
 - b. Department Business Impact Analysis (BIA);
 - c. Department Emergency Action Plan (EAP);
 - d. Department Business Continuity Plan (BCP);
 - e. Business Continuity testing and training;
 - f. Coordinated work with Building Emergency Coordinators

F. Role of Building Emergency Coordinators (BEC)

1. BECs, designated by the Department/Unit Head, are responsible for implementation of a Building Emergency Coordinator Plan.
2. In the event of an emergency, the BEC is responsible for leading the safe evacuation of their building, coordinating response efforts with floor marshals, providing for personnel accountability, and assessing injuries.
3. Additionally, the BEC is responsible for collecting essential information that may be helpful to responders, visual damage assessments, and providing status reports to their Department Operations Center (DOC) or the campus EOC.

G. Role of PP&C Building Assessment Teams

1. Members of Physical Planning and Construction have been trained to evaluate the structural integrity of campus buildings and will post the structures with placards based on their assessments.

2. They will report the results of their damage assessment to the EOC via contact with the Planning Section, Damage Assessment.

H. Department/Building/Unit Emergency Action Plans

1. Developed with the guidance of the Office of Emergency Services, the UC Ready Emergency Action Plan (EAP) is a specific emergency response guide for each Division or Department to facilitate emergency operations and responsibilities.
2. The EAP goes into effect in the event of an emergency, allowing the Building Emergency Coordinator to evacuate personnel to their designated evacuation areas.
3. Emergency Action Plans also recommend the contents of a Personal and/or Department/Unit Emergency Kit (i.e. First Aid supplies, flashlight, transistor radio, etc.).

I. Campus Hazard Assessment and Control

1. The first response unit on scene will immediately begin to assess the threat or hazard caused by the incident.
2. The senior or most qualified person on scene will assume command of the incident.
3. The Incident Commander (IC) will determine courses of action to mitigate the hazard; depending on the incident, evolving threats and hazards may require additional resources and/or the establishment of an Incident Command Post (ICP).
4. The IC will take all actions necessary to achieve the primary goals of emergency response – save lives, protect property, and the environment.
5. If necessary, the IC will contact the Emergency Management Duty Officer and request activation of the EOC. Once activated, the EOC will provide support to the Incident Command, and when appropriate begin coordinating all recovery and business resumption operations.

J. Emergency Organization Communication

1. DOC personnel and BECs will disseminate information over their radio, telephone or via runners from the EOC to those assembled at their area.
2. The Public Information Officer will prepare public announcements regarding the status of the campus.
 - a. These announcements will be made available via several means, including university websites, text messages and to the news media.
 - b. The campus may also make announcements over the remote public address system or through radio broadcast stations.
3. The **UCSC Emergency Status Phone Number: (831) 459-INFO** information line will be updated if the phone system is operable. The campus community is informed to call this line in the event of a major disaster affecting the campus, for a recorded message reporting the status of UCSC, advising on campus closure, interruption of classes and work schedules, etc.

K. Campus Emergency Evacuation Guidelines

1. General

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of “gridlock.” The dense urban population, high number of resident students, only two points of egress and use of transportation alternatives at UCSC must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool, vanpool, bicycle or other.

2. Stages of Evacuation

The character and immediacy of the emergency directly affects the means by which people will leave their building or area of campus. There are two stages of evacuation:

Stage 1: Building Emergency Coordinators will ensure that all members of their building (and any related students or visitors) proceed to Emergency Assembly Areas for their particular building. The Building Emergency Coordinators serve as liaison and will then assure that the building is appropriately secured and that all personnel are accounted for.

Stage 2: In a campus-wide emergency, BEC's will report their respective status to an on-scene incident commander or, if incident command is not present, to the DOC or the campus EOC.

3. Evacuation Determination

- a. In a major emergency, the decision to implement evacuation procedures rests with the Incident Commander and/or with the Emergency Management Policy Group.
- b. In situations requiring immediate action, public safety responders (Police, Fire, EH&S) can also order an evacuation.
- c. When evaluating the possibility of evacuation, consideration will be given to the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, power outages etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials.
- d. In a major earthquake, individuals should “drop, cover, and hold” – Take cover until the shaking stops, and then evacuate and wait for information from campus emergency services personnel before re-entering a building.

4. Building evacuation guidelines

In building-specific emergencies, follow these evacuation guidelines:

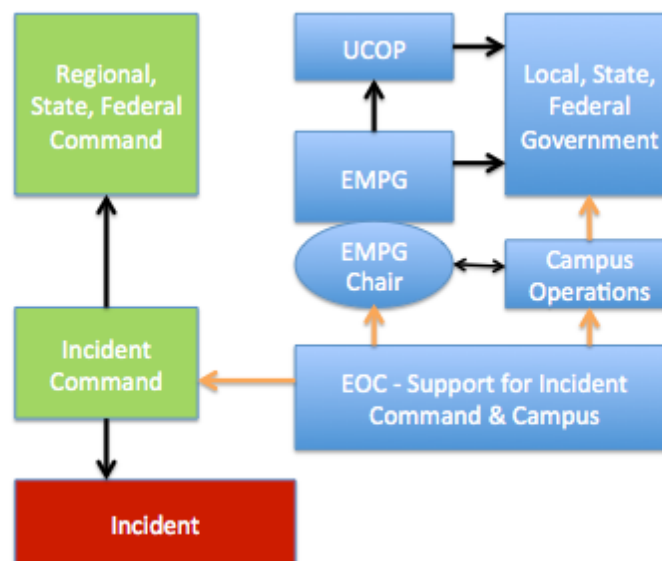
- **When a fire alarm sounds**
EVERYONE must evacuate, in accordance with California State regulations
- **In the event of a bomb threat**
The UCPD has authority to assess the credibility of the threat and to determine whether to evacuate the site

➤ **For incidents that involve hazardous materials**

Established department protocols for notification and response should be followed as outlined by EH&S or the Fire Department

V. Campus Emergency Management Structure

A. Visual Representation of Campus Emergency Management Structure



B. Emergency Management Policy Group (EMPG)

1. The Emergency Management Policy Group (EMPG) is intended to serve as the primary policy setting group during a major campus emergency and during emergencies outside the campus that have the possibility of affecting campus operations.
2. The EMPG includes the following functional positions:
 - a. Chancellor
 - b. Executive Vice Chancellor/Campus Provost
 - c. Associate Chancellor
 - d. Vice Chancellor, University Relations
 - e. Vice Chancellor, Business and Administrative Services

3. The VC Business and Administrative Services (VC BAS) serves as the coordinator for the EMPG. The Associate Vice Chancellor, Risk and Safety Services (AVC RSS) serves as designee in the absence of the VC BAS.
4. Activation of the EMPG is initiated by the VC BAS or AVC RSS.
5. Staff to the EMPG include:
 - a. AVC Risk and Safety Services
 - b. Chief of Staff to CP/EVC
 - c. AVC University Relations - Communications
 - d. Director, Public Information
 - e. Campus Counsel
 - f. Executive Director EH&S/OES
6. Advisor(s) to the EMPG based on the nature of the incident include:
 - a. Principal Officers (Deans, Vice Provost, Vice Chancellors)
 - b. Dean of Students
 - c. Police Chief
 - d. City Fire Chief
 - e. Campus Veterinarian
 - f. Director, Health Services
 - g. Librarian
 - h. Governmental Relations
 - i. Staff Human Resources
 - j. Academic Personnel Office
 - k. Housing & Dining (CHES)
 - l. Director, EH&S
 - m. Director Risk Services
 - n. College Provosts
 - o. College Administrative Officers
 - p. Director, OPERS
 - q. Other
7. The EMPG is intended to be incident-specific, thus, not every Cabinet member will be assigned to the EMPG during every emergency.
8. Notification

The following individuals will be notified during any threshold incident.

- Vice Chancellor, BAS
- Associate Vice Chancellor, RSS (Alternate: Executive Director, EH&S/OES)

9. The Vice Chancellor, Business & Administrative Services and the Associate Vice Chancellor, Risk and Safety Services will ensure that the remaining members of the EMPG are notified.
10. Communications for the EMPG is facilitated by either in person meeting (Kerr, 212 is designated meeting location) or *ReadyTalk*.
11. In the event that Kerr - 212 is unavailable due to damage, an alternate meeting space will be designated.
12. Deactivation of the EMPG is managed by the VC BAS. Office of record for EMPG decision points and actions is managed by the VC BAS.

VI. Organizational Responsibilities

A. General

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

B. Public Safety Units

1. Campus public safety units are defined as the UC Police Department (UCPD), Office of Emergency Services (OES), and Environmental Health and Safety (EH&S).
2. These units are responsible for response, management, and mitigation of situations that threaten the safety and operations of the University.
3. These units shall maintain response plans to provide guidance for the response to foreseeable types of emergency.

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

1. Physical Plant and PP&C provide direct support to the Public Safety Units as requested.
2. Physical Plant and PP&C manage all physical elements of emergency response, including but not limited to; utility services, damage assessments, etc.
3. Physical Plant and PP&C are responsible for coordination of the return of facilities to normal operation once an emergency has been controlled.

D. Divisional Responsibilities

1. Each Division is responsible for ensuring that all reporting units/departments have the following in place:
 - a. Evacuation plan for each building
 - b. Personnel accountability system (including student employees, academic classrooms, student activities and events)
 - c. Recovery/continuity of operations plan
 - d. Plan for dissemination of information and communications
 - e. Training for faculty, staff and students

E. Department/Unit Responsibilities

1. Departments/Units are responsible for:
 - a. ensuring that its employees and students are trained in how to react in an emergency;
 - b. ensuring that the plans and systems required by their divisions are in place and maintained;
 - c. ensuring that employees, students and visitors know how to evacuate, have a system for accounting for those evacuated, and have a system for communicating needs to the Incident Commander, Department Operating Centers, or the Emergency Operations Center, as appropriate.

F. Assignment of Responsibilities

1. Emergency Operations Center (EOC) Director
 - a. Directs EOC functions and establishes EOC objectives. Responsible for the overall management of the EOC.
 - b. Designation of the EOC Director.

The EOC Director is assigned in the following order of succession:

- i. Director, Emergency Management
 - ii. Business Continuity Planner
 - iii. Executive Director, EH&S and OES
- c. The EOC Director communicates and coordinates up to the EMPG and the Incident Commander.

2. UC Police Department

The UC Police Department, Santa Cruz shall engage in, but not limited to, the following activities: Incident Command; Maintaining law and order; Controlling traffic; Protecting life and safety; Protecting vital/critical infrastructure; Controlling and limiting access to the scene of the disaster; Supplementing communications; Assisting with all evacuation efforts; and assisting with search and rescue.

3. Santa Cruz Fire Department

The Santa Cruz Fire Department shall engage in, but not limited to, the following activities: Incident Command; Providing fire protection and the combating of fires; Providing immediate advanced life support (ALS) in cooperation with American Medical Response (AMR); Search and rescue; Initial response to hazardous materials with support from EH&S; Decontamination; and Damage assessment.

4. Santa Cruz County Hazardous Materials Interagency Team (SCHMIT)

SCHMIT responds to major hazardous materials incidents county-wide and is staffed by hazardous materials technicians from several area fire departments.

5. County Emergency Medical Services Agency

The County of Santa Cruz contracts with American Medical Response (AMR) to engage in, but not limited to, the following activities: Emergency medical transportation; Emergency medical treatment; Triage or assisting with triage; Assisting with special needs evacuation. Santa Cruz County does not have a trauma center and the nearest such facilities are in Santa Clara County; patients meeting trauma criteria are typically airlifted by either CALSTAR or Stanford Life Flight air ambulances.

6. County Health Services Agency (HSA)

The County HSA shall engage in, but not limited to, the following activities: Emergency medical care information and coordination; Emergency hospital treatment information and coordination; Medical support to shelters; Health advisories; Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items; Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving

services (e.g., dialysis or assistance with breathing); Emergency interment coordination; and Inoculations for the prevention and spread of disease.

7. Physical Planning and Construction (PP&C), Physical Plant (PP) and Transportation and Parking (TAPS)

The PP&C/PP/TAPS unit shall engage in, but not limited to, the following activities: Maintaining designated major streets and avenues, highways, and other designated routes of travel; Assisting with heavy rescue; Decontamination; Engineering services as required; Transportation; Debris removal; Inspection of shelter sites for safe occupancy; Inspection of damaged buildings, public and private, for safe occupancy; Enforcement of building codes; Maintenance of vehicles and other essential equipment of the various departments and agencies; Development of a plan of priorities to be used during the period of increased readiness that addresses the repair of vehicles and equipment; Maintenance of a reserve supply of fuel; and provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits.

8. University Counsel

University Counsel shall engage in, but not limited to, the following activities: Providing legal advice as required; performing all necessary legal functions; and serving as a liaison with other legal and judicial agencies and sections of the government.

9. Financial Affairs

Financial Affairs shall engage in, but not limited to, the following activities: Maintaining economic stabilization as required; and maintaining a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division)

VII. Direction, Control, and Coordination

A. Proclamation of Campus State of Emergency

1. The Chancellor or their designee may proclaim a state of emergency throughout the whole campus or a portion of the campus.

2. The Chancellor or their designee can officially downgrade the state of emergency to a business-as-usual state.
3. The need to proclaim a campus state of emergency would be predicated upon the nature, extent and impact of an event like an earthquake, fire, act of violence or a public health emergency.
4. Other considerations include the need for resources beyond those on campus.

B. Command Authority and Reporting Structure

1. On any emergency incident, the first arriving emergency responder (UCPD, SCFD, EH&S) will establish incident command. They will continue to exercise Incident Command authority until relieved by the senior official having legal or assigned responsibility for the type of incident occurring.
2. For incidents where a multi-disciplinary response is necessary, a Unified Command shall be established to ensure that the priorities of each discipline are represented in the Incident Action Plan.
3. The Incident Commander has the authority to request operational area resources to help mitigate an on-campus emergency. These resources would typically be law enforcement, fire services, and hazardous materials responders.
4. For events or incidents that have far-reaching impacts requiring multi-jurisdiction coordination, including disruption of campus services, multiple casualties, or media involvement, the Incident Commander will request activation of the EOC to assist with overall emergency management activities including continuity of operations, or unit-level business continuity operations.
5. The campus emergency structure is designed to provide a clearly defined structure where communication flows both up and down the lines of Command Authority.
 - a. The campus emergency structure consists of four major elements:
 - b. The Emergency Management Policy Group (EMPG)
 - c. The Emergency Operations Center (EOC)
 - d. The Business Continuity of Operations Center (BCOC)
 - e. The field Incident Commander (IC)

C. Command Responsibility for Specific Actions

1. The Chancellor, or the Chancellor's designee, has ultimate responsibility for activation, oversight, and termination of the Emergency Operations Center (EOC). The Chancellor is advised by the EMPG concerning the scope of the emergency event in question and suggested need for EOC activation.
2. The decision to activate the campus EOC will be made by the Chancellor, the Vice Chancellor BAS, the AVC RSS or any incident commander (UCPD, SCFD, EH&S). Upon activation of the EOC, the first General Staff member to arrive on campus will manage the EOC until relieved by a more qualified member of the EOC management team or the Director of Emergency Management/designated EOC Director.
3. The EOC Director has overall responsibility for the management of all emergency activities, including development, implementation, and review of an EOC Action Plan and the completion of a post event assessment. Designated Section Chiefs support the SEMS functions of the EOC depending on the character and scale of the emergency.
4. The EOC Director has the authority to request operational area non-discipline resources to help mitigate an on-campus emergency. These resources would typically be related to housing and feeding, health/mental health services, transportation services, damage assessment teams, and other resources required to engage in business continuity and resumption operations.
5. Under the Standardized Emergency Management System (SEMS) there are five sections within the EOC.

The following functions serve as members of the **Management Section**:

- a. **EOC Coordinator** – Sets up facility, provides available supplies, communications and other equipment, and monitors communications flow. Establishes and manages a system of EOC and field runners, and manages the check-in area for EOC staff. Provides assistance to the EOC Manager as necessary.
- b. **Public Information Officer** – Is the liaison to the news media and provides news releases and other information as approved by the EOC Director, assuring that only those administrators authorized to issue such statements issue official statements. Provides information for the response to inquiries

from the public relative to the disaster. Accredits bona fide members of the news media operating on campus.

- c. **Liaison Officer** – Initiates and maintains contact with assisting public or private agencies (e.g. Santa Cruz City and County Offices of Emergency Services, American Red Cross, State Office of Emergency Services, University Office of the President liaison) utilizes Memorandums of Understanding when possible, and helps coordinate mutual aid support and assistance.
 - d. **Safety Officer** – Is responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may utilize Assistants as needed.
 - e. **Academic Liaison** – Initiates and maintains contact with the academic leaders and serves as a conduit for the Management team in assessing the needs of faculty and staff whose primary function is school operations.
6. The other four EOC Sections with their functions are:
- a. **Operations** – Responsible for the assessment and implementation of field operations including: Fire & Rescue; Law Enforcement; Environmental Health & Safety; Construction/Engineering; Health & Welfare (Care& Shelter/Public Health/Dining/Animal Care); Academic Unit (Teaching/Research/Academic Space); and, Business Unit (Essential Business Functions/Business Space).
 - b. **Planning and Intelligence** – Responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports to the EOC Management and field operations. Also provides advance planning, demobilization, damage assessment, access and functional needs, and mapping support.
 - c. **Logistics** – Responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, donations, etc.). Also, communications/IT support, volunteer and parking management.
 - d. **Finance and Administration** – Responsible for cost accountability and monitor expenditures. The team documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting including worker’s compensation/insurance.

7. Training is a key to the success of this plan and an essential part of the SEMS and ICS. All EOC and ICS participants and alternates will receive training in the SEMS and ICS, in the functioning of the EOC, and in their primary role in the EOC. They will also receive an overview of the other EOC roles. This training includes an orientation to the EOC checklists and participation in annual exercises and drills.
8. EOC protocols, activation, and position checklists are described in detail in the EOC Activation Annex of the EOP. Please refer to this Annex for additional information
9. Incident Command System (ICS)
 - a. The ICS is a foundational part of the Standardized Emergency Management System (SEMS). This EOP utilizes SEMS and ICS as an organizational structure capable of responding to various levels of emergencies ranging in complexity. They also provide the flexibility needed to respond to an incident as it escalates in severity.
 - b. The purpose of ICS is to:
 - i. Provide an organization structure that can grow rapidly in response to the requirements of an emergency.
 - ii. Provide management with the control necessary to direct and coordinate all operations and all agencies responding to emergency incidents.
 - iii. Assign employees with reasonable expertise and training to critical functions without loss of precious time.
 - iv. Allow the activation of only those positions needed to manage a particular incident or level of emergency.
 - v. Promote proper span of control and unity of command.
 - vi. Allow for the establishment of a Unified Command when multiple jurisdictions or agencies have incident response responsibilities.
 - c. The organizational structure of the ICS does not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship.

- d. As the severity of the emergency increases, assignments may change in the ICS organizational structure – meaning an employee’s position in the ICS may change during the course of a single emergency.

10. Assistance

If the university’s resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other campuses, the University of California Office of the President (UCOP), or the operational area that acts as a conduit to the region, state, and federal government. All response agencies are expected to fulfill mission assignments directed by the incident commander.

VIII. Information Collection and Dissemination

A. Information Collection

Disaster information is managed by agency representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.

B. Dissemination

Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at each agency and the UCSC Emergency Operations Center.

IX. Communication Between the EOC and DOCs

A. General

Following the organizational structure for the campus, certain Divisions will have Department Operations Centers (DOCs) relative to operational activities to

coordinate the actions of their departments/units in response to or recovery from major events and to facilitate communication to and from the EOC.

B. Department Operations Centers

Department Operations Centers include:

1. Colleges, Housing and Educational Services (CHES)
2. Student Affairs
3. Physical Planning & Construction
4. Information Technology Services

C. Action Planning

The EOC, through the Operations Section, and utilizing objectives stated in the Action Planning process, will provide interdepartmental coordination of activities and will establish operational priorities to these DOCs. The DOCs will automatically work to restore their critical business functions and will take action on pre-determined priorities, as they are defined in the Continuity of Operations Plan.

D. Communication Procedures

Communication protocols and coordination procedures are described in detail in the Crisis Communications Annex of the EOP. Please refer to this plan for additional information.

X. Administration, Finance, and Logistics

A. General Policies

This section outlines general policies for administering resources, including the following:

1. Appointment of Officials

Specific guidance pertaining to appointments and policies are found in Annex F, Logistics and Resource Management Plan.

2. Funding and Accounting

Specific guidance pertaining to funding and accounting procedures are found in Annex F, Logistics and Resource Management Plan.

3. Records and Reports

- a. Responsibility for submitting reports to the University of California Office of the President or the State Office of Emergency Services rests with the Director of Emergency Management.
- b. The UCSC Office of Emergency Services maintains general incident records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

4. Agreements and Understandings

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

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

a. General

- i. Emergency use of resources and capabilities of organizations that are not part of a government structure will be pre-arranged through agreements to the maximum extent feasible. Duly authorized officials will enter into agreements, which will be formalized in writing whenever possible.
- ii. Agreements between elements of the same discipline will be included in their respective plans. Details of such agreements, which are inappropriate for inclusion in these plans, will be set forth in an SOP, instructions, or other directives of the units of the university concerned.
- iii. Unless otherwise provided, agreements remain in effect until rescinded or modified. Annual or other periodic updates will prevent them from becoming outdated.

- iv. A clear statement of agreement regarding payment reimbursement for personal services rendered, equipment costs, and expenditures of material is mandatory.
- b. Inter-Campus
- i. Within the ten-campus University of California system, there exist a variety of support resources that generally mirror the resources available at each campus.
 - ii. These resources include Physical Plant, PP&C, Police, Emergency Management/Business Continuity, EH&S and other specialized personnel.
 - iii. Each campus has a designated Emergency Manager who may be requested to serve as a contact person for requested resources.
- c. Non-University
- i. The IC and the EOC Director may access resources through the CA State Mutual Aid system. These specifically include fire services, law enforcement services, public health services, and public works resources.
 - ii. Other more specialized resources may be accessed through specific procedures.
 - iii. The IC shall obtain outside resources using procedures established in accordance with SEMS.
 - iv. State-level resources may be requested through protocol established by the California Office of Emergency Services.
 - v. The university will draw on local mutual aid first, then request assistance from the Santa Cruz Operational Area to access state resources.
 - vi. A decision to use Non-University mutual aid will be made by the EOC Director, in consultation with the EMPG, if they are available.

d. Agreements

In general, agreements with private relief organizations provide immediate aid to disaster victims and provide some types of aid that the university is unable to render.

e. Understandings

MOUs with adjoining counties or local governments recognize that certain situations require effective coordination and cooperation between jurisdictions to achieve effective response and provide for the general safety and health of residents. These documents formalize and focus attention on commitments and help avoid misunderstandings.

5. Assistance Stipulations

- a. The use of volunteers or accepting donated goods and services before, during, and after an emergency will be governed by applicable campus, University of California, state, and federal laws, regulations, guidance and best practices.
- b. When the resources of the university are exhausted or when a needed capability does not exist on campus, the incident commander or EOC director will request assistance from the UC System or the operational area.
- c. The incident commander will submit periodic situation reports to the Emergency Operations Center during a major disaster using standard ICS formats.

XI. Plan Development and Maintenance

A. *Format*

1. The Plan takes a multi-functional, multi-hazard approach to emergency preparedness. Thus, it incorporates methods of hazard identification and mitigation, plans to address continuity of operations, and the structure of emergency response and recovery.
2. It is also intended to be “response ready” and was developed with checklists intended to be used by personnel during emergency drills, exercises or when responding to actual emergency events.

B. Development

1. The UCSC Office of Emergency Services and the Director of Emergency Management are responsible for coordinating emergency planning.
2. The members of the campus Emergency and Continuity Steering Committee and the Emergency and Continuity Operations Working Group are responsible for supporting emergency planning.

C. Maintenance

1. Requirements

The Director of Emergency Management will maintain, distribute, and update the EOP. Responsible officials in the campus emergency organization should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.

Campus departments and units have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

2. Review and Update

a. Review

The basic EOP and its annexes should be reviewed annually by the campus emergency organization. The Director of Emergency Management should establish a process for the annual review of planning documents by those tasked in those documents, and for preparation and distribution of revisions or changes.

b. Update

i. Changes

Changes should be made to plans and appendices when the documents are no longer current. Changes in planning documents may be needed:

- 1) When hazard consequences or risk areas change
 - 2) When the concept of operations for emergencies changes
 - 3) When departments, units, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents
 - 4) When warning and communications systems change
 - 5) When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available
 - 6) When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents
 - 7) When state or UCOP planning standards for the documents are revised
- ii. Methods of updating planning documents

- 1) Plan Revision

A revision is a complete rewrite of an existing EOP or appendix that essentially results in a new document. Revision is advisable when numerous pages of the document have to be updated, when major portions of the existing document must be deleted or substantial text added, or when the existing document was prepared using a word processing program that is obsolete or no longer available. Revised documents should be given a new date and require new signatures by officials.

- 2) Formal Plan Change

A formal change to a planning document involves updating portions of the document by making specific changes to a limited number of pages. Changes are typically numbered to identify them, and are issued to holders of the document with a cover memorandum that has replacement pages attached. The cover memorandum indicates which pages are to be removed and which replacement pages are to be inserted in the document to update it. The person receiving the

change is expected to make the required page changes to the document and then annotate the record of changes at the front of the document to indicate that the change has been incorporated into the document. A change to a document does not alter the original document date; new signatures on the document need not be obtained.

XII. Authorities and References

The Plan addresses the University of Santa Cruz (UCSC) emergency responsibilities. The UCSC Emergency Management Program (as administered by the Office of Emergency Services) is authorized and governed by the following Federal, State, and local laws, regulations and guidance:

A. Legal Authority

1. Federal

- a. Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended
- b. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- c. Code of Federal Regulations (CFR), Title 44, Emergency Management Assistance
- d. Critical Infrastructure Information Act 2002
- e. Public Employees Occupational Safety and Health Act (PEOSHA) regulations
- f. Department of Homeland Security, National Incident Management System (NIMS), March 2004, "The adoption of NIMS by State and local organizations is a condition of Federal preparedness assistance.

2. State

- a. California Emergency Services Act (§ 8680.8) states that the University of California is a State Agency
- b. California Government Code (§ 8607(a)) describes The Standardized Emergency Management System (SEMS)
- c. California Code of Regulations, Title 19, Division 2, Chapter 5, NDAA (§ 2900(y)) defines UCSC as "Local Government."
- d. California Code of Regulations, Title 19, Standardized Emergency Management System "Local government level manages and coordinates the

overall emergency response and recovery activities within their jurisdiction.”

- e. California Code of Regulations, Title 19 (§ 2920, § 2925, and § 2930) “Local government must use the California SEMS to be eligible for State funding of response-related costs.”
 - f. UPAY585. California Constitution. Article XX, § 3, California Government Codes (§ 3100-3102) “All UC employees sign State Oath of Allegiance.”
 - g. Labor Code (3211.92(b)) “The State Oath of Allegiance affirms UC employees are, by law, Disaster Service Workers.”
3. University of California, Office of the President (UCOP)
 - a. UCOP, Policy on Safeguards, Security and Emergency Management, January 25, 2006
 - b. UCOP, Policy on the Management of Health, Safety and the Environment, October 28, 2005
 - c. UCOP, Regents Standing Orders, 100.4, Duties of the President of the University, January 29, 2007
 - d. UCOP, Presidential Policies, Campus Emergency UCOP Notification Protocol, April 13, 2001, as amended
 4. Volunteer, Quasi-Governmental
 - a. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
 - b. Voluntary Organizations Active in Disaster (VOAD), Santa Cruz Chapter, County Disaster Council Member.
 - c. Community Emergency Response Teams (CERT), Santa Cruz Chapter

B. References

1. Federal
 - a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
 - b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
 - c. National Incident Management System (NIMS), December 2008
 - d. Presidential Decision Directive, NSC-63
 - e. National Infrastructure Protection Plan (NIPP)
 - f. Protected Critical Infrastructure Information (PCII) Program

2. State
 - a. Standardized Emergency Management System (SEMS), California Government Code 8607(a)
 - b. State map with homeland security and emergency management regions
3. Local
 - a. Local EOPs
 - b. Inter-local agreement(s)
4. Other
 - a. University of California Facilities Manual, Volume 6, Chapter 4.6, Plant Administration
 - b. National Fire Protection Association standards (NFPA 1600) on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs, 2016 Ed.

XIII. Annexes

This plan contains seven annexes that address the following areas:

A. Annex A – EOC Activation Plan

The EOC Activation Plan Annex contains information on the campus policies and procedures for activating and staffing the UCSC Emergency Operations Center, including position descriptions and checklists. *Under Revision*

B. Annex B -- Alert and Notifications Plan

The Alerting and Notification Annex contains information on the campus policies and procedures for providing alerts to campus affiliates during emergency situations, as well as other notifications. *Under Revision*

C. Annex C – Crisis Communications Plan

The Crisis Communications Plan contains information on the campus policies and procedures for managing emergency public information provided to campus affiliates and other stakeholders during emergency situations. *Under Revision*

D. Annex D – Sheltering and Feeding Plan

The Sheltering and Feeding Annex contains information on the campus policies and procedures for sheltering and feeding displaced campus affiliates during emergency situations. *Under Revision*

E. Annex E – Evacuation and Protective Actions Plan

The Evacuation and Protective Actions Annex contains information on the campus policies and procedures for protective actions, such as sheltering in place and building lockdown, as well as for large-scale campus evacuations during emergency situations. *Under Revision*

F. Annex F – Logistics and Resource Management Plan

The Logistics and Resource Management Annex contains information on the campus policies and procedures for providing logistical support and managing resource needs during emergency situations. *Under Revision*

G. Annex G – Campus Strike Plan – Dec 2016

The Campus Strike Plan provides integrated policies and procedures for coordination and response to planning and unplanned labor actions.