PART TWO: INCIDENT COMMAND SYSTEM

BACKGROUND
Under normal circumstances, each college department functions with its own organizational system, which work together adequately in minor emergencies. In a large-scale emergency or disaster, college departments must work smoothly with outside emergency agencies and each other. In these circumstances, different systems cause confusion, and one common system is needed.

Most emergency agencies in the state of California use the Incident Command System (ICS) to manage a disaster. Using a common system results in coordinated management and teamwork. The Incident Command System demonstrated its value in the Oakland Hills fire and the Loma Prieta and Northridge earthquakes. The system is based on simplicity, flexibility, and sound management practices, as applied to a disaster environment.

Because the ICS system works, the state has mandated that all counties, cities, and special districts (including colleges) use the Incident Command System in a disaster where communication and coordination between outside agencies are necessary. Failure to use the Incident Command System will render the district ineligible for Federal Emergency Management Agency (FEMA) reimbursement funds.

POSITION DESCRIPTIONS
When a campus emergency reaches proportions that cannot be handled by routine measures, the President may activate the Emergency Operation Plan and implement the Incident Command System. The Incident Command System for the district is designed to be flexible and to accommodate situations of varying severity. The system is comprised of the following major components:

NOTE: TBA = To Be Assigned by Incident Commander

BOARD OF TRUSTEES
Approves policies regarding emergencies prior to an emergency. Works through the President in approving and authorizing recovery operations within the context of the emergency. Does not participate in operational aspects of an emergency response.

COMMAND SECTION
INCIDENT COMMANDER - Superintendent/President
Responsible for determining priorities and strategies for responding to and recovering from a disaster.
EMERGENCY OPERATIONS MANAGER/SAFETY OFFICER - Director, Public Safety
Assists the Incident Commander with the management of the district's emergency response by providing technical assistance and expertise. Coordinates the line response to a major emergency. Oversees the general safety of emergency operations.

PUBLIC INFORMATION OFFICER - Community Relations Officer
Provides information about the emergency to the campus and outside news agencies.

OPERATIONS SECTION LEADER - Director, Facilities Planning & Services
The Operations Section Leader is responsible for coordinating the activities of the operations units.

LAW ENFORCEMENT - TBA
Enforces laws, controls traffic, manages evacuations, and controls access to hazardous areas.

BUILDINGS & GROUNDS - TBA
Builds, repairs, and restores essential structures and utilities. Removes debris, assists in heavy rescue operations, and supports law enforcement and fire service personnel in access and perimeter control.

FIRST AID/RESCUE - TBA
Coordinates with local fire departments, rescues or assists with the rescues of trapped and injured persons, and coordinates first aid response.

PLANNING SECTION LEADER - Vice President, Instruction
The Planning Section Leader is responsible for coordinating the activities of the planning units.

SITUATION STATUS - TBA
Gathers information, such as damage assessment and weather predictions: Makes projections, and anticipates further problems.

RESOURCE STATUS - TBA
Keeps current listing of what resources are available and what resources are being used.
LOGISTICS SECTION LEADER - Vice President, Student Services
The Logistics Section Leader is responsible for coordinating the activities of the logistics units.

PERSONNEL - TBA
Provides staff and volunteers to support response and recovery operations.

SUPPLY - TBA
Coordinates the allocation of essential supplies, including food, fuel, supplies, and equipment.

SUPPORT - TBA
Provides for the needs of disaster victims. Coordinates with the American Red Cross to provide shelter and with the County Health Department. Coordinates transportation resources.

FINANCE SECTION LEADER - Vice President, Business & Finance
The Finance Section Leader is responsible for coordinating the activities of the finance units.

COST/CLAIMS - TBA
Gathers and reports on the cost of disaster response and recovery and files Federal Emergency Management Claims (FEMA) claims as appropriate.

PAYROLL - TBA
Manages, monitors, and maintains time records.

ICS ACTIVATION
The Incident Command System can be activated in whole or in part, as the needs of the emergency dictate. The system is not dependent on any single person, and while some ICS positions have titles and/or persons associated with them this does not mean that the position cannot be filled by someone else. Each position has an associated checklist (appendix A) which details what persons assigned to each position should do.

ICS SECTION COLORS
To aid in reorganization of what a person does in a disaster, each section in the ICS plan has been assigned a color.

COMMAND – Blue
OPERATIONS – Orange
PLANNING - Green

LOGISTICS - Yellow
FINANCE - Black

ICS ORGANIZATIONAL CHART
EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) acts as the focal point for all district-related emergency activity.

The Incident Commander or Emergency Operations Manager may activate the EOC.

The EOC will be located:

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<tr>
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<td>Child Development Center</td>
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<td>1600A Building</td>
<td>Room 1504</td>
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If neither EOC location is usable, then the Incident Commander will designate a location.
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PART ONE: EMERGENCY OPERATION PLAN

PURPOSE
Various federal and state laws require the district to have an emergency plan, which is reviewed annually by the governing board. Prepared in compliance with those laws the plan is intended to protect lives and property through the effective use of district resources.

Since an emergency may strike without warning, this plan is designed to be flexible and answer three basic questions:

"What should I do?" ... Part One describes the overall operational concepts relative to response and recovery.

"How should I do it?" ... Part Two describes the Incident Command System (ICS), which is the management system used to cope with the emergency.

"What should I know?" ... Part Three consists of appendices covering specific topics, actions, or resources.

SCOPE
The Emergency Operation Plan applies to all Napa Valley Community College district personnel and all buildings, grounds, and properties owned and operated by the district.

ASSUMPTIONS
The Emergency Operation Plan is based on a realistic approach to the problems likely to be encountered by the district during a major emergency or disaster. The plan assumes that:

• An emergency or disaster can occur at any time of the day or night, weekends or holidays, with little or no warning.

• Since events in an emergency or disaster are not predictable, published emergency plans will serve only as a guide and may require modification in order to meet the requirements of the emergency or disaster.

• Disasters may affect widespread areas; therefore, city, county, and federal emergency assistance may not be available for as long as 72 hours.
PRIORITIES
The priorities of this plan are:
• To save human lives.
• To protect property.
• To provide for the needs of survivors.
• To provide public information.
• To restore essential services and instruction.

LEVELS OF EMERGENCIES
The State Office of Emergency Services (OES) has established three levels of emergency response, based on the severity of the situation and the availability of local resources. Generally, response to a major emergency or disaster will progress from district to local to regional to state to federal involvement.

A. MINOR TO MODERATE (Level 1): Situation, which occurs on the campus and is managed in a normal manner from a command post at the scene. The situation can be handled with existing district resources or limited outside help. A level 1 emergency is usually a single or one-dimensional hazard of limited duration with little or no impact on district operations. The emergency operation center (EOC) is not activated. All responders coordinate via established telephones, radio systems, and dispatch centers. A campus state of emergency is generally not proclaimed.

B. MODERATE TO SEVERE (Level 2): Situation involving some or all of the campus that cannot be handled with existing district resources; and requires considerable outside assistance. Level 2 emergencies are most likely multi-hazard situations. The emergency operations center (EOC) may or may not be activated. A campus state of emergency might be proclaimed.

C. MAJOR (Level 3): Catastrophic situation involving the entire campus and surrounding community. Immediate resolution of the disaster is beyond the resource capabilities of the district and local resources. Level 3 emergencies are multi-hazard, and outside help may not be available for a prolonged period of time. The emergency operations center is activated. A campus state of emergency is proclaimed.
ACTIVATION OF THE PLAN
The Emergency Operation Plan is officially activated by order of the President or his/her designee. The plan will be activated to a level appropriate to the scope of the emergency, when:

- There is the existence or threatened existence of a Level 2 or 3 emergency which only affects the district.
  - or -
- When the County of Napa declares a local emergency.
  - or -
- When the Governor has proclaimed a state of emergency in an area that includes the Napa Valley Community College district.
  - or -
- When the U.S. President declares a national emergency in an area that includes the Napa Valley Community College district.

If the Emergency Operation Plan is activated and the local emergency or a state of emergency has not been declared, then a campus state of emergency should be declared.

CHAIN OF SUCCESSION
In the event that the President is not present or is disabled, the authority and responsibility to activate the Emergency Operation Plan shall follow this chain of succession:

Vice President of Instruction
§
Vice President of Business & Finance
§
Vice President of Student Services
§
Chief of College Police
§
Director of Facilities & Planning

This chain of succession supersedes all previously published memos, letter, handbooks, or policies relating to chain of succession in an emergency.
DECLARATION OF CAMPUS STATE OF EMERGENCY

The declaration of a campus state of emergency is required when the district is the only political subdivision affected by an emergency or disaster. If the County of Napa declares a local emergency, then the Emergency Operation Plan can be activated without the district’s proclaiming a campus state of emergency.

A declaration of a campus state of emergency provides the district with the authority to:

- Receive mutual aid from the Napa County Operational Area and the state.
- Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements.
- In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements.
- Requisition necessary personnel and material of any department or agency.
- Issues orders and regulations necessary to provide for protection of life and property.
- Issues orders and regulations imposing curfew.
- Conduct emergency operations without facing liabilities for performance or failure of performance.

The authority to proclaim a campus state of emergency in the Napa Valley Community College district resides with the Board of Trustees, with operational authority vested as follows:

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Business Hours (M-F 8am - 5pm)</td>
<td>President</td>
</tr>
<tr>
<td>Evening Hours (M-Th 5pm - 8pm)</td>
<td>Night Administrator</td>
</tr>
<tr>
<td>Off Hours (All Other Times)</td>
<td>On-Duty Public Safety Officer</td>
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The procedures for proclaiming of a campus state of emergency are in appendix B.
MUTUAL AID
The Napa Valley Community College district recognizes the Operational Area Concept and accepts that the Operational Area for the district is the County of Napa.

Requests for mutual aid, when this plan is in effect, will primarily be made through the Napa County Office of Emergency Services, and

- The district shall, to the extent possible, provide incoming mutual aid forces with portable radios, using local frequencies.
- Upon receiving mutual aid the district, is responsible for logistical support of reporting personnel.
- Requests for and coordination of mutual aid support will normally be accomplished through established channels at the Napa County emergency operations center. The request should specify, at a minimum the following information:
  - Number and type of personnel needed.
  - Type and amount of equipment needed.
  - Reporting time and location.
  - Who forces should report to.
  - Access routes.
  - Estimated duration of operations.

The Napa Valley Community College district also recognizes the North Coast Regional Community College Districts mutual aid agreement as another source of mutual aid in the event of an emergency or disaster.

DISASTER SERVICE WORKERS
All public employees are hereby declared to be disaster service workers, subject to such activities as may be assigned to them by their supervisor or by law.
{Government Code, Chapter 8, Division 4 of Title 1, Sections 3100 - 3102}
PART TWO: INCIDENT COMMAND SYSTEM

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ANNEX A - Incident Command System Position Checklists

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THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
INCIDENT COMMANDER

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Notify the Board of Trustees, legal counsel, and other.
☐ Maintain an activity log.
☐ Obtain briefing from section leaders already in the Emergency Operations Center.

☐ Appoint and brief additional section leaders as needed:
  ☐ Operations Leader
  ☐ Planning Leader
  ☐ Logistics Leader
  ☐ Business Office Leader
  ☐ Public Information Officer
  ☐ Emergency Operations Manner

☐ Consider/approve protective or precautionary actions, as needed.
  • Evacuation
  • Shelter
  • Campus Closure/Reopening
  • Release/Call-back of staff and faculty
  • Student notified as required

☐ Develop an incident action plan that includes the following:
  ☐ Overall strategy (Offensive/Defensive)
  ☐ Need for evacuation.
  ☐ Estimate of incident duration.
  ☐ "Local Emergency" declaration.
  ☐ Priorities for the procurement and allocation of available resources.
  ☐ Posting (or photocopying and distribution) of the Incident Action Plan.

☐ Ensure that County Office of Emergency Services is notified of incident.

☐ If required, declare a **campus state of emergency**.

☐ Issue any necessary public statements through the PIO (Community Relations Officer).

☐ Have section leaders work with county counterparts to access help.

☐ Make sure a survey of the district is conducted for damage, flooding, fires, or other hazards.

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THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
Advise key personnel of the results of the damage survey.

- If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- If extensive damage is reported, take the following actions as appropriate:
  - Ensure that emergency equipment is protected from possible aftershock of an earthquake.
  - Begin clearing the campus of stranded personnel as soon as it is safe to do so.

Periodically check staff for signs of agitation or fatigue. Reassign or relieve them if possible.

**After an Emergency**

- Release personnel from Emergency Operations Center when crisis diminishes sufficiently.
- Re-check this checklist.
- Make sure that staff and volunteers receive debriefing and counseling as needed.
- Have unsightly debris cleaned up as soon as possible.
- When appropriate, issue a Proclamation of Termination of Local Emergency.
- Appoint someone to follow through with hazard mitigation.
- As soon as possible, while interest in emergency preparedness is still high, review emergency preparedness and hazard mitigation policies. Suggestions are listed below:
  - Critique emergency response effort.
  - Have someone follow through with public education programs.
  - Have someone recruit volunteers for longer-term preparedness projects.
  - Have departments how they responded to the emergency.
  - Critique the emergency recovery effort.
  - Review this plan.
- Assemble and check financial records; forward to the Business Office.
EMERGENCY OPERATIONS MANAGER/SAFETY OFFICER

* MAKE SURE THINGS ARE DONE AS SAFELY AS POSSIBLE *

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Determine the status of the President. If necessary, assume control until designated successor arrives.
☐ Obtain a briefing from or brief the Incident Commander (President).
☐ Maintain an activity log.
☐ Assess the situation.
☐ Make sure the Incident Commander understands the following:
  - How to declare an emergency.
  - How to request mutual aid.
  - How to contact other emergency officials.
  - What emergency powers, policies, and procedures are applicable.
  - What briefings he or she needs to give, and when.
☐ Recommend protective measures to Incident Commander.
☐ Help make sure that all overall priorities are being followed as closely as possible.
  - Lives
  - Property
  - Care and shelter of survivors
  - Public Information
  - Restoration of essential services and instruction.
☐ Develop an Incident Action Plan that includes the following:
  - Overall strategy (Offensive/Defensive)
  - Need for evacuation.
  - Estimate of incident duration.
  - "Campus State of Emergency" declaration.
  - Priorities for the procurement and allocation of available resources.
  - Posting (or photocopying and distribution) of the Incident Action Plan.
☐ Transmit policy directives to EOC section leaders.
☐ Coordinate communications and situations reports with Napa County EOC.
☐ Ensure that a declaration of local emergency is made within 10 days of the disaster.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
Ensure that an application for financial aid is made within 60 days of the emergency declaration.

**After An Emergency**

- Arrange for debriefing and counseling of staff and volunteers, as needed.
- Tidy up the Emergency Operations Center and replenish supplies.
- Assemble, check, and establish files of financial records; forward copies to the Business Office.
- Make sure the Business Office Leader knows how to obtain and follow through on disaster assistance.
- When appropriate, prepare a Proclamation of Termination of Campus State of Emergency.
- Follow through with hazard mitigation.

**As soon as possible, while interest in emergency preparedness is still high:**

- Help with critique of the emergency response effort.
- Help with public education programs.
- Recruit volunteers for longer-term preparedness projects.
- Have departments review standard operating procedures.
- Hold a critique of the emergency recovery effort.
- Review this plan and make changes if necessary.
- Recommend Emergency Operations Center improvements, if needed.
PUBLIC INFORMATION OFFICER

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Get briefing from Incident Commander and establish priorities.
☐ Establish a media center away from the EOC.
☐ Maintain a unit activity log.
☐ Obtain periodic situation updates from situation staff.
☐ Monitor Emergency Operations Center status board and provide information to the Media Center.
☐ If necessary, make situation reports and provide hard copy of new releases to the County Public Information Officer.
☐ Update recorded telephone messages hourly or as the situation changes.
☐ Release emergency status information:
  ● Media hotline number.
  ● Public hotline number.
☐ Prepare a description of the emergency situation, including the number of deaths and injuries, property damage, and persons displaced.
☐ Prepare a description of the college’s response efforts (shelter, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).
☐ Provide the media with information about where people should report or call to volunteer.
☐ Prepare damage assessment figures, when available.
☐ Monitor published and broadcast emergency public information for accuracy. Correct serious mistakes whenever possible.
☐ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency situation.
☐ Keep the Emergency Operations Manager informed of all public relation actions taken or planned.
☐ Keep a file of all information, instructions, and advice released to the public.
☐ Post and distribute hard copies of news releases.
☐ Attend periodic Emergency Operations Center briefings and policy meetings.
☐ Consider additional methods of distributing emergency instructions as needed.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
After An Emergency

☐ Update media contact lists.

☐ Assemble and check financial records; forward to the Business Office.

☐ Continue to release status information on request.

☐ Release information on restoration of utilities and any travel restrictions still in effect.

☐ Release other useful information:
  - State/Federal assistance available.
  - Disaster Assistance Center opening dates/times
  - Historical events of this nature.
  - Charts/photographs/statistics from past events.
  - Human interest stories.
  - Historical value of property damaged or destroyed.
  - Prominence of those killed or injured.

☐ Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquires made, and responses given. Collect newspaper clippings and TV videotapes, if available.

☐ Survey staff and local media for suggestions on how to improve the public information response to future emergencies.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
OPERATIONS SECTION LEADER

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain unit activity log.
☐ Establish access controls into damaged or hazardous areas.
☐ Control traffic as resources become available.
☐ Request needed supplies, equipment, and support services.
☐ Establish contact with appropriate county coordinators.
☐ Ensure that relief crews are provided, as necessary.
☐ Until other staff is available assume duties of:
  ☐ Law enforcement
  ☐ Buildings and grounds
  ☐ First aid/rescue

After An Emergency

☐ Have the Incident Commander release crews from the scene as soon as possible.
☐ Ensure an orderly de-escalation of the emergency.
☐ Make sure the first responders under your authority participate in a debriefing.
☐ Make sure your assistant(s) complete their "after" checklists.
☐ Poll your assistant(s) for suggestions on how to improve emergency operations.
☐ Assemble and check financial records; forward to the Business Office.
☐ Identify response deficiencies.
☐ Correct response deficiencies, whenever possible.
☐ Re-check this checklist.
LAW ENFORCEMENT

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain unit activity log.
☐ Alert personnel.
☐ Recall off-duty personnel.
☐ Protect facilities that will be used during evacuation.

Evacuation

☐ Set the boundaries of the evacuation area.
☐ Estimate the number of people in the evacuation area.
☐ Estimate number of people needing transportation.
☐ Select the best evacuation routes.
☐ Survey the status of major evacuation routes; identify alternate routes, when necessary.
☐ Establish traffic control points.
☐ Establish evacuation assembly points.
☐ Prepare to provide security for shelters and other essential facilities.
☐ Warn county EOC of the evacuation.
☐ Prepare to relocate personnel and equipment from hazardous areas.
☐ Tell the public where to go to obtain transportation.
☐ Encourage evacuees to stay with friends or relatives.
☐ Search vacated areas to make sure that all people have received warnings.
☐ Establish security patrols and access control procedures.
☐ Control access to evacuated areas, when feasible.
☐ Shift patrol areas to increase security for potential high-crime areas and essential facilities.
After An Emergency

☐ Ensure an orderly de-escalation and timely release of off-duty and reserve personnel.

☐ Assemble and check financial records; forward to the Business Office.

☐ Meet with other agencies to determine response deficiencies.

☐ Re-check this checklist.

☐ Make sure first responders under your authority participate in a debriefing

☐ Make sure first responders under your authority receive counseling if needed.

There is no set order to the checklist items.
BUILDING & GROUNDS

☐ Report to the Emergency Operations Center if activated.
☐ Don position vest and read entire checklist.
☐ Obtain briefing from operations section leader.
☐ Maintain unit activity log.
☐ Dispatch units to survey for damage and other effects.
☐ Determine heavy rescue needs.
☐ Work with the Supply Coordinator to obtain and allocate material required to support emergency operations.
☐ Mobilize personnel, heavy equipment, and vehicles, as needed.
☐ Allocate personnel and equipment according to established priorities.
☐ Advise the Operations Leader regarding the evacuation of hazardous structures.
☐ Organize heavy equipment crews to help rescue trapped people.
☐ Provide barricades for traffic and access controls.
☐ Cordon off areas around hazardous structures.
☐ Coordinate with utilities on repair efforts.
☐ Begin debris clearance, as the situation permits.
☐ Get and coordinate vehicles for hauling of emergency water.

After An Emergency

☐ Clean up debris as soon as possible.
☐ Relocate facilities that proved to be in a bad location.
☐ Take other mitigation measures, as needed.
☐ Document and photograph all aspects of your work.
☐ Assemble and check financial records; forward to the Business Office.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
FIRST AID/RESCUE

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain unit activity log.
☐ Establish first aid areas.
☐ Check with the Operations Leader to determine existing or potential rescue requirements.
☐ Ensure that adequate resources are on the scene.
☐ Report conditions, needs, observations, resource status, and progress to the Operations Leader.
☐ Mark buildings and rooms, which have been searched.
☐ Determine the condition of pre-designated locations where hazardous chemical, flammable substances, and explosives are stored or used.
☐ Check communications to ensure the dispatching and reporting systems is operating and provide alternate communications, if necessary.
☐ Determine if the firefighting water system is working.
☐ Put out fires when possible.
☐ Work with the Buildings and Grounds Coordinator to clear debris from roads.
☐ Check with situation analysis for a weather forecast.
☐ Organize rescue teams.
☐ Organize and direct the rescue of trapped people.
☐ Protect or save lives; protect property, if practical.
☐ Work with the Supply Coordinator to obtain needed tools, equipment, fuel, food, clothing, and personal items.
☐ Work with Personnel to ensure that relief crews and mechanics are provided, as necessary.
☐ Keep Situation Analysis updated.
☐ Call for equipment needed for debris clearance and heavy-duty rescue operations.
☐ If necessary, shut off utilities at the scene.
☐ Coordinate with the County Coroner regarding the collection of bodies.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
After An Emergency

☐ Assemble and check financial records; forward to the Business Office.

☐ Determine response deficiencies.

☐ Make sure the first responders under your authority participate in debriefing and counseling.

☐ Re-check this checklist.
PLANNING SECTION LEADER

☐ Go the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain unit activity log.
☐ Report to the Incident Commander (President) for briefing.
☐ Appoint and supervise Planning Section units as needed:
  ☐ Situation Status leader
  ☐ Resource Status leader
  ☐ Field observer (*If required*)
  ☐ Technical specialist(s) (*If required*)
☐ Meet with the Incident Commander and other section chiefs to develop an Incident Action Plan including:
  ■ Information requirements.
  ■ Overall strategy (offensive/defensive).
  ■ Need for evacuation.
  ■ Estimate of incident duration.
  ■ Priorities for the procurement and allocation of available resources.

After An Emergency

☐ Work with the Incident Commander to develop a recovery plan.
☐ Take mitigation measures to prevent similar emergencies in the future.
☐ Poll your unit leaders for suggestions on how to improve emergency operations.
☐ Assemble and check financial records; forward to Business Office.
SITUATION ANALYSIS

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain unit activity log.
☐ Participate in the initial situation briefing by the Incident Commander.
☐ Remind section leaders to prepare phone message forms for all phone messages (in and out).
☐ Contact the National Weather Service for wind direction and other weather information.
☐ Monitor messages; review copies of message forms for information on conditions of damage assessment.
☐ Set up a wall map.
☐ Periodically (every 15 minutes, if needed), poll the section leaders in the Emergency Operations Center for information regarding the current situation.
☐ Prepare verbal flash reports (spot announcements) for the Incident Commander.
☐ Keep the status boards in the Emergency Operations Center updated.
☐ Coordinate ground surveys.
☐ Collect and evaluate incoming damage assessment reports.
☐ Maintain a current log of damage, including casualties and property damage.
☐ Develop a preliminary estimate of people needing shelter and inform the Incident Commander and/or the Support Leader. Update the estimate periodically.
☐ Prepare a written situation report every two hours, or as requested.

After an Emergency

☐ If needed, modify status boards.
☐ Assemble logs and non-financial records.
☐ Submit all reports of the situation as it unfolded to the Emergency Operations Manager.
☐ Assemble and check financial records; forward to the Business Office.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
RESOURCES STATUS

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain unit activity log.
☐ Review incident action plan.
☐ Establish an inventory of resources:
  ■ Personnel
  ■ Equipment
  ■ Food
  ■ Buildings
  ■ Vehicles
  ■ First aid supplies
☐ Post these resources in the Emergency Operations Center
☐ Maintain an incident resources status log.
☐ Provide a resources summary to the situation analysis unit.

After An Emergency

☐ Review forms and procedures; revise as necessary.
☐ Assemble and check financial records; forward to the Business Office.
LOGISTICS SECTION LEADER

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain unit activity log.
☐ Obtain a briefing from Incident Commander.
☐ Activate logistics units as needed:
  ☐ Personnel
  ☐ Supply
  ☐ Support

☐ Establish contact with appropriate state agency coordinators.
☐ Coordinate with appropriate segments of the private sector.
☐ Verify reports; poll field units and key facilities to determine the situation in their vicinity and their ability to function.
☐ Monitor communications to determine the situation(s) in other areas.
☐ Obtain the transportation, supplies, personnel, and equipment needed by emergency forces.
☐ Protect emergency equipment from hazards, such as aftershocks.

After An Emergency

☐ Forward all non-financial records to Situation Analysis.
☐ Assemble and check financial records; forward to the Business Office.
PERSONNEL

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain a unit activity log.
☐ Initiate the call out of district personnel.
☐ Allocate personnel according to established priorities.
☐ Establish a volunteer center away from the EOC.
☐ Make sure staff at the volunteer center have Disaster/Emergency Volunteer Rosters (NVCPS-SF-8).
☐ Make sure staff at volunteer center do the following:
   ☐ Register and classify volunteer disaster workers.
   ☐ Read and understand the rules and regulations for disaster service workers.
   ☐ Maintain a log of volunteers.
☐ Set up a line of communications with the volunteer center.
☐ Receive and review demands for personnel, using estimates from damage reports if necessary.
☐ Work with the Planning Section to identify personnel needs which exceed the supply of district employees.
☐ Maintain appropriate records and reports.

After An Emergency

☐ Assemble and check financial records; forward to the Business Office.
☐ Gather all non-financial records; forward to Situation Analysis.
☐ If any volunteers were injured, follow up on their medical care payments under workers’ compensation insurance (work with Business Office).
SUPPLY

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain a unit activity log.
☐ Locate, procure, store, maintain, and distribute supplies and equipment.
☐ Allocate resources and supplies according to established priorities.
☐ Maintain records on all transactions and certify payment to vendors.
☐ Render assistance to other jurisdictions, when required.
☐ During a local emergency, procure supplies from the usual wholesale and retail outlets.
☐ Make maximum use of local sources before requesting supplies from other jurisdictions.
☐ Request assistance from the Operational Area, as required.
☐ Check with the Incident Commander to determine emergency resource and support requirements.
☐ Mobilize supply personnel.
☐ Determine material needs and stockpile essential items in accessible areas.
☐ Help move resources and supplies from the hazard area.
☐ Coordinate the distribution of food and water.

After An Emergency

☐ Recover as many resources as possible.
☐ Assemble and check financial records; forward to the Business Office.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
SUPPORT

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain a unit activity log.
☐ Request food, equipment, and other supplies needed.
☐ Work with the Red Cross to establish shelter sites (if required).
☐ Determine where welfare inquiry centers will be established.
☐ Maintain an updated list of victims and their locations.
☐ Record and evaluate information regarding requests for support, supplies, activities, expenditures, damages, and casualties.
☐ Continue to reassess needs and disaster condition(s) and provide that information to the Incident Commander.
☐ In cooperation with the Red Cross, assist with the registration of evacuees, the listing of casualties, and the handling of welfare inquiries.
☐ Coordinate transportation resources required for
  ■ Evacuating persons
  ■ Transporting supplies, equipment, and personnel
  ■ Transporting casualties
☐ Request assistance from the Operational Area, as required.
☐ Help other agencies transport supplies and equipment to feed and shelter disaster victims.
☐ Support local emergency transportation operations.
☐ Help transport casualties to medical facilities, if necessary.
☐ Develop priorities for transportation requests with the Incident Commander and the section chiefs.
☐ Maintain records of services and users for later billing charges.
☐ Forward any damage assessment information to the Planning Section.
☐ Coordinate with other units for additional transportation resources.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
FINANCE SECTION LEADER

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain a unit activity log.
☐ Obtain a briefing from Incident Commander.
☐ Activate Business Office Section units as needed:
  ☐ Payroll
  ☐ Cost/Claims
☐ Keep accurate records of all financial costs of the incident.
☐ Work with the Incident Commander to make sure the incident action plan provides for financial and cost analysis.
☐ Maintain contact with agencies (county, state, OES, chancellor’s officer, etc.) regarding financial matters.
☐ Properly prepare and complete all financial obligation documents.

After An Emergency

☐ Before demobilization, establish a plan to follow through with all business management issues.
☐ Before demobilizing, make sure that all logs and forms are
  ☐ Complete
  ☐ Current
  ☐ Routed correctly for post-incident processing
☐ Collect financial records.
COST/CLAIMS

- Go to Emergency Operation Center, if it is activated.
- Don position vest and read entire checklist.
- Maintain a unit activity log.
- Establish a network to obtain the following information:
  - Personnel cost of response
  - Cost for use of agency owned or controlled equipment.
  - Cost for use of rented/hired equipment.
  - Cost of supplies purchased for the response.
  - Cost of owned supplies consumed in the response.
  - Estimates of general damage in the district to support a state or federal declaration (from Situation Analysis Section or Damage Assessment Team).
- Prepare cost estimates for planning.
- Make recommendations for cost savings to Business Office section leader.
- Maintain an accurate record of all costs incurred in responding to and recovery from the emergency.
- Prepare incident cost summaries.
- During the response phase, report costs and losses to the Business Office Section Leader in the following format:
  - Cost of Response
  - Damage or loss to the district
  - Community/area damage or loss
- Document all potential claims resulting from the emergency.
- Periodically review logs and forms produced by your unit to ensure
  - Completeness
  - Accuracy
  - Timeliness
  - Compliance with procedures and policies.
- Forward copies of the disaster claims to the Business Office Section Leader.
- Work closely with the state Office of Emergency Services to assist in the preparation of federal and state disaster claims.

THERE IS NO SET ORDER TO THE CHECKLIST ITEMS
PAYROLL

☐ Go to the Emergency Operations Center, if it is activated.
☐ Don position vest and read entire checklist.
☐ Maintain a unit activity log.
☐ Maintain an accurate record of payroll time reports. For each person, it should include
  ▪ Correct identification
  ▪ Specific pay provisions
  ▪ Hours worked
  ▪ Travel
☐ Keep time records for each shift.
☐ Make sure time reports are appropriately signed.
☐ Close out a person's time records before he or she leaves the incident.
☐ If temporary emergency service workers are recruited, ensure that the time they work (paid or volunteer) is kept track of.
☐ Notify all departments that time lost because of an emergency or time spent by employees in disaster response should be reported to the payroll unit.

After An Emergency

☐ For those departments involved in the recovery from the emergency, the requirements for time recording extends through the recovery.
ANNEX B - Campus State of Emergency Proclamation

DECLARATION OF CAMPUS STATE OF EMERGENCY ............................................. 2
RESOLUTION PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY ........ 3
PROCLAMATION CONFIRMING THE PRESIDENT/SUPERINTENDENT’S PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY ....................... 4
PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY ......................... 5
DECLARATION OF CAMPUS STATE OF EMERGENCY

The declaration of a campus state of emergency is required when the district is the only political subdivision affected by an emergency or disaster. If the County of Napa declares a local emergency, then the Emergency Operation Plan can be activated without the district’s proclaiming a campus state of emergency.

A declaration of a campus state of emergency provides the district with the authority to:

- Receive mutual aid from the Napa County Operational Area and the state.
- Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements.
- In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements.
- Requisition necessary personnel and materials from any department or agency.
- Issue orders and regulations necessary to provide for protection of life and property.
- Issue orders and regulations imposing a curfew.
- Conduct emergency operations without facing liabilities for performance or failure of performance.

The authority to proclaim a campus state of emergency in the Napa Valley Community College district resides with the Board of Trustees with operational authority vested as follows:

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Business Hours (M-F 8am - 5pm)</td>
<td>President</td>
</tr>
<tr>
<td>Evening Hours</td>
<td>Night Administrator</td>
</tr>
<tr>
<td>(M-Th 5pm - 8pm)</td>
<td></td>
</tr>
<tr>
<td>Off Hours</td>
<td>On-Duty</td>
</tr>
<tr>
<td>(All Other Times)</td>
<td>Public Safety Officer</td>
</tr>
</tbody>
</table>

Once a proclamation of a local emergency is made, the Board of Trustees shall be called into emergency session under Section 54956.5 of the Government Code. A proclamation of a local emergency is invalid after seven days, unless ratified by the Board of Trustees. If the local emergency extends beyond seven days, the Board of Trustees must review the need to continue the proclamation at least every fourteen days until the local emergency is terminated. In any case, the Board of Trustees must proclaim the termination of the local emergency as soon as conditions warrant.
Resolution Proclaiming the Existence of a Local Emergency

WHEREAS, Napa Valley Community College Board Policy Number D1420 of the Napa Valley Community College district empowers the Board of Trustees to proclaim the existence or threatened existence of a local emergency when the district is affected or likely to be affected by a public calamity; and

WHEREAS, the Board of Trustees has been requested by the President/Superintendent to proclaim the existence of a local emergency; and

WHEREAS, the Board of Trustees of the Napa Valley Community College District hereby finds the following:

1. That the conditions of extreme peril to the safety of persons and property have arisen within the district caused by

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

on the _______ day of _______________ 20___, at _______ M and

2. That the conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE,

IT IS HEREBY PROCLAIMED AND ORDERED that a local emergency now exists throughout the Napa Valley Community College district; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this local emergency, the powers, functions, and duties of the President/Superintendent and the emergency organization of this district shall be those prescribed by state law, and the charter, ordinances, resolutions, and approved plans of the Napa Valley Community College district.

__________________________________________
Date

Board of Trustees:

__________________________________________
__________________________________________
__________________________________________

Approved as to form:

__________________________________________
District Counsel
Proclamation Confirming the President/Superintendent’s Proclamation of the Existence of a Local Emergency

WHEREAS, Napa Valley Community College Board Policy Number D1420 of the Napa Valley Community College District empowers the President/Superintendent to proclaim (subject to ratification by the Board of Trustees within seven days) the existence or threatened existence of a local emergency when the district is affected or likely to be affected by a public calamity and the Board of Trustees is not in session; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within the district, caused by

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

on the _________ day of _______________ 20____, at_________ __M and

WHEREAS, the Board of Trustees finds that the aforesaid conditions of the extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the President/Superintendent of the Napa Valley Community College District proclaimed a local emergency on the _________ day of _______________ 20____, at_________ __M.

NOW, THEREFORE

IT IS HEREBY PROCLAIMED AND ORDERED that the proclamation of existence of a local emergency, as issued by said President/Superintendent, is hereby ratified and confirmed by the Board of Trustees of the Napa Valley Community College District; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Trustees of the Napa Valley Community College District, Napa County, State of California.

_______________________
Date

Board of Trustees:

__________________________________________

__________________________________________

__________________________________________

Approved as to form:

__________________________________________

District Counsel


Proclamation of Termination of Local Emergency

WHEREAS, a local emergency existed in the Napa Valley Community College district in accordance with the proclamation thereof by the Board of Trustees or the President/Superintendent on the __________day of ___________ 20____ as a result of

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

And WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said district.

NOW, THEREFORE, the Board of Trustees of the Napa Valley Community College district, State of California,

DOES HEREBY PROCLAIM the termination of said local emergency.

Date _______________________

Board of Trustees:

____________________________________  ______________________________________

____________________________________  ______________________________________

____________________________________  ______________________________________

Approved as to form:

____________________________________

District Counsel
ANNEX C - Utilities Information

ELECTRICAL - EMERGENCY SHUTDOWN PROCEDURES .............................................. 2
GAS - EMERGENCY SHUTDOWN PROCEDURES ......................................................... 4
WATER - EMERGENCY SHUTDOWN PROCEDURES ...................................................... 5
EMERGENCY GENERATORS ....................................................................................... 6
PORTABLE GENERATORS ........................................................................................ 6
# ELECTRICAL - Emergency Shutdown Procedures (Main Campus)

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>LOCATION</th>
<th>HOW TO ACCESS</th>
<th>SHUT-OFF TOOL(S)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMPUS WIDE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Campus Disconnect</td>
<td>Enclosed service building ... SE corner of 300 building (Library)</td>
<td>Yale Master key or electric service panel master key.</td>
<td>Main bus bars to OFF.</td>
<td>Very dangerous - if possible have specially trained personnel shut off power</td>
</tr>
</tbody>
</table>

| **BUILDING or AREA ISOLATION** | | | | |
| 100 Building | Custodial room.. inside boiler room | Yale Master key or building master. | None | Set main breaker to OFF. |
| 200 Building | Custodial room.. inside men's restroom | Yale Master key or building master. | None | Set main breaker to OFF. |
| 300 Building | Rm 307 (offices). East Wall | Yale Master key or building master. | None | Set main breaker to OFF. |
| 400 Building | Electrical closet -outside - south wall | Yale Master key or building master. | None | Set main breaker to OFF. |
| 500 Building | Rm 504 .. East wall | Yale Master key or building master. | None | Set main breaker to OFF. |
| 600 Building | Custodial room | Yale Master key or building master. | None | Set main breaker to OFF. |
| 700 Building | Cadaver Room.. NW corner | Yale Master key or building master. | None | Set main breaker to OFF. |
| 800 Building | Custodial room | Yale Master key or building master. | None | Set main breaker to OFF. |
| 900 Building | South lower level hallway ... across form restrooms | Yale Master key or building master. | None | Set main breaker to OFF. |
| 1000 Building | Outside cage North side of 1000 B | Yale Master key or building master. | None | Set main breaker to OFF. |
| 1100 Building | Rm 1111 (equipment room) ... NW corner | Yale Master key or building master. | None | Set main breaker to OFF. |
| 1200 Building | Steel cabinet South of 400 Bld. | Yale Master key | None | Set main breaker to OFF. |
| 1300 Building (Armory) | Inside utilities closet - west wall - next to men's room | Schlage master key | None | Set main breaker to OFF. |
| 1300 Building (Armory Shed) | Inside - East wall - nest to door. | Schlage master key | None | Set main breaker to OFF. |
| 1400 Building | Lower level equipment room | Yale Master key or building master. | None | Set main breaker to OFF. |
| Maint. Yard | Inside maint/auto shop. | Master key #15 and Schlage Master Key | None | Pull out fuse block .. rotate and reinsert. |
| 1500 Building | Inside custodial closet of A building. | Yale Master key or building master. | None | Set main breaker to OFF. |
| 1500 Building (Annex D) | Outside - South wall | None | None | Set main breaker to OFF. |
| 1600A Building | Outside - West wall - rear of building | None | None | Set main breaker to OFF. |
| 1600B Building | Outside - East wall - Front of building. | None | None | Set main breaker to OFF. |
### ELECTRICAL – Emergency Shutdown Procedures (UVC)

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>LOCATION</th>
<th>HOW TO ACCESS</th>
<th>SHUT-OFF TOOL(S)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMPUS WIDE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UVC Campus</td>
<td>Enclosed service closet ... SE</td>
<td>Yale Master key or electric service</td>
<td>Pull main bus bars to</td>
<td>Very dangerous – if possible have specially trained personnel shut off</td>
</tr>
<tr>
<td>Disconnect</td>
<td>corner of B building (Culinary</td>
<td>panel master key.</td>
<td>OFF.</td>
<td>power</td>
</tr>
<tr>
<td></td>
<td>Arts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* CAUTION * 12,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUILDING or AREA ISOLATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Building</td>
<td>Custodial room – inside men’s</td>
<td>Yale Master key or building master.</td>
<td>None</td>
<td>Set main breaker to OFF.</td>
</tr>
<tr>
<td></td>
<td>restrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Building</td>
<td>Inside the pantry of the kitchen.</td>
<td>Yale Master key or building master.</td>
<td>None</td>
<td>Set main breaker to OFF.</td>
</tr>
</tbody>
</table>
## GAS – Emergency Shutdown Procedures (Main Campus)

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>LOCATION</th>
<th>HOW TO ACCESS</th>
<th>SHUT-OFF TOOL(S)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMPUS WIDE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Meter (Large Boilers)</td>
<td>Cage North of boiler room - in the 100 building.</td>
<td>Bolt Cutters</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>Secondary Meter</td>
<td>Cage North of boiler room - in the 100 building.</td>
<td>Bolt Cutter</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>Upper Main Campus (Ag Lab, 400, 1200, 1400, 500)</td>
<td>SE corner of AG. LAB compound.</td>
<td>No key</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT (Value of riser … South side of manifold)</td>
</tr>
<tr>
<td><strong>BUILDING or AREA ISOLATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Building</td>
<td>See Main Meter</td>
<td>If at all possible – leave small meter on – supplies emergency generators.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 Building</td>
<td>Vault by East service door.</td>
<td>Bolt Cutter</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>400 Building</td>
<td>North side of building.</td>
<td>Outside</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>500 Building</td>
<td>East side of building – inside courtyard – next to machine shop</td>
<td>Through building or courtyard gate.</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>700 Building</td>
<td>Rm 718 .. East wall</td>
<td>Through room</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>900 Building</td>
<td>Rm 901</td>
<td>Through room</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1000 Building</td>
<td>North side of 1000B</td>
<td>Outside</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1100 Building</td>
<td>Rm 1128 .. SE Corner</td>
<td>Through room</td>
<td>None</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1200 Building</td>
<td>North side of building.</td>
<td>Outside</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1300 Building (Armory)</td>
<td>West wall – front of building.</td>
<td>Outside</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1400 Building</td>
<td>East side of warehouse.</td>
<td>Outside</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1500 Building</td>
<td>Custodial Closet</td>
<td>Through room</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1500D Building</td>
<td>South Wall</td>
<td>Outside</td>
<td>T-handle</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1600A Building</td>
<td>South wall</td>
<td>Outside</td>
<td>T-handle</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1700A Building (Wine Lab)</td>
<td>East Wall – near restroom</td>
<td>Outside</td>
<td>T-handle</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1700B Building (AG Lab)</td>
<td>South Wall – Rear of building</td>
<td>Outside</td>
<td>12&quot; Wrench</td>
<td>¼ turn – RIGHT</td>
</tr>
<tr>
<td>1700C Building (Winery)</td>
<td>South of building across small parking lot near Streblow Drive</td>
<td>Outside</td>
<td>T-handle</td>
<td>¼ turn – RIGHT</td>
</tr>
</tbody>
</table>

## GAS - Emergency Shutdown Procedures (UVC)

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>LOCATION</th>
<th>HOW TO ACCESS</th>
<th>SHUT-OFF TOOL(S)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMPUS WIDE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Meter</td>
<td>SE corner of B building (Culinary Arts)</td>
<td>Bolt Cutters</td>
<td>12&quot; Wrench</td>
<td>1/4 turn - RIGHT</td>
</tr>
</tbody>
</table>
# WATER - Emergency Shutdown Procedures

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>LOCATION</th>
<th>HOW TO ACCESS</th>
<th>SHUT-OFF TOOL(S)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMPUS WIDE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Shutoff (Lower Campus)</td>
<td>East side of James Diemer Dr.</td>
<td>Yale Master key</td>
<td>None</td>
<td>2 Valves to close</td>
</tr>
<tr>
<td>Main Shutoff (Upper Campus)</td>
<td>South side of Sterblow Dr. - Formal Garden parking</td>
<td>Bolt Cutters</td>
<td>None</td>
<td>2 Valves to close</td>
</tr>
<tr>
<td><strong>BUILDING or AREA ISOLATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Building</td>
<td>East side ground vault.</td>
<td>Lift Lid.</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>200 Building</td>
<td>NE corner exterior ground vault.</td>
<td>Lift Lid</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>300 Building</td>
<td>East wall of basement</td>
<td>Through Rm 317</td>
<td>None</td>
<td>Close marked value</td>
</tr>
<tr>
<td>400 Building</td>
<td>South of parking area, exterior ground vault.</td>
<td>Lift bar to access valve box.</td>
<td>Square water key.</td>
<td></td>
</tr>
<tr>
<td>500 Building</td>
<td>Custodial Closet</td>
<td>Yale Master key</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>600 Building</td>
<td>Custodial Closet</td>
<td>Yale Master key</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>700 Building</td>
<td>Closet Rm 701.</td>
<td>Yale Master key</td>
<td>None</td>
<td>Close marked value</td>
</tr>
<tr>
<td>800 Building</td>
<td>Custodial Closet</td>
<td>Yale Master key</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>900 Building</td>
<td>In basement TV lab.</td>
<td>Yale Master key</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>1000 Building</td>
<td>Lower level - NE corner - mechanical closet.</td>
<td>Yale Master key</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>1100 Building</td>
<td>Lower level - NW corner - mechanical closet.</td>
<td>Yale Master key</td>
<td>None</td>
<td>Close marked value</td>
</tr>
<tr>
<td>1200 Building</td>
<td>See 400 Bldg.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1300 Building</td>
<td>West wall - next to gas valve.</td>
<td>Outside</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>1400 Building</td>
<td>East side of warehouse - Z valve boxes</td>
<td>Lift Lids.</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Maint. Yard</td>
<td>See 400 Bldg.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500 Building</td>
<td>South wall</td>
<td>Outside</td>
<td>T- handle</td>
<td></td>
</tr>
<tr>
<td>1500D Building</td>
<td>East Wall</td>
<td>Outside</td>
<td>T-handle</td>
<td></td>
</tr>
<tr>
<td>1700B Building</td>
<td>South East Corner</td>
<td>Outside</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>1700C Building</td>
<td>North West corner</td>
<td>Outside – under green blanket covering</td>
<td>T-handle</td>
<td></td>
</tr>
<tr>
<td>Pool</td>
<td>Pool House</td>
<td>Yale Master key</td>
<td>Hand</td>
<td></td>
</tr>
<tr>
<td>Ballfields</td>
<td>Ground vault at the rear of 1000B near the drinking fountain at the track.</td>
<td>Lift Lid</td>
<td>Square water key.</td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY GENERATORS

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>FUEL</th>
</tr>
</thead>
</table>
| 300 Building | Exterior - East side | 1. Built in, auto start/stop when power fails/resumes.  
2. Runs limited building lights - not outlets.  
3. 10 KV, 220/480, 3 phase, 4 wire  
4. Unlimited run time if gas lines remain intact. | natural gas |
| 900 Building | Exterior - West side | 1. Built in, auto start/stop when power fails/resumes.  
2. Runs limited building lights - not outlets.  
3. 20 KV, 220/480, 3 phase, 4 wire  
4. Unlimited run time if gas lines remain intact. | natural gas |
| 1000 Building | Exterior 1000B - North side | 1. Built in, auto start/stop when power fails/resumes.  
2. Runs limited building lights - not outlets.  
3. 15 KV, 220/480, 3 phase, 4 wire  
4. 100 gal capacity - run time 16 | propane |
| 1100 Building | Exterior - North side | 1. Built in, auto start/stop when power fails/resumes.  
2. Runs limited building lights - not outlets.  
3. 30 KV, 220/480, 3 phase, 4 wire  
4. Unlimited run time if gas lines remain intact. | natural gas |

PORTABLE GENERATORS
The college has two 3kVA portable generators, which will provide enough power to run a small office.

LOCATIONS: Public Safety  
Warehouse
ANNEX D - General Emergency Information

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   PAGERS ........................................................................................................... 2
   PAY PHONES .................................................................................................. 3
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HAZARDOUS MATERIAL SAFETY DATA SHEETS .............................................. 4

CAMPUS BLUEPRINTS ...................................................................................... 4
GENERAL EMERGENCY INFORMATION

COMMUNICATIONS SUMMARY
The following is a summary of the District’s phone system and their limitations as of September 1996.

<table>
<thead>
<tr>
<th>Power Failure (On Campus)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus Extensions</td>
<td>Normal operation, as long as battery back-up lasts (approx. 2 hours). Should be able to call outside campus as long as phone company lines are intact and working.</td>
</tr>
<tr>
<td>T-1 Internet Connection</td>
<td>Normal operation, as long as battery back-up lasts (approx. 2 hours). Should be able to access internet outside campus as long as the T-1 line is intact and working.</td>
</tr>
<tr>
<td>Upper Valley Campus</td>
<td>Normal operation, as long as battery back-up lasts (approx. 2 hours). Should be able to call outside campus as long as phone company lines are intact and working.</td>
</tr>
<tr>
<td>Pay Phones - All Locations</td>
<td>Normal Operation - Need Coins.</td>
</tr>
<tr>
<td>Cellular Phones</td>
<td>Will function <strong>BUT</strong> will likely become very congested.</td>
</tr>
<tr>
<td>Campus Radios (Public Safety &amp; Facilities)</td>
<td>Will not function until connected to an emergency generator. Normal Operation as long a batteries and power are available.</td>
</tr>
<tr>
<td>Campus Pagers</td>
<td>Will not function until connected to an emergency generator.</td>
</tr>
<tr>
<td>Electronic Mail</td>
<td>Will only function as long as the main computer is working. Should be able to access internet outside campus as long as the T-1 line is intact and working.</td>
</tr>
<tr>
<td>FAX Machines</td>
<td>Will not function without power.</td>
</tr>
</tbody>
</table>

PAGERS
Electrical power is needed to operate the pager base station, which is located on the 2nd floor of the 1400 building. During a power-outage the pager base station will not function until power is supplied. The pagers can be accessed through the phone system (if it is working) or directly from the pager base station. Facilities has approximately 17 pager/radios.
PAY PHONES
In a disaster or major emergency, even after the phone company shuts down most telephone numbers, pay phones will continue to operate because they have been designated as emergency phone lines.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>BUILDING</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>255-9851</td>
<td>200 Building</td>
<td>Inside NE corner near Admissions &amp; Records.</td>
</tr>
<tr>
<td>255-9618</td>
<td>300 Building</td>
<td>Inside lobby area near restrooms.</td>
</tr>
<tr>
<td>252-9880</td>
<td>600 Building</td>
<td>Located outside along the West wall.</td>
</tr>
<tr>
<td>255-9732</td>
<td>Quad Area</td>
<td>Along wall on the South end of the Quad.</td>
</tr>
<tr>
<td>255-9669</td>
<td>Quad Area</td>
<td>Along wall on the South end of the Quad.</td>
</tr>
<tr>
<td>255-9944</td>
<td>Quad Area</td>
<td>Along wall on the South end of the Quad.</td>
</tr>
<tr>
<td>255-9907</td>
<td>Quad Area</td>
<td>Along wall on the South end of the Quad.</td>
</tr>
<tr>
<td>252-9995</td>
<td>North End Mall</td>
<td>Across from the gym ... along the pool fence.</td>
</tr>
<tr>
<td>252-9966</td>
<td>1100 Building</td>
<td>Outside NW corner of the gym - under the stairs.</td>
</tr>
<tr>
<td>252-9761</td>
<td>400 Building.</td>
<td>Outside on East wall - next to front doors.</td>
</tr>
<tr>
<td>255-9694</td>
<td>College Ballfields</td>
<td>Located adjacent to restrooms.</td>
</tr>
<tr>
<td>252-9755</td>
<td>Kennedy Park</td>
<td>Located adjacent to restrooms.</td>
</tr>
</tbody>
</table>

RADIOS
Electrical power is needed to operate the base stations and to recharge the batteries of the portable radios. During a power-outage the base station will not function until and the portables will last a few hours until the batteries wear out. The vehicle radios will function as long as the vehicles they are in work.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>NUM.</th>
<th>LOCATION</th>
<th>CAPABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Safety</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Station</td>
<td>1</td>
<td>Room 727</td>
<td>Two-way communications with Public Safety, Facilities, and Napa Central Dispatch.</td>
</tr>
<tr>
<td>Vehicles</td>
<td>3</td>
<td>DPS Vehicles</td>
<td>Two-way communications with Public Safety, Facilities, and Napa Central Dispatch.</td>
</tr>
<tr>
<td><strong>Criminal Justice Training Center</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Station</td>
<td>1</td>
<td>Room 1022</td>
<td>Two-way communications with CJTC training channels and Public Safety.</td>
</tr>
<tr>
<td>Portables</td>
<td>20</td>
<td>Room 1022</td>
<td>Various radio types - Two-way communications on CJTC training channels.</td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Station</td>
<td>1</td>
<td>2nd Floor, 1400</td>
<td>Two-way communications on facilities channels</td>
</tr>
<tr>
<td>Portables</td>
<td>25</td>
<td>2nd Floor, 1400</td>
<td>Two-way communications on facilities channels</td>
</tr>
</tbody>
</table>
HAZARDOUS MATERIAL SAFETY DATA SHEETS
The master copy of the district’s material safety data sheets (MSDS) are kept in Room 1411 (1st Floor) in labeled file cabinets.

CAMPUS BLUEPRINTS
A master copy of the blueprints to all the main campus building is located in room 1426 (2nd floor) of the Warehouse.
Create an Emergency Plan

- Meet with household members and discuss the dangers of fire, severe weather, earthquakes, and other emergencies.
- Discuss how to respond to each disaster that could occur.
- Discuss what to do about power outages and personal injuries.
- Draw a floor plan of your home. Mark two escape routes from each room.
- Learn how to turn off the water, gas, and electricity at main switches.
- Post emergency telephone numbers near telephones.
- Teach children how and when to call 911, police, and fire.
- Instruct household members to turn on the radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).
- Teach children how to make long distance telephone calls.
- Pick two meeting places, one near your home in case of a fire. One outside your neighborhood in case you cannot return home after a disaster.
- Keep family records in a water-and fireproof container.

Prepare a Disaster Supplies Kit

Assemble supplies you might need in an emergency. Store them in an easy-to-carry container, such as a backpack or duffel bag. Include:

- A supply of water (one gallon per person per day). Store water in sealed, unbreakable containers. Identify the storage date and replace every six months.
- A supply of non-perishable packaged or canned food and a non-electric can opener.
- A change of clothing, rain gear, and sturdy shoes.
- Blankets or sleeping bags.
- A first aid kit and prescription medications.
- An extra pair of glasses.
- A battery-powered radio, flashlight, and plenty of extra batteries.
- Credit cards and cash.
- An extra set of car keys.
- A list of family physicians.
- A list of important family information; the style and serial number of medical devices, such as pacemakers.
- Special items for infants, elderly, or disabled family
Information about what has happened, what to do, and where to go will be available at the emergency assembly areas as quickly as possible. The two emergency assembly areas for the main campus are:

- The college track
- The grass park located adjacent to the South – East corner of the Library

Emergency Information will also be available on campus via any AM/FM radio at – 1610 AM