

# Z4: UC POLICE DEPARTMENT

**Draft May, 2007**

**University of California, Berkeley  
Influenza Pandemic Emergency Operations Plan  
Additional Unit Information**

This DOC Plan Annex contains additional information specific to UC Police Department (UCPD) response to a pandemic influenza event. Building upon existing emergency response and business resumption initiatives, this contingency plan will *supplement* the existing campus Emergency Operations Plan (EOP) and Department Operations Center (DOC) Plan.

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# **University of California, Berkeley**

## **Pandemic Influenza Emergency Operations Plan**

### **Additional Unit Information**

The UC Berkeley Influenza Pandemic Emergency Operations Plan (EOP) includes information describing the guiding principles for response to a pandemic event on campus, the authorities, critical functions, special considerations for campus-wide issues, the campus communications plan, triggers for taking action, activation and coordination, and general responsibilities of the nine individual Department Operations Centers. This document contains additional information relating to the **Police Department Operations Center (DOC)** for response to a pandemic influenza event:

#### **I. Executive Summary – Police DOC role in pandemic**

The Police Department Operations Center is the lead law enforcement and emergency response organization for the UC Berkeley campus, both on a daily basis and during an activation of the campus Emergency Operations Plan (EOP). Staff from the Police DOC assumes a role at multiple levels in the campus emergency operations plan (EOP) hierarchy, including:

- Providing for life safety and emergency response for the campus community
- Serving in the Emergency Operations Center, Management and Operations Sections
- Operating and maintaining 9-1-1 communications and dispatch

In an EOP activation, the function of the Police DOC is to coordinate Police response for public safety and security, protect life and property, and to mitigate the severe interruption of University programs resulting from the emergency. The emergency responders in this department are professionally trained in command and control in urgent situations and utilize these skills on a daily basis. The Police would perform the following critical functions on behalf of the University: protect life and property, perform emergency response, and provide traffic/crowd control, site security, and law enforcement.

In an unfolding infectious disease scenario, the Police Department would be supporting the activities of the EOC, and the RSSP, UHS, EHS and PP-CS DOCs by implementing both routine and urgent response activities as the situation dictates.

#### **II. Unit Response Checklist**

Actions described in the UC Berkeley EOP are based on phases that are related to both the World Health Organization periods and the CDC stages. This table describes general actions appropriate for preparedness at each of these phases.

UC Berkeley Phase	GENERAL UNIT ACTIONS	SPECIFIC UNIT ACTIONS
<p><b>1 – Pre-Event Planning</b></p> <p><i>New virus in animals, no human cases</i></p>	<ul style="list-style-type: none"> <li>• Develop comprehensive unit plans</li> <li>• Develop and test unit communication plans</li> <li>• Conduct operations test during staff or safety meetings</li> <li>• Check the <a href="http://www.uhs.berkeley.edu/pandemicflu/">http://www.uhs.berkeley.edu/pandemicflu/</a> website regularly for updates and new information</li> <li>• Communicate developments with staff/faculty/students</li> <li>• Refer general questions from staff/faculty/students to <a href="http://www.uhs.berkeley.edu/pandemicflu/">http://www.uhs.berkeley.edu/pandemicflu/</a></li> <li>• Encourage adoption of hygiene etiquette behavior</li> <li>• Encourage personal preparedness plans for staff/faculty/students</li> </ul>	<ul style="list-style-type: none"> <li>• Review DOC annex on pandemics</li> <li>• Review communications plan</li> <li>• Update emergency contact information for DOC staff</li> <li>• Conduct regular testing of key communications nodes</li> <li>• Develop security plans for isolation, quarantine and mass care facilities</li> <li>• Develop security plan for triage with UHS and RSSP</li> <li>• Create a plan for securing campus buildings in collaboration with PPCS, Fire, and Building Coordinators</li> <li>• Develop off-site work plan to comply with social distancing requirements issued by CDC and local public health authorities.</li> </ul>
<p><b>2 – Animal Outbreak of Highly Pathogenic Avian Influenza in North America</b></p>	<ul style="list-style-type: none"> <li>• Same as 1</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate news of heightened alert status to department employees</li> </ul>
<p><b>3 – Confirmed Human to Human Outbreak Overseas</b></p> <p><i>Evidence of Sustained Human-to-Human Transmission</i></p>	<ul style="list-style-type: none"> <li>• Same as 2 plus:</li> <li>• Gather unit decision makers for preplanning; review list of critical and noncritical functions for unit</li> <li>• Contact staff/faculty/students on travel – refer to website for additional travel information specific to UC Berkeley</li> <li>• Begin monitoring daily absenteeism of staff/faculty/students</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare to activate DOC response plans</li> <li>• Implement appropriate elements of Communication Plan</li> <li>• Review vendor agreements and blanket POs</li> <li>• Review department, campus and union personnel policies &amp;/or procedures</li> <li>• Work with EHS to identify and acquire additional PPE for UCPD personnel</li> <li>• Implement off-site work plan</li> </ul>

<b>4 – Confirmed Human to Human Outbreak in North America</b>	<ul style="list-style-type: none"> <li>• Same as 3 plus:</li> <li>• Mandate adoption of hygiene etiquette behavior</li> <li>• Hold regular meetings with decision makers</li> <li>• Report to campus EOC: Daily absenteeism reports of staff/faculty/students</li> <li>• At direction of EOC, prepare to activate plans to continue critical functions and implement alternate plans for noncritical functions</li> </ul>	<ul style="list-style-type: none"> <li>• Staff EOC as directed</li> <li>• Activate DOC as directed</li> <li>• Implement plan for securing buildings</li> <li>• Implement security plan for isolation/quarantine facilities</li> <li>• Implement security plan for mass care facilities and triage areas</li> <li>• Implement appropriate elements of Communication Plan</li> <li>• Contact vendors to purchase additional equipment and supplies</li> </ul>
<b>5 – Widespread Pandemic Overseas and North America</b>  <i>Sustained Transmission = Pandemic*</i>	<ul style="list-style-type: none"> <li>• Same as 4 plus:</li> <li>• Other information as directed by the EOC</li> </ul>	<ul style="list-style-type: none"> <li>• Staff EOC as directed</li> <li>• Implement DOC response plans and staffing as needed</li> <li>• Implement appropriate elements of Communication Plan</li> <li>• Work with other critical DOCs to secure campus and provide security for isolation/quarantine facilities, mass care facilities and triage areas.</li> </ul>
<b>6 – Recovery</b>	<ul style="list-style-type: none"> <li>• Support gradual resumption of instruction, research and business activities</li> <li>• Debriefing and After-Action Reports (including lessons learned)</li> <li>• EOC moves into Recovery mode and determines activation status</li> </ul>	<ul style="list-style-type: none"> <li>• Resumption of business activities</li> <li>• Prepare to deactivate or decrease activation of the DOC/EOC/ assignments</li> <li>• Prepare Debriefing and After-Action Reports as required.</li> <li>• Prepare plans to re-activate within the year.</li> </ul>

### III. Critical Functions

#### Continuity of Operations Analysis

The function of the DOC is to coordinate Police Response for public safety and security, the protection of life and property and to mitigate the severe interruption of University programs resulting from a Pandemic Influenza.

- Protect life
- Protect property
- Emergency Response
- Provide traffic / crowd control
- Site Security
- Law Enforcement

**Personnel in the following roles have been cross trained to provide leadership for the three critical functions identified as high priorities**

<b>High Priority Critical Function:</b>	<b>Position/Job Classification:</b>
Police patrol response to protect life and property	1. Command Staff/Patrol Captain 2. Patrol Sergeant 3. Patrol Officer
911/Dispatch/alarm monitoring to receive and dispatch calls for service	1. Command Staff/Services Captain 2. CPU Sergeant 3. Records Supervisor, Dispatchers
Security, traffic control and crowd control	1. Command Staff/Services Captain 2. Patrol Sergeant 3. SPO Supervisor, SPOs 4. CPU Sergeant, CSOs

**IV. Unit Communications Plan**

**Communications liaisons.** The communications liaisons will be responsible for ensuring that all members of the department receive current and accurate information regarding pandemic flu (WHO phases 1-3)

<b>Name</b>	<b>Office Address and Mailcode</b>	<b>E-mail(s)</b>	<b>Office Phone #</b>
Cpt Beckford	1 Sproul Hall, 1199	beckford@berkeley.edu	
Lt Wing	1 Sproul Hall, 1199	dwing@uclink.berkeley.edu	
Sgt Hartnett	1 Sproul Hall, 1199	<a href="mailto:bhartnett@berkeley.edu">bhartnett@berkeley.edu</a>	

**Communications analysis:** Identify the audiences that the DOC communicates with. Identify modes of communication that could be used to reach all of the audiences identified.

Mode of Communication	Audience (√)					Good for urgent communication	Strengths/Weaknesses
	UCPD Staff	UCPD Vendors	Campus Community	Berkeley Community	Public Safety Agencies		
<b>Telephone System</b>							
Phone tree	X					X	Time and labor intensive. May not have resources available during critical incident.
Internal Emergency Information Line			X	X	X	X	
External Information Line			X	X			
Mass Voice Mail Message		X	X	X		X	
Call center/phone bank							
Teleconferencing		X				X	
<b>Electronic</b>							
Mass E-mail message*	X	X	X	X	X	X	May not be accessible by off duty employees.
Website Posting*			X	X			Off Duty Employees may not have internet access
Intranet Posting*	X						May not be accessible by off duty employees.
On-line chat							
<b>Hard Copy</b>							
Mailing*	X	X	X	X	X		Time and labor intensive.
Interoffice Mail*	X		X		X		Time and labor intensive. Not reliable for off duty employees.
Mass Faxes*		X	X	X	X		Not many employees have personal fax machines
Notice Board Posting*	X						Easy. Not accessible by off duty employees.
<b>In Person</b>							
Meeting	X				X	X	Face to face. May not be feasible during critical incident.
<b>Other</b>							
KALX Radio Station (UCB) 90.7 FM			X	X		X	
ST&AR	X	X	X	X		X	Only good if people have computer internet access
UCB Alerting and Warning System (AWS)			X	X		X	Tested, but used infrequently. Spills over to surrounding community, so audience is larger than UC only.

## **V. Safe Work Practices**

Personnel will be encouraged to implement social distancing techniques and the appropriate use of PPE to minimize potential exposure to or transmission of infectious disease. Logistics connected with briefings should be reconsidered: briefings may need to be conducted via radio or posting of updates, either in hard copy or electronically. Personnel should be trained in appropriate contact with those infected, as well as in procedures for dealing with incarceration of possibly infected persons. Procedures in interfacing with other law enforcement agencies (BPD, Alameda County Sheriff's office, etc.) will also have to be reviewed, especially with regard to transportation and incarceration of possibly infected prisoners.

## **VI. Logistics: equipment, vehicles, buildings, supplies**

The department will need their full complement of patrol cars, other (unmarked) cars, Segways, and bicycles – along with alternative sources of fuel and maintenance for all vehicles. UCPD will also need its CADS system for dispatch, as well as all of its P25-compliant radios (approximately 100 portable radios and 30 patrol and unmarked car radios). Currently, UCPD has space in Sproul Hall, Barrows Hall, the Old Art Gallery, Edwards Track, 2610 Channing Way (RSSB), and the Marchant Building. There will also be a need for locker room facilities for uniformed personnel, as well as additional consumable PPE's like masks, gloves, waterless hand sanitizers for personal use and disinfectant for interview rooms, jail area, shared office space, shared communications devices, and shared vehicles.

## **VII. Action Steps Pending**

1. Identify gaps and vulnerabilities in field training, communications and equipment needs (Capt. Field Operations)
2. Develop security plans for potential isolation, quarantine and mass care facilities – in conjunction with RSSP and UHS (Capt. Field Operations)
3. Develop security plan for triage areas – in conjunction with UHS (Capt. Field Operations)
4. Develop/renew blanket purchase orders for goods and services that will be required during extended pandemic flu operations (Sr. Staff, Budget Manager, Payables Supervisor, Accounts Payable AAI)
5. Develop comprehensive communications plan, both internal and external. Detail processes to be used in communicating with department employees, campus community, and with other emergency responders including fire, EMS, and other law enforcement agencies (Services Lt., Dispatch Supervisor)
6. Keep emergency call list updated (Sr. Administrative Analyst OEP, Dispatch Supervisor, Records Supervisor)
7. Identify key functions that can be performed off-site and related logistical needs to accomplish those functions e.g. payroll, alarms & access, etc to comply with social distancing requirements issued by CDC and local public health authorities.