

University of California, Berkeley

Office of Emergency Preparedness

Quake '99 - Task 1 The Development of Selected Department Operations Center (DOC) plans and Training. -

Department Operations Center Planning

Disaster response planning and training targeted to critical services departments (EOC functions).

Development Services are designed in a progressive module format. Departments will assign key representatives who will attend all modules, complete the DOC plan template and coordinate information dissemination and related training to department staff.

The modules include:

Module 1 :Orientation and UCB Plan Overview to Department Staff (Individually, or combined, as determined by UCB)	Consultant to provide agendas, overhead transparencies and conduct initial training. UCB staff to follow up with additional staff groups using the prepared presentation materials. Consultant to develop Template
Module 2 – Presentation of the Template Tab 1 – UCB Plan Overview Tab 2 – DOC Organization Structure, Business Resumption Functions	Consultant and UCB staff to present module to group. Assist the group with identifying their internal emergency functions, including Criticality 1 and 2 Business Resumption Functions
Module 3 – Procedures and Assignments Tab 2 – Completed Tab 3 – Procedures	Consultant and staff to present module to group. DOC's will fill-in procedure checklist for each function identified in their organization structure. Preliminary assignments will be made
Module 4 – Equip/Training and Prep for May 1999 Exercise Tab 3 – Completed Tab 4 – Presentation, Training/Drill	Consultant and staff to review completion of plans, and schedule staff training with each DOC. Each DOC is expected to conduct a Table Top Exercise with staff assigned in the plan BEFORE the May drill

Selected DOCS include:

#	DOC	Orientation	Modules	NEED Plan
1.	Police	7/15	NO	Yes*
2.	Physical Plant - Campus Services		YES	YES
3.	Housing and Dining		YES	YES
4.	Information Systems and Technology		YES	YES
5.	Health Services.		YES	YES
6.	Environment, Health and Safety	7/29	YES	YES
7.	Planning, Design and Construction		YES	YES

* Consultant will develop template and complete police DOC for UCB. This will include discussion and plan development meetings with UCB Police Department staff, as scheduled in conjunction with the Master Schedule. The Police Department staff therefore, will not need to attend the Modules. The Police DOC Table Top exercise may be conducted in a separate format/process from the Modules and may be delayed until the Field Exercise in Task 2.

Department Responsibilities:

- 1) Develop and maintain the Master File for their plan.
- 2) Produce 3 binders: (1) DOC, (2) EOC, (3) OEP.
- 3) Conduct a discussion or Table Top Exercise prior to May 1999.
- 4) Participate in Quake 99 – EOC – DOC functional Exercise

Added Value:

1. Business Resumption Plan for Criticality 1 and 2 (1-3 days) for each DOC, core University infrastructure departments.
2. Business Resumption Plan partial template (can be adapted to other departments)
3. Training to each participating department employee via the DOCs (dissemination of the brochure)

Additional Scope:

The consultant may be requested to work closely with individual DOC's to complete their plans and/or enhance the development of their Table Top exercises, including facilitation. Every effort will be made to assist the DOC staff during the normal course of the above task. However, should additional work from the consultant be requested, if it involves additional days or work at UCB, it will be considered Additional Scope which results in additional costs to the project.

Based on this proposal, additional work includes time/expenses and fax/email consultation for one pre-exercise meeting and exercise facilitation for each DOC - \$1,000/per DOC. More meetings: add \$750 per meeting (in addition to master schedule).

Quake '99 - Task 2 Incident Command Post Handbook/ EMA Training/ Field Exercise

The Campus Disaster Response Plan utilizes both Emergency Management Area Coordinators and Police Patrol Officers to perform intelligence gathering and field incident command roles during a disaster. The roles are substantially different from the day-to-day functions each normally performs and will require specialized training and practice.

This task includes:

1. The development of the Police Major Incident Command Handbook, a checklist formatted manual outlining the primary responsibilities for setting up the Command Post, managing the critical incidents on site, communicating with and reporting to the EOC, working the EMA and coordinating field response. Deliverable includes electronic file for manual – UCB to reproduce for staff.
2. Training sessions for selected UCB officers in field Major Incident Command. This may include primary staff assignments only, or all officers – pending on the UCB schedule and availability of the consultant. Consultant will develop general training materials which UCB can use.
3. Overview training for EMA Coordinators in the role, function and general procedures of the Incident Commander and how the EMA Coordinator can support the IC. Consultant will develop general training materials which UCB can use and will conduct training – schedule dependent on UCB and consultant.
4. Development of a Field Exercise (part of Quake 99) designed to activate and test :
 - ◆ Response to Command Post (may be selected ICs and EMAs)
 - ◆ Establishment of Communications with the Police (EOC) and EMA Liaison (EOC) positions
 - ◆ May include building coordinators, rescue and/or other life safety field demonstrations depending on the UCB program, availability and opportunity
 - ◆ May be video taped (by UCB) to serve as a training tape

Deliverables:

- 1) Incident Commander Handbook
- 2) Train Police department staff in the campus Disaster Response Plan and in their role as Incident Commanders.
- 3) Refresher training for EMA Coordinators
- 4) Conduct an Field exercise to practice these procedures. Exercise to be a limited EOC/field activation in a selected region(s) of the campus. Target Date: summer, 1999

Quake '99 - Task 3 - Communications to Faculty, Staff and Students -

Consultant will develop three UCB Disaster communication brochures:

Quake '99 - Task 4 - Chancellor's Policy Group

Provide wrap up of Quake 98 exercise to Chancellor's Emergency Policy Group (carried over from prior contract) Tentative date: August 25, 9:00 a.m. 60 to 90 minutes.

Concept Idea: Policy Group tabletop exercise
{Present revised pre-activation plan?}

Deliverable: Presentation program and facilitation of the program

Quake '99 - Task 5 – Quake 99 EOC/DOC exercise

1. Target Date for Exercise will be set on the Master Schedule (Target Date – May 1999)
2. Consultant and project team will develop exercise concepts, as follows:
 - ◆ Scope of Exercise (who will be trained)
 - ◆ Script and Simulation (prepared and timed script – delivered by simulation team comprised of members from each DOC)
 - ◆ Objectives for DOC's and EOC participants
 - ◆ Participation and simulation for adjunct processes, i.e, EMA's
 - ◆ Preparation Schedule and Logistics
3. Consultant will work with UCB team via monthly scheduled meetings to refine script and simulation processes.
4. Consultant will conduct pre-exercise briefings and training meetings, as needed to prepare participants (one monthly, co-scheduled with above exercise design meetings).
5. Consultant will serve as Exercise Controller and will provide additional support: for the simulation team.
6. UCB to provide staff for the simulation team, communications, and support for the EOC/DOCs' as needed.

Deliverables:

- 1) Exercise Design, includes master script and logistics
- 2) Facilitation and Training (one or two days/month) for simulators and participants, including DOCS and EOC members
- 3) Presentation materials
- 4) Exercise Facilitation and debrief, including additional consultant. Target Date: summer, 1999

- 1) 7/15 Police Sgts – overview and preliminary IC
- 2) 7/29 EH&S Overview and preliminary DOC planning – project meeting set master schedule
- 3) 8/25 Chancellor's Group
- 4) September – Module 1, Module 2 (two trips)
- 5) October - Module 3, Module 4 (two trips)
- 6) November – Draft Brochures -no trips – review material by E-mail or mail
- 7) December – Final Brochures, draft IC Handbook no trips
- 8) January – Exercise Design Team, Briefing to EOC participants (one trip)
- 9) February – Incident Commander Handbook, Exercise Design Team, (one Trip)
- 10) March – Training for IC, EMA, Exercise Design Team, DOC preview meeting(One Trip – two days) Field Exercise Design Team
- 11) April – Exercise Design, pre-exercise walk through, briefings, as needed, Field Exercise Design Team (one or two trips)
- 12) May – EOC/DOC exercise and debrief , – Field Exercise Design Team (three day trip)
- 13) June – Field Exercise – (One Trip)