

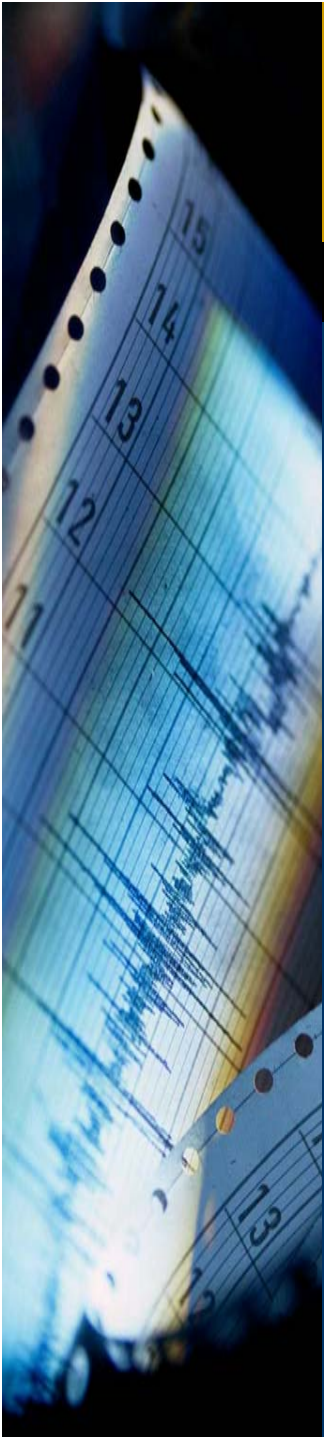


University of California,
Berkeley

SHOCKWAVE 2005

EMERGENCY OPERATIONS PLAN ORIENTATION

April, 2005





Today's Presentation

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- **Welcome and Introductions**
- **Review Changes to Ver. 4.0**
- **Discussion of Roles**
- **Action Planning Process**
- **Scenario**





Campus Disaster Response Program

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Chancellor's Policy Group



Policy Level

Emergency Operations Center



Management Level

Department Operations Centers



Operations Level

Response



Incident Commdr.



EMA Coord.

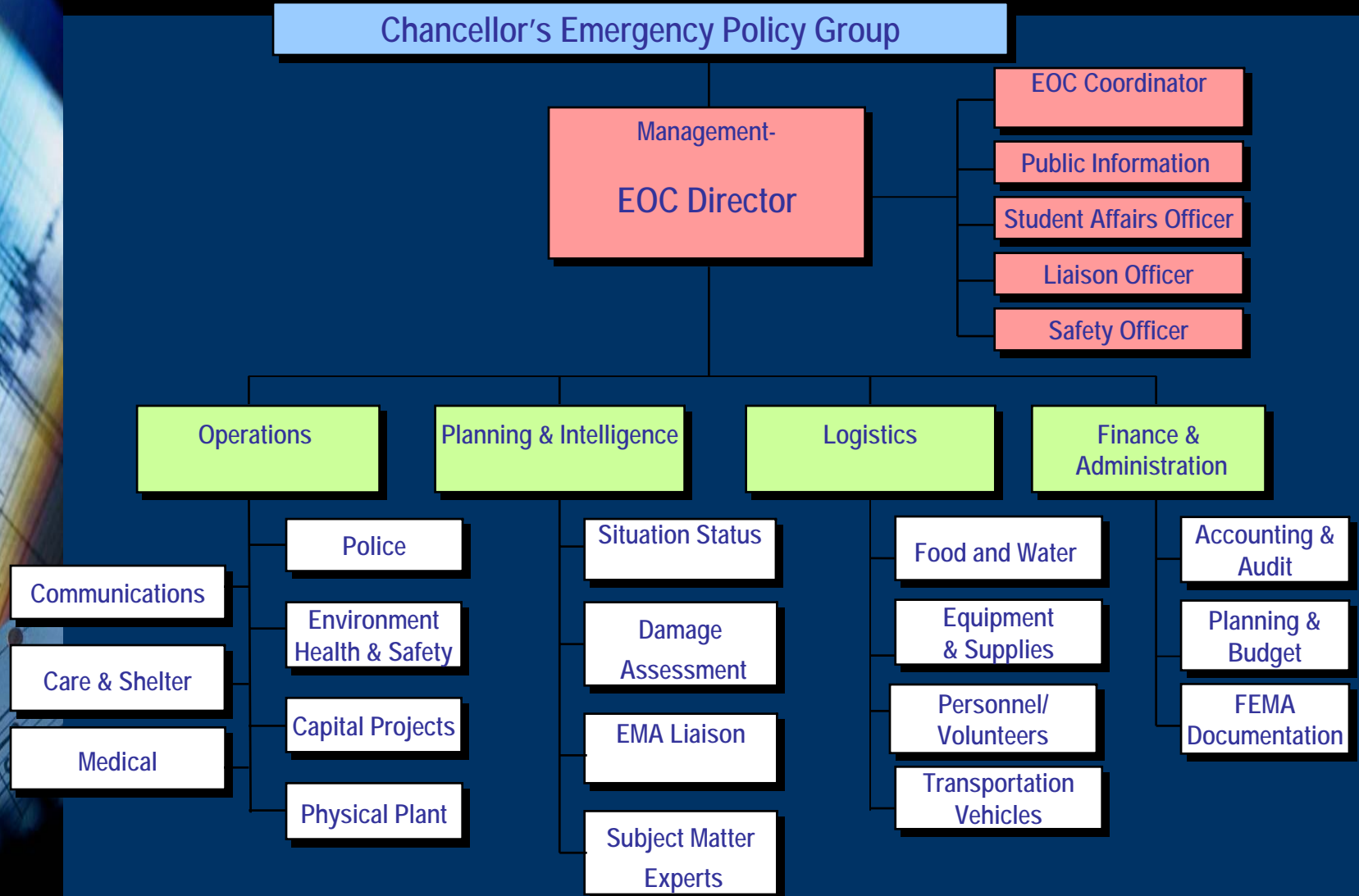


Field Level



UC Berkeley Emergency Operations Center

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EOP Changes in Version 4.0

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- **Change name from “EOC Plan” to “Emergency Operations Plan (EOP)”**
- **Change titles & team names to comply w/NIMS & SEMS**
- **Revise EOC activation guidelines, levels of emergencies, levels of activation:**
 - Level 1 - “Standby/Alert”**
 - Level 2 - “Partial Activation”**
 - Level 3 - “Full Activation”**



EOP Changes in Version 4.0

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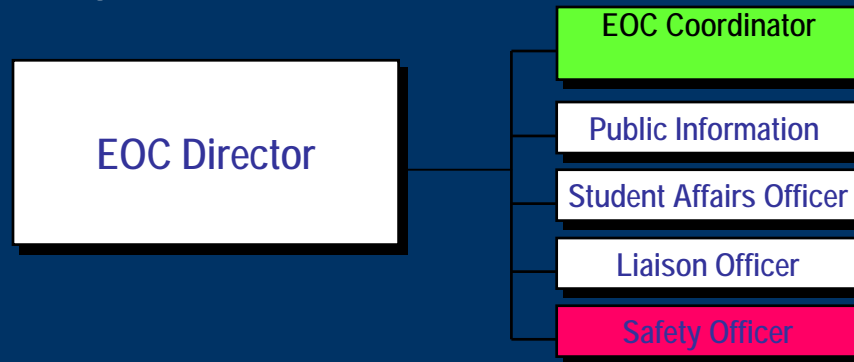
- **Include Alerting and Warning System**
- **Hotline function move to PA**
- **Fewer Forms**
- **Checklist procedure revision**
- **New phone, email**
- **Human Resource DOC**



EOP Changes in Version 4.0

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Management Section



EOC Coordinator - manages operation and functioning of EOC, sets up facility, advises on staffing, check in

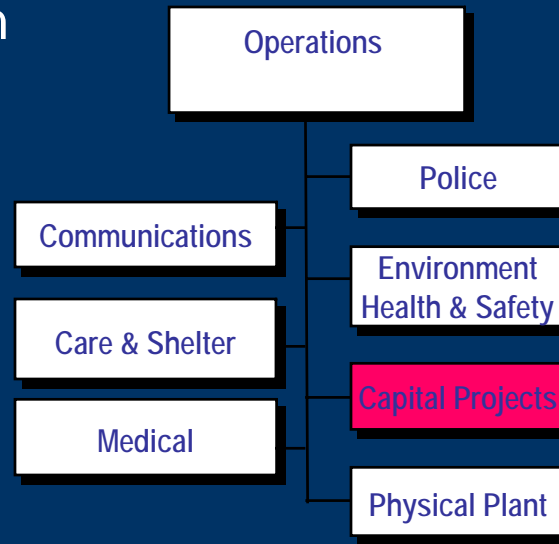
Safety Officer - responsible for personnel and work-site safety, developing site safety plans, field operations safety



EOP Changes in Version 4.0

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Operations Section



Capital Projects joins Operations Section.

Inspections and Repair & Emergency Construction are units under the Capital Projects Branch

Communications Asst. position eliminated



EOP Changes in Version 4.0

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Planning & Intelligence

Situation Status

Damage
Assessment

EMA Liaison

Subject Matter
Experts

Planning and Intelligence Coordinator

- position responsible for development of Incident Action Plan - new name

Situation Status - FASDI unit in Sit Stat branch
(facilities and spatial data integration)

Subject Matter Experts - position for advisors critical to analysis of specific events, e.g. seismologists, public health experts, radiological experts, apiculturists, geologists, etc.



EOP Changes in Version 4.0

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Logistics

Food and Water

Equipment
& Supplies

Personnel/
Volunteers

Transportation
Vehicles

“**Logistics**” was “**Resource Support**”
(consistency with SEMS/NIMS)

Personnel/Volunteers - Position checklist expanded to cover staff redeployment, labor relations, volunteer coordination. DOC Created, reporting to this position



Discussion of Roles

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✧ Select from the following 5 slides depending upon the audience



Management Section

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- EOC Director
- EOC Coordinator
- Student Affairs Officer
- Public Information Officer
- Safety Officer
- Liaison Officer

- Who is assigned each role?
- What are the main functions
- Reports to? Directs?



Operations Section

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- Section Leader
- Communications
- Police
- Environment Health & Safety
- Physical Plant - Facilities Serv.
- Medical
- Care & Shelter
- Capital Projects

- Who is assigned each role?
- What are its main functions
- Reports to? Directs?



Planning & Intelligence Section

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- **P & I Section Coordinator**
- **Situation Status**
- **Damage Assessment**
- **Subject Matter Experts**
- **EMA Liaison**

- Who is assigned each role?
- What are its main functions
- Reports to? Directs?



Logistics Section

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- **Logistics Section Coord.**
- **Food/Water Supplies**
- **Contracts/Equipment and Supplies**
- **Personnel/Volunteers**
- **Transportation Vehicles**

- Who is assigned each role?
- What are its main functions
- Reports to? Directs?



Finance and Administration

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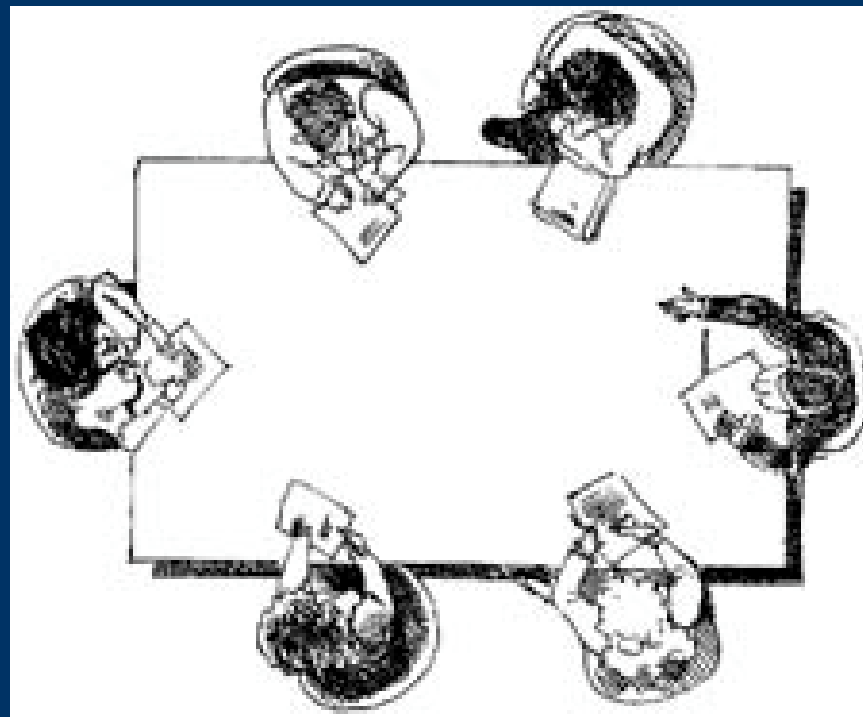
- Finance & Admin Section Coord.
- Accounting & Audit
- Planning & Budget
- FEMA Documentation

- Who is assigned each role?
- What are it's main functions
- Reports to? Directs?



The Action Planning Process

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Adapted from: California Specialized Training Institute



Action Planning

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- Imposes order on what can be chaotic
- Defines objectives and steps needed to accomplish them
- Assigns responsibility and monitors task completion
- Updated throughout response period





What is Action Planning and Why Do It?

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- **Coordinates people and activities**
- **Provides direction**
- **Clarifies responsibility**
- **Reduces redundancy**
- **Improves communication**





An Action Planning Process is Very Helpful When....

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- Lengthy Response
- Numerous Staff
- Two Shifts
- Multiple Agencies



Action Planning

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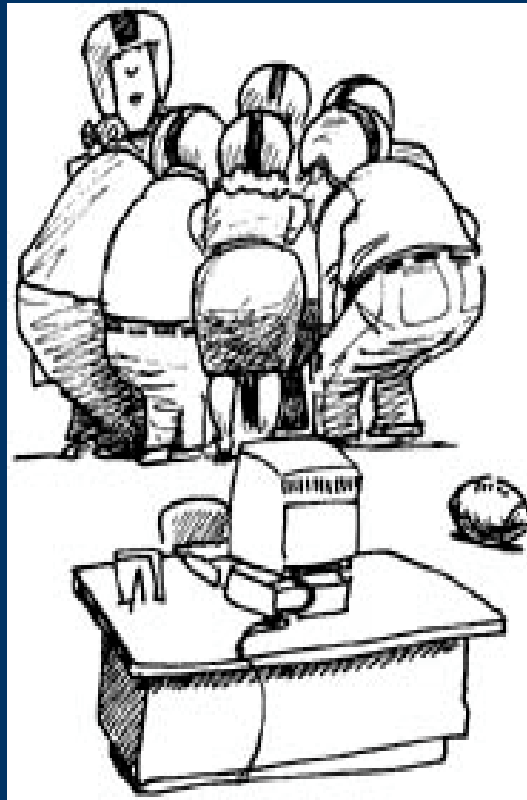
- The EOC Director has overall responsibility
- Planning/Intelligence Section Coordinator facilitates process (plan and meeting)
- Section Coordinators Participate (others as necessary)





The Action Planning Meeting:

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- No more than 30 minutes
- Participants must come prepared
- Conduct it in a quiet location with proper materials
- Firmly facilitated



Conducting the Meeting (the agenda)...

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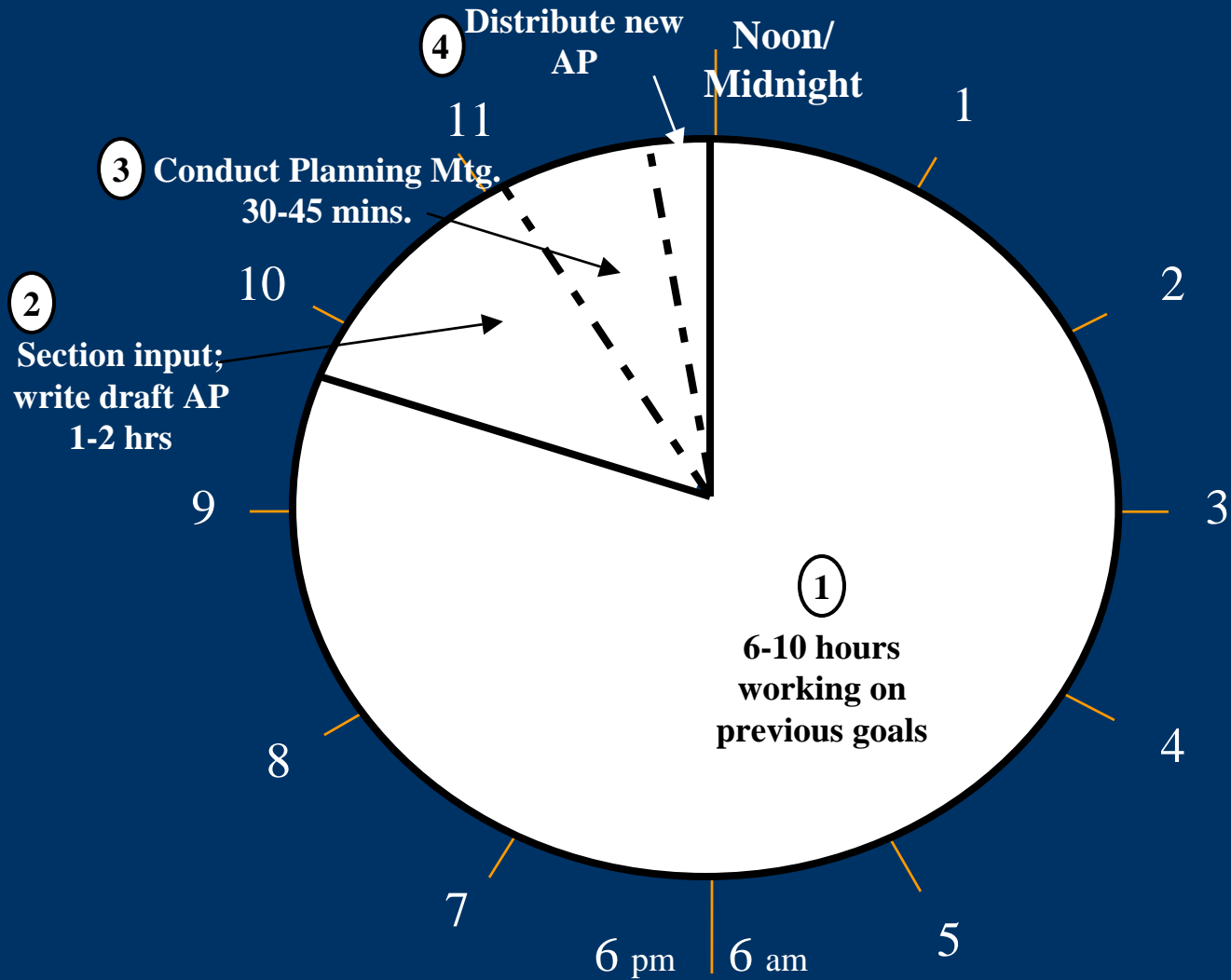
- **Distribute the Draft AP**
- **Brief Situation Report**
- **Statement of Objectives**
- **Revise Assignments as needed**
- **Operational Period Established**
- **Next Meeting Scheduled**





12-Hour Operational Period Planning Cycle

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Examples of Action Plan Objectives

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- **Protect Life Safety (rescue, treat, and transport the injured)**
- **Prevent Further Property Loss (secure the area to prevent destruction of property or injuries)**
- **Protect Environment (prevent fires from spreading)**
- **Restore Quality of Life (fix utilities)**
- **Provide regular information to the media, public, and victims**



Emergency Management Team Procedures:

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What will you do when the disaster strikes when you're:

- On campus ?
- Off campus ?
- Out of the area ?

On day 5 ?