

PALOMAR COMMUNITY
COLLEGE DISTRICT

EMERGENCY
OPERATIONS CENTER
MANUAL

Draft

August 8, 2019 Rev.1

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INTRODUCTION / OVERVIEW

This manual is formatted to provide the user with a simple, user-friendly, quick-reference document for the operation and management of the Palomar Community College District's Emergency Operations Center (EOC).

The District's Emergency Management Committee is responsible for maintenance of this document, as well as training and exercises for EOC staff. Recommendations for changes to this document should be forwarded to: Supervisor, Environmental Health and Safety.

POLICY GROUP

Serving initially as a crisis management team at the onset of an incident, the Policy Group will serve as the interface between the campus-level Emergency Response Team until the Group calls for the activation of the Emergency Operations Center.

Once the EOC is activated, the Policy Group will convene as necessary in an advisory capacity to the Management Section in considering high-level policy issues confronting the District. Examples of Policy Group high-level policies could include: administrative policy decisions relating to campus closures and reopening schedules; fiscal authorizations; disaster declarations; strategic prioritization; high-level conflict resolution; and strategic policy and direction for recovery and resumption of normal operations.

The Policy Group will be led by the **President/Superintendent** with other members including **Assistant Superintendent/Vice President - Finance & Administrative Services, Assistant Superintendent/Vice President - Instruction Services, Assistant Superintendent/Vice President - Student Services, Assistant Superintendent/Vice President - Human Resources, and Director of Communications, Marketing & Public Affairs.**

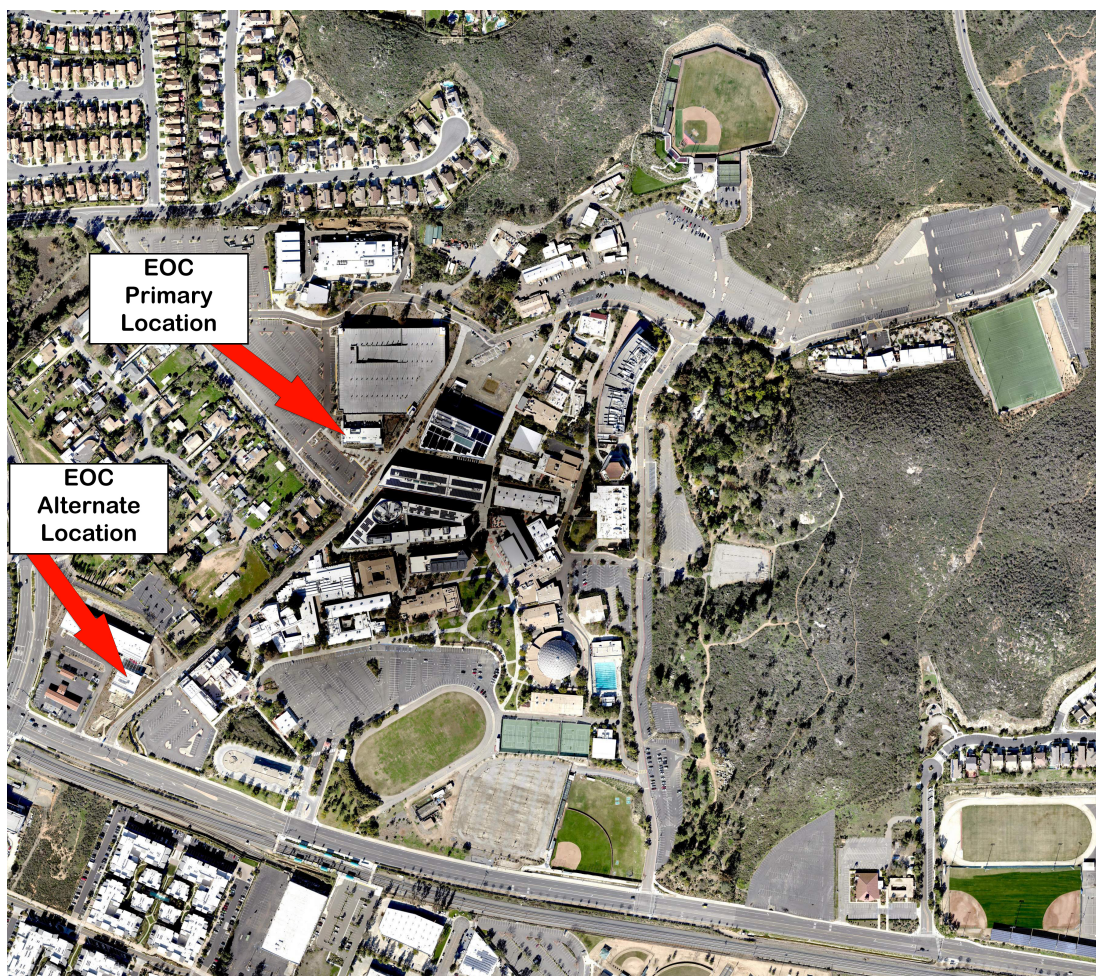
ROLE OF THE EOC

The District Emergency Operations Center is activated to perform the following activities:

- Provide a centralized point of District emergency management
- Provide logistical support to campuses and facilities
- Provide logistical support in remote sheltering operations
- Coordinate media relations
- Serve as the central point for District information and status
- Coordinate special resources related to crisis counseling and disabled service
- Track fiscal issues and expenditures
- Coordinate claims issues
- Coordinate recovery operations

EOC LOCATIONS

The Primary EOC is located at the Campus Police. In the event that the primary location is unusable, the Alternate EOC is located at old Campus Police Bullpen.



EOC ACTIVATION

The scope of the activation will depend upon the situation (e.g. during instructional hours vs. after-hours). Because each emergency will be unique in its complexity and demands, the individual authorizing activation must determine which positions need to be activated. The request will be forwarded to College Police who will be responsible for notifying the individuals assigned to the activated positions. Access and parking information and other logistical arrangements should also be addressed during the notification process.

The EOC may be activated by the Superintendent/President or if unavailable:

- Assistant Superintendent/Vice President - Finance & Administrative Services

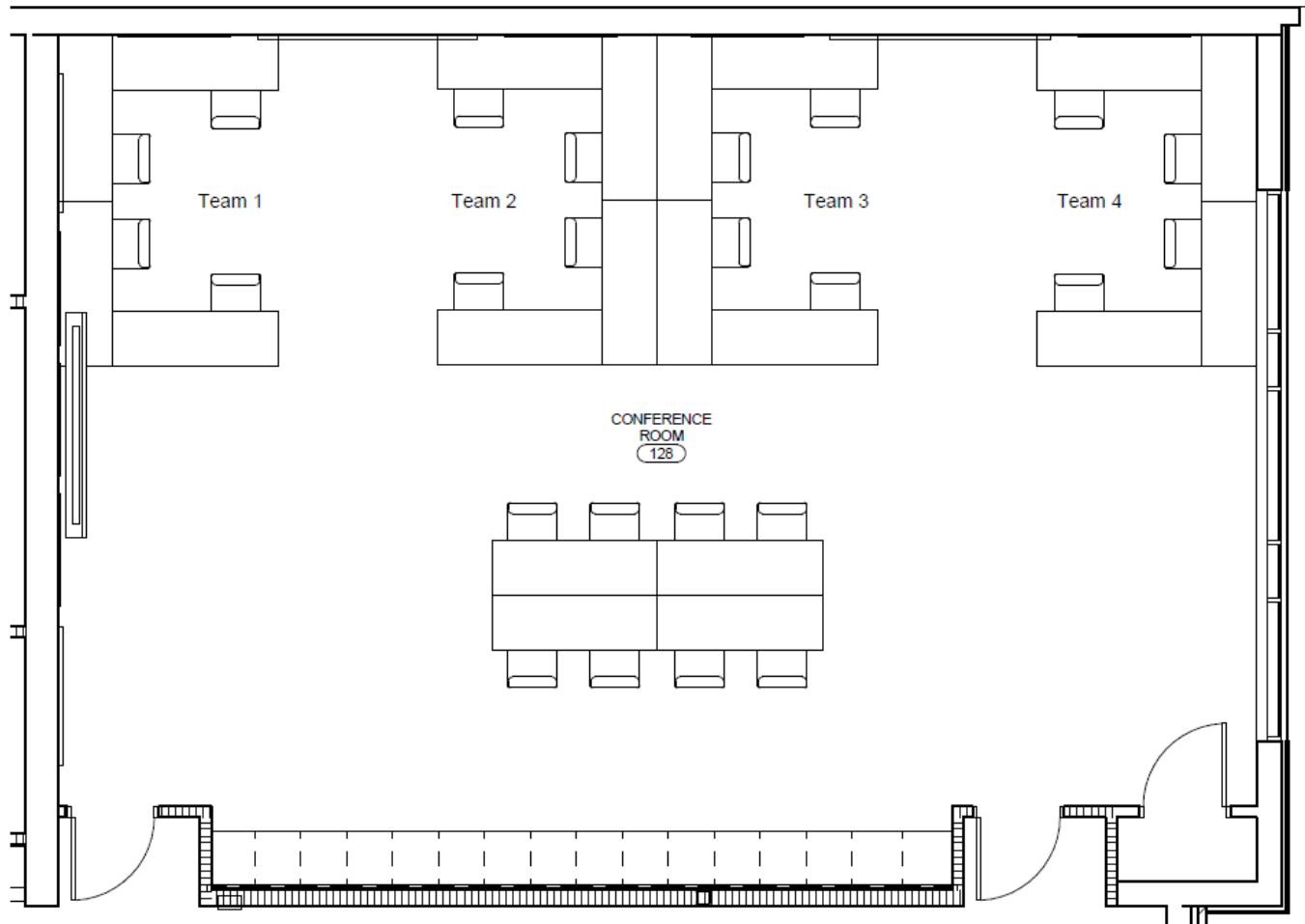
- Assistant Superintendent/Vice President - Instruction Services
- Assistant Superintendent/Vice President - Student Services
- Assistant Superintendent/Vice President - Human Resources

Activation of the EOC should be considered whenever any of the following situations occurs:

- Large fire
- An on-campus shooting
- A major civil disorder
- Earthquake
- Structural failure of an occupied building
- Explosion
- Major hazardous material incident
- Any other incident that results in or has potential for serious injuries or major disruption that may require an off-site evacuation or sheltering.

In the event one of the District's jurisdictions (City of San Marcos, City of Escondido, County of San Diego) also activate an EOC, a representative from the District may be notified by College Police to report as a liaison. Access and parking information and other logistical arrangements should also be addressed during the notification process.

EOC Floor Plan – Primary EOC Location (Campus Police)



EOC Floor Plan – Alternate EOC Location (**M&O**)



PALOMAR COMMUNITY COLLEGE DISTRICT EOC STAFF
ASSIGNMENTS (Policy Group member names shown in bold)

POLICY GROUP
President/Superintendent
Assistant Superintendent/Vice President - Finance & Administrative Services
Assistant Superintendent/Vice President - Instruction Services
Assistant Superintendent/Vice President - Student Services
Assistant Superintendent/Vice President - Human Resources
Director of Communications, Marketing & Public Affairs

POSITION	PRIMARY	ALTERNATE
EOC DIRECTOR	Assistant Superintendent/Vice President, Finance & Administrative Services	Assistant Superintendent/Vice President, Human Resources
EOC COORDINATOR	Administrative Coordinator, Facilities	Dispatch Coordinator, Campus Police
SAFETY OFFICER	Supervisor, Environmental Health & Safety	VACANT
SECURITY OFFICER	Campus Police	Campus Police
LIAISON OFFICER	Executive Assistant, President's Office	Administrative Assistant, President's Office
PUBLIC INFORMATION OFFICER	Director, Communications, Marketing & Public Affairs	VACANT
OPERATIONS SECTION CHIEF	Director, Facilities	Dean, Career, Technical & Extended Education
LAW ENFORCEMENT UNIT	Sergeant, Campus Police	VACANT
CONSTRUCTION & ENGINEERING UNIT	Manager, Facilities	VACANT
HEALTH & WELFARE UNIT	Director, Health Services	Dean, Counseling Services
FIRE & RESCUE UNIT	San Marcos Fire Department	San Marcos Fire Department

PLANNING & INTELLIGENCE SECTION CHIEF	Police Academy Director, Public Safety Programs	Dean, Social & Behavioral Sciences
SITUATION ANALYSIS UNIT	Senior Director, Research & Planning	Director, Student Affairs
DOCUMENTATION UNIT	Dean, Languages & Literature	Dean, Arts, Media, Business & Computing Systems
TECHNICAL SPECIALIST	TBD depending on situation	TBD depending on situation
LOGISTICS SECTION CHIEF	Director, Information Services	VACANT
TRANSPORTATION UNIT	Specialist, Facilities	Events Scheduling Specialist, Facilities
FACILITIES UNIT	Supervisor, Building Services	Supervisor, Custodial Services
PERSONNEL UNIT	Manager, Human Resources	Supervisor, Human Resources
SUPPLY, PROCUREMENT, & PURCHASING UNIT	Senior Buyer, Purchasing	VACANT
COMMUNICATION & INFORMATION SYSTEMS UNIT	Manager, Information Services	Manager, Information Services
FINANCE & ADMINISTRATION SECTION CHIEF	Director, Fiscal Services	Manager, Fiscal Services
COMPENSATION & CLAIMS UNIT	Benefits Specialist, Human Resources	Benefits Specialist, Human Resources
COST ACCOUNTING UNIT	Manager, Budget & Payroll, Fiscal Services	Accountant, Fiscal Services
COST RECOVERY UNIT	Internal Auditor, Finance & Administrative Services	Administrative Assistant, Finance & Administrative Services

COMMUNICATIONS

- Each position in the EOC is equipped with a standard landline telephone.
- Some of the telephones have speakerphone/conferencing capabilities.
- Some staff will utilize portable radios that are brought with them to the EOC.
- Cellular telephones may also be brought in for use.
- A fax machine is located in the EOC.
- Internet capability will be available in various locations in the EOC.
- Runners may be utilized.

EQUIPMENT AND SUPPLIES

Each position in the EOC has a Position Notebook that contains the following items:

- EOC Manual
- Tablet of Lined Paper

General office supplies are kept in the EOC (*describe location*) and include:

- Pens and pencils
- Paperclips
- Stapler
- Scotch tape
- Thomas Brothers Map Book
- Campus and facility aerial photo map book
- 3-whole punch device

For display purposes, the EOC has the following items:

- One (1) large Thomas Brothers Display Map. Map indicates the location of school and administrative facilities.
- Several blank display boards
- Assortment of dry-erasable markers in several colors and erasers.

If needed, an LCD Projector / Laptop system is available through College Police. This system is helpful in projecting maps, status boards, logs, photos, etc.

A TV/Video conferencing unit allows monitoring of television stations as well as video conferencing. An AM/FM radio is also available for monitoring commercial radio stations.

DEACTIVATION

The EOC Director will make the decision to deactivate the EOC. Prior to deciding on deactivation, the EOC Director will ensure that all potential activities or requirements have been accomplished and that the emergency is genuinely over.

Prior to departing, the Planning & Intelligence Section Chief will ensure that:

- All Position Logs are completed and turned in to the Documentation Unit.
- All positions have been cleaned and re-supplied for future activation.
- That the Documentation Unit collects all documents and completes the Master EOC Log and turns all records over to the Planning & Intelligence Section Chief.
- That all positions are advised to complete an After-Action Report as to their activities and assign a due date for turning those reports in to the Planning & Intelligence Section Chief.
- That a due date is established for the submission by the Planning & Intelligence Section Chief of the final After-Action Report to the EOC Director.
- That the EOC facility is in a “ready condition” for future activations.

TRAINING / EXERCISES

Any plan is only as good as the training and exercises that the assigned staff participates in. See the District Emergency Operations Plan for a detailed listing of the training and exercise standards.

The District’s Emergency Management Committee is responsible for scheduling training and exercises. If an actual activation takes place, it can substitute for the next scheduled exercise period. All newly assigned EOC staff members should receive a briefing on their EOC position responsibilities within 30 days of assignment. EOC orientation training will be conducted annually.

SUMMARY OF CHANGES

Author: Derrick Johnson Phone: x3677 Location: R-6

Date of Revision	Description of Change/Comments	Reviewer(s)	Step, Section, Attachment or Page
September 9, 2014 – Rev. 0	Date procedure was completed	See Below	
July 20, 2018 – Rev. 1	<ol style="list-style-type: none"> 1) Changed Draft date 2) Added missing page numbers 3) Maps/ Floor Plans Updated 4) Primary and Alternate EOC Location changed 5) Specific Personnel names for Primary and Alternate EOC Staff Assignments were deleted. Assignments were changed. “Fire & Rescue Unit” added to Operations Section. 	See Below	<ol style="list-style-type: none"> 1) Title page; All pages footer 2) Page 2 3) Page 4; Page 6; Page 7 4) Page 4; Page 6; Page 7 5) Page 8; Page 9
September 19, 2018 – Rev. 2	<ol style="list-style-type: none"> 1) Changed Draft date 2) Added Policy Group table 3) Changed table format 4) Changed “Budget Analyst, Fiscal Services”, to “Manager, Budget & Payroll, Fiscal Services” 5) Changed “Senior Accounting Assistant, Fical Services”, to “Accountant, Fiscal Services” 	Aurora Moreno Valdez	<ol style="list-style-type: none"> 1) Title page; All pages footer 2) Page 8 3) Page 8- 9 4) Page 9 5) Page 9

Document Reviewers	Name
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Approvers:	Derrick Johnson