Approval and Implementation

The University of California, Berkeley (UC Berkeley) understands its responsibility to respond to natural and man-made emergencies in a prompt and proactive way to minimize impacts on life safety, as well as the impacts and consequences on the safety of the campus community, surrounding community, campus mission, and reputation of the UC system. In preparation for these emergencies, the campus has developed this Emergency Operations Plan (EOP) to enhance its capability to prepare for, respond to, and recover from all types of emergencies.

The EOP describes the organizational framework, guidance, and authority for responding to and recovering from an emergency. The plan provides for the coordination of campus services and the use of available resources to minimize the effects of an emergency on life, property, and the environment.

UC Berkeley is committed to the safety and security of its faculty, students, staff, visitors, and neighbors. In order to support that commitment, the officials below approve and formally recognize the UC Berkeley Emergency Operations Plan, Version 6.0. This plan is effective immediately upon the Chancellor’s approval, and supersedes all previous editions.

REVIEWED BY

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Date
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Date
9/10/2014

Date
9/15/2014

Date
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Date
9/17/14

2014
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Disclaimer: This plan is intended to provide structure to a response that affects the University of California, Berkeley campus and is not prescriptive or comprehensive. The actions described will not necessarily be completed during every incident nor is every response activity that may be required described in this plan. Campus officials and individual units will use judgment and discretion to determine the most appropriate actions at the time of the event as it concerns the safety of guests, visitors, students, and staff within the campus, as well as the surrounding community.
Section I. Plan Overview

This Emergency Operations Plan (EOP) is designed to provide the University of California, Berkeley (UC Berkeley) with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response.

The EOP incorporates the components of the Standardized Emergency Management System (SEMS), as described by California Government Code 8607(a); and the Incident Command System (ICS) and the National Incident Management System (NIMS) as described in the Department of Homeland Security document titled, National Incident Management System, dated March 1, 2004.

SEMS and NIMS require the use of standard protocols and the use of common terminology and a command structure, known as the Incident Command System (ICS). The required components of SEMS and NIMS are reflected within this EOP.

During a disaster response, the organizational structure of ICS will not resemble the day-to-day organization of the campus. Employee reporting relationships and assignments may change within the ICS organizational structure. Additionally, an employee’s position in the ICS structure may change during the course of a single incident.

The EOP consists of this document (i.e., the Basic Plan) as well as functional and hazard specific annexes and appendixes. The Basic Plan and subsequent functional and hazard annexes serve as the foundation for how the campus will respond to an emergency.

Purpose

The purpose of the EOP is to broadly define the policies, procedures, and organizational structure UC Berkeley will use in response to emergencies that affect the campus community and disrupt normal campus operations.

The EOP provides strategic direction to emergency response activities by outlining common tasks that units will carry out during emergency operations.

Scope

The EOP addresses any emergency situation or other event that threatens the health, safety, and security of the campus and the students, faculty, staff, visitors, and general public within the main UC Berkeley campus, as well as other properties owned or leased by the campus.

The plan complies and integrates with all state and federal plans during a disaster declaration by those authorities.

Hazard Assessment

Because of its geographic location, population concentration, proximity to major transportation systems, and other risk factors, UC Berkeley is exposed to a variety of hazards, many of which have the potential for causing injuries, damaging or destroying
buildings and other critical infrastructure, and negatively impacting the operations and reputation of the campus and University of California system.

In order to address these risks, a Hazard Vulnerability Assessment (HVA) was completed in 2005 (scheduled for a 2015 update) to assess and rank potential campus threats and hazards. The UC Berkeley HVA identifies and ranks threats, events, and hazards the campus might experience that could trigger the need for measures identified in this plan. Each year, UC Berkeley Risk Services carries out an annual risk assessment that includes hazard risk.

The top hazard risks to UC Berkeley include catastrophic earthquake, animal/crop eco-terrorism, civil disturbance, and wildland fire. The HVA information is the basis for the development of campus emergency plans and procedures.

**Planning Assumptions**

*Emergency planning requires a commonly accepted set of conditions to provide a foundation for establishing the subsequent procedures in this plan; such planning is based on the most credible worst case scenario.*

The following assumptions provide the basis for emergency planning at UC Berkeley:

- Major roads, overpasses, bridges, and local streets may be damaged or littered with debris; thus, vehicular traffic may be congested causing a delay in response or resource deployment.
- Critical infrastructure (e.g., electricity, sewer, gas, and public transportation) may be interrupted and/or inoperable, causing a delay in response or resource deployment.
- Communication lines will be impacted and contact with families and households of the campus community may be interrupted.
- Buildings and structures, including residential facilities, may be damaged, causing injuries and displacement of people.
- Due to unsafe travel conditions, individuals may be unable to leave the campus. Campus shelters may be needed.
- Normal food service operations may be inadequate to meet campus needs during an emergency.
- Resource availability may become strained or depleted. Regional and local suppliers may not be available to deliver materials. As a result, the response operations and the duration of the recovery may be affected.
- Emergency conditions that affect the campus will likely affect the surrounding community, including the City of Berkeley and possibly the greater Bay Area. Therefore, government assistance may not be immediately available.
- Emergencies may result in the appearance of spontaneous volunteers and/or donations. Depending on the complexity of the incident and areas at risk, the decision may be made to suspend classes and campus activities, as well as evacuate some or all areas of the campus.
- Many faculty, staff, and executives may be incapacitated or otherwise unavailable to provide support.
Functional and Access Needs

UC Berkeley is committed to insuring access, integration, and inclusion of individuals with functional needs into all phases of the emergency management process – mitigation, preparedness, response, and recovery.

Access and Functional Needs Populations are defined as campus community members who may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who are disabled, elderly, minors, from diverse cultures, transportation disadvantaged, non-English speaking or those with limited English proficiency.

In order to better accommodate individuals with functional and access needs, planning efforts will be coordinated through the Emergency Support Function #6 – Mass Care and Shelter Annex (under development). This annex will provide direction for the delivery of campus mass care, emergency assistance, housing, and support to persons with functional and access needs during an emergency.
Section II. Governance and Authority

This section provides an overview of the campus framework upon which a response to an emergency will be based, including the various levels of emergencies, disaster response authority, declaration of a campus emergency, and institutional priorities during an emergency.

Levels of Emergency

Given the potential day-to-day and large-scale hazards that may affect the UC Berkeley campus, a tiered approach has been established to define the appropriate response to any campus emergency.

Each of the response levels is relative to the magnitude of the emergency. This approach is flexible enough to be used in any emergency response situation regardless of the size, type, or complexity.

Routine Response

Routine incidents occur on campus daily and are often handled by a Building or Safety Coordinator, or a single responding unit such as the UC Police Department (UCPD) or Facilities Services. These incidents can be handled through normal response procedures and do not require additional resources from other campus units. The scope of the incident is well-defined and it can be resolved within a short time period. Policies and procedures relating to routine responses are developed and maintained by the responding units. A routine response does not require activation of the Emergency Operations Center (EOC).

Limited Emergency

Limited emergencies are those incidents that significantly impact one or multiple campus units; are complex, or require interaction with outside response organizations; and/or require a longer or more intense response than the affected unit(s) can effectively manage. These incidents include extended power outages affecting single or multiple buildings, regionalized flooding, and hazardous material releases. Limited emergencies are handled by the responding departments with support from the Limited Emergency Response Coordinator (LERC). The LERC may serve as Incident Commander or participate as a member of the Unified Command (see Section III) to provide leadership and coordination support. The EOC may be partially activated to support a limited emergency.

For more information, refer to the “Limited Emergencies” Policy (http://campuspol.berkeley.edu/policies/limitedemergencies.pdf?Refresh=0.280036751943)

Major Emergency

Major emergencies include those incidents where many, if not all, campus units are impacted; normal campus operations are interrupted; response and recovery activities will continue for an extended period of time; and routine response procedures and resources are overwhelmed. Procedures for responding to a major emergency are
Delegation of Authority

The overall authority for implementing safeguards, security, and emergency response rests with the Chancellor.

Key personnel within the Crisis Management Team (CMT), UCPD, Office of Emergency Management (OEM), and other campus units assist the Chancellor in fulfilling emergency responsibilities. The Chancellor has the authority to direct and coordinate emergency operations and may delegate this authority to members of the CMT and/or the EOC Director. The CMT is responsible for providing executive level oversight and policy level decision-making during an emergency.

In the event the Chancellor is not available when an incident occurs, the line of succession is as follows:

<table>
<thead>
<tr>
<th>Chancellor Line of Succession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Executive Vice Chancellor and Provost</td>
</tr>
<tr>
<td>2. Vice Chancellor, Administration and Finance</td>
</tr>
<tr>
<td>3. Vice Chancellor, Research</td>
</tr>
<tr>
<td>4. Vice Chancellor, Equity and Inclusion</td>
</tr>
</tbody>
</table>

Declaration of Campus Emergency

Under the University of California Office of the President’s (UCOP) Policy on Safeguards, Security and Emergency Management (2006), a Chancellor may declare a campus state of emergency when the following occurs:

- **Emergent conditions** exist on or within the vicinity of the campus as a result of a natural or human-caused disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or other seriously disruptive events; and

- **Extraordinary measures** are required immediately to avert, alleviate, or repair damage to University property or to maintain the orderly operation of the campus.

Once a declaration of a state of emergency has been issued (See Appendix A: Example Declaration of a Campus State of Emergency), authority for further execution of the campus EOP transfers to the EOC Director.
Institutional Priorities

**For every incident or event, campus leaders and response personnel will make decisions and implement operational plans based on the specific needs of the incident.**

To guide these decisions and to provide the basis for determining the allocation of limited resources, the campus has established the following institutional response priorities:

1. **Protection of Life Safety** – Reduce the risk of death or injury to members of the campus community and emergency responders
2. **Incident Stabilization** – Contain the incident to keep it from expanding
3. **Property and Environment Preservation** – Minimize damage to property and the environment
4. **Mission Continuity/Resumption** – Re-establish instruction, research, and other mission critical activities with minimal disruption

**Activation of the Plan**

Because emergencies and disasters can result in unpredictable and dynamic circumstances, this plan should be viewed as a flexible framework that is in effect at all times.
Section III. Concept of Operations

This section provides an overview of the emergency management structure and procedures for responding to an emergency situation that impacts the campus and its community. It also describes the campus Emergency Operations Center (EOC) and its roles and responsibilities during an emergency response.

Campus Emergency Response Structure

UC Berkeley’s emergency response structure is divided into four levels – Field Level, Operations Level, Management Level, and Policy Level. In any incident, communication flows both up and down within the structure. Figure 1 lists the response entities contained within each level and the sections below provide detailed descriptions of each level, starting with the field level.

Figure 1: Emergency Response Structure

Field Level

Field Level actions take place near or at the incident site(s) and include assessment of damage, identification of urgent needs, and coordination of initial response resources.

First Responders

The first responder to arrive at the scene of an incident will establish and assume the position of Incident Commander (IC). The IC has overall responsibility for on-scene operations for the incident. In most cases, leadership staff from the UCPD will serve in the role of IC. If the incident is large or requires multiple agencies or departments, a Unified Command of primary response agencies may take responsibility for the overall field operations.

Depending on the situation, the IC or Unified Command may conduct operations from an on-scene Incident Command Post (ICP). The ICP is a location where field staff convenes meetings, arriving resources check-in, and staff communicates with the EOC about resource needs.
Building Coordinator

Building Coordinators are responsible for leading preparedness, readiness, response, and recovery activities for their assigned buildings, including developing and implementing a Building Emergency Plan and serving as an emergency communications liaison between building occupants and campus services during emergencies.

During emergencies, such as a fire or flood, Building Coordinators are responsible for assisting in building evacuation and providing updates on the status of the building. They are also responsible for communicating with the building’s occupants about response activities. During major disasters that affect multiple buildings, Building Coordinators will communicate their building status to the appropriate Emergency Management Area (EMA) Coordinator (if activated) or the EOC.

Emergency Management Area Coordinator

The campus is divided into 18 EMAs with each one containing pre-identified locations designated for emergency response use (see Appendix B). Coordinators have been identified to serve as liaisons between the Building Coordinators within a particular EMA and the EOC. EMA Coordinators will generally be activated only when large-scale evacuations are required. In some cases, the EOC may direct that only a subset of the EMA Coordinators be activated. When activated, EMA Coordinators will assist with communication to building occupants, and compile information (such as damage assessments, building status, and the need for medical aid) from Building Coordinators within their EMA and report it to the EOC. When EMA Coordinators are not activated, Building Coordinators will report building status and evacuation information directly to the EOC.

Operations Level

The Operations Level consists of campus support functions that have an operational role in campus emergency response.

Emergency Support Functions

During an emergency, certain resources and response actions are likely to be needed across campus. To facilitate the effective use of these resources, campus departments and units with similar capabilities have been grouped functionally into Emergency Support Functions (ESFs) as defined by the National Response Framework.

Within each ESF, there are three different roles – Coordinating Unit, Support Unit, and External Unit. Coordinating Units are responsible for coordinating the campuswide planning, preparedness, and response efforts required to ensure their ESF functions are performed successfully. Support Units are campus units with specific capabilities or resources that support the Coordinating Unit in executing the mission of the ESF. External Units are agencies or departments outside of the campus that may be called upon to provide supplemental resources, information, equipment, and personnel to assist in a specific ESF function.

A detailed list of ESFs, their roles and responsibilities, and the Coordinating Units can be found in Table A.
Emergency Operations Plan
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Emergency Support Function Operations Centers

Most campus ESFs (Communications, Infrastructure and Utilities, Mass Care, Public Health and Medical, Haz Mat, Public Safety, and Public Affairs) have pre-designated Operations Centers designed to coordinate the actions of those units and departments within a particular ESF. ESFs may self-activate their Operations Centers independently in response to localized events that require focused response actions (e.g., power failure, shelter operation, etc.). The EOC Director may also direct ESFs to activate during an emergency.

Table A: Emergency Support Functions (ESFs) Overview

<table>
<thead>
<tr>
<th>ESF #</th>
<th>ESF Name</th>
<th>Roles and Responsibilities</th>
<th>Coordinating Unit</th>
</tr>
</thead>
</table>
| 1     | Transportation          | • Manage the movement of people, materials, and resources  
• Coordinate transportation resources, including mutual aid and private sector resources                                                                                     | Parking and Transportation (P&T)                        |
| 2     | Communications          | • Ensure the provision and coordination of voice and data communications in support of response operations  
• Facilitate the restoration of the communication infrastructure                                                                                                          | Information Services and Technology (IST)              |
| 3     | Infrastructure and Utilities | • Protect, assess, and restore critical campus infrastructure  
• Coordinate debris management operations  
• Assess, repair, and restore energy and utility infrastructure and coordinate restoration with utility providers | Real Estate (RE)                                      |
| 4     | Fire-Fighting           | Provided externally by Berkeley Fire Department, Oakland Fire, and other responding agencies                                                                                                                                   | N/A                                                   |
| 5     | Emergency Management    | • Coordinate activities to support preparedness  
• Maintain, activate, and support the campus EOC  
• Coordinate requests for off campus assistance                                                                                                                             | Office of Emergency Management (OEM)                  |
| 6     | Mass Care and Sheltering | • Coordinate emergency mass care operations, including feeding and sheltering  
• Coordinate long-term housing needs                                                                                                                                          | Residential and Student Service Programs (RSSP)       |
| 7     | Resource Management     | • Identify, procure, and coordinate resource identification  
• Coordinate personnel augmentation  
• Manage volunteer and donations  

*Note: Resource Management is coordinated through the EOC Logistics and Finance/Administration Sections*  

| 8     | Public Health and Medical | • Coordinate public health response  
• Provide disaster medical triage  
• Coordinate medical transport  
• Provide mental health services  
• Manage mass fatality response operations                                                                 | University Health Services (UHS)                      |
| 9     | Urban Search and Rescue  | Provided externally by Berkeley Fire Department and other responding agencies.                                                                                                                                                 | N/A                                                   |
Management Level - Emergency Operations Center

The Management Level is responsible for the overall management and coordination of the emergency response. Management staff report to the campus EOC.

The EOC Director has overall responsibility for the management of EOC activities. The EOC is staffed by subject matter experts from across campus who have been pre-identified and trained to work in one of five functions: Management, Operations, Planning, Logistics, and Finance & Administration. Table B describes the responsibilities associated with each function.

ESF liaisons will be activated and asked to report to the EOC based on the type and scope of the emergency. In addition, campus subject matter experts have been identified to serve in the EOC during specific types of emergency (e.g., a Berkeley Seismological Lab representative during an earthquake activation).

The complete EOC Organization Chart can be found in Appendix C.

Table B: Emergency Operations Center Functions

<table>
<thead>
<tr>
<th>EOC Functions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Name</td>
<td></td>
</tr>
</tbody>
</table>

Note: Support Units to each ESF will be determined when the respective ESF annex is completed. Appendix C includes potential support units for each ESF.
## EOC Functions

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Management</strong></td>
<td>• Implement activities supporting on-scene field command</td>
</tr>
<tr>
<td></td>
<td>• Determine response objectives and level of response</td>
</tr>
<tr>
<td></td>
<td>• Ensure safety of response actions during EOC activation</td>
</tr>
<tr>
<td></td>
<td>• Liaise with external agencies</td>
</tr>
<tr>
<td></td>
<td>• Activate appropriate EOC sections</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td>• Determine tactics needed to meet specific response objectives</td>
</tr>
<tr>
<td></td>
<td>• Coordinate with field operations</td>
</tr>
<tr>
<td></td>
<td>• Represent several key campus emergency support functions</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td>• Receive, evaluate, and analyze all incident information</td>
</tr>
<tr>
<td></td>
<td>• Develop Incident Action Plans and Situation Reports and distribute to EOC staff and field staff</td>
</tr>
<tr>
<td></td>
<td>• Oversee damage assessment and specialized technical assessments</td>
</tr>
<tr>
<td></td>
<td>• During the transition to the Recovery Phase, liaise between the EOC and the Recovery Organization (units responsible for recovery operations)</td>
</tr>
<tr>
<td><strong>Logistics</strong></td>
<td>• Procure supplies, personnel, and material support for all field and supporting operations</td>
</tr>
<tr>
<td><strong>Finance &amp; Administration</strong></td>
<td>• Oversee cost accountability and risk assessment</td>
</tr>
<tr>
<td></td>
<td>• Document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting</td>
</tr>
<tr>
<td></td>
<td>• Manage FEMA documentation both during and after the emergency</td>
</tr>
</tbody>
</table>

## Policy Level – Crisis Management Team

**Policy level decisions are made by the Crisis Management Team (CMT), which consists of campus executives, Academic Senate leaders, senior staff, and student government leaders.**

The CMT is co-chaired by the Executive Vice Chancellor and Provost and Vice Chancellor, Administration and Finance, is UC Berkeley’s executive level oversight and policy decision-making body during a crisis. The CMT is responsible for making policy decisions, approving communications strategies, providing policy guidance and leadership both during and after the crisis, and identifying, forecasting, and managing key issues and consequences. When the EOC is activated, the CMT delegates operational decisions to the EOC Director.

For further details, refer to the [UC Berkeley Crisis Management Plan](http://oem.berkeley.edu/images/ehs/oem/UCBCrisisManagementPlan.pdf)
Emergency Operation Center

The EOC is a physical location that provides a central location where the campus provides management level coordination, decision-making, and support during emergencies.

Emergency situations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the EOC. The EOC is supervised by the EOC Director.

The primary campus EOC is located in Warren Hall. The facility is a designated, but not dedicated, EOC location. Supplies are maintained in a state of readiness for activation when needed. The back-up EOC is located at the Tang Center.

While the specific activities undertaken by the EOC will be dictated by the demands of the situation, the primary roles of the EOC are to:

- Coordinate the efforts of campus units and departments responding to the emergency
- Manage the collection, validation, and dissemination of emergency information
- Plan response activities for the length of the activation
- Obtain, distribute, and track resources required for the response

Activation of the EOC

Most routine and limited emergencies that occur on or near campus can be handled by the responding department or the Limited Emergency Response Coordinator without activating the campus EOC.

However, when an emergency occurs that requires high level, non-routine coordination, a determination will be made by the Chancellor or designee as to whether the EOC should be activated (based on a recommendation by the campus Office of Emergency Management).

Potential EOC Activation Triggers

- Current emergency or emergent incident that affects most or all of the campus community and disrupts normal operations
- Response actions that require campuswide coordination and support
- Two or more ESF Operations Centers are activated
- A campus emergency is officially declared

Authority

The authority to activate the campus EOC resides with the Chancellor or his/her designee.
If circumstances prevent the Chancellor from making this decision, the Vice Chancellor, Administration and Finance (VCAF) will have the authority to activate the EOC. (This activation authority is in alignment with the reporting line of the Office of Emergency Management (OEM) to the VCAF).

In most cases, the recommendation to activate the EOC, including the activation level required, will be made by OEM to the VCAF who presents the recommendation to the Chancellor or designee. Once the recommendation to activate the EOC has been made, OEM will initiate EOC staffing and set-up procedures in anticipation of final approval from the Chancellor.

Activation of the EOC may also be determined through decisions made by the CMT. OEM will initiate activation procedures once notified of a CMT decision.

<table>
<thead>
<tr>
<th>EOC Activation Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting Department</td>
</tr>
</tbody>
</table>
| Office of Emergency Management | • UC Berkeley Chancellor or designee  
|                          | • Vice Chancellor, Administration and Finance |

For large-scale catastrophic incidents that severely impact campus communications, the activation of the EOC will be assumed and will not require formal approval from the Chancellor. For these incidents, an activation decision will be made with input and information or a direct activation recommendation from UCPD.

**Activation Levels**

Emergencies that affect the campus will require varying response efforts. In order to meet the specific needs of an incident, three EOC activation levels have been identified to allow for a tiered response. This allows the EOC structure to grow with additional personnel and resources as the incident becomes more complex. Table C describes each activation level.

<table>
<thead>
<tr>
<th>Table C: Activation Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EOC Activation Levels</strong></td>
</tr>
<tr>
<td>Level</td>
</tr>
</tbody>
</table>
| Standby/Monitoring | Small incident or event  
|                     | Potential threat of an escalating incident (i.e., severe storm, fire, etc.)  
|                     | One ESF Operations Center may be activated | CMT may convene  
| Partial Activation | Multiple campus units are | CMT may convene  

EOC is activated during regular business hours with equipment to effectively monitor the situation

EOC staff notified and placed on alert
# EOC Activation Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Brief Description</th>
<th>Potential Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two or more ESF Operations Centers are activated</td>
<td>EOC is activated during regular business hours or additional hours with equipment in place to support required EOC personnel</td>
</tr>
<tr>
<td></td>
<td>Resource needs exceed capability of responding units</td>
<td>ESF Operations Centers are activated as needed</td>
</tr>
<tr>
<td></td>
<td>Affected</td>
<td>Minimal EOC staff is activated including:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EOC Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EOC Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Operations Section Chief</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Planning Section Chief</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other EOC staff as needed</td>
</tr>
<tr>
<td>Full Activation</td>
<td>Major incident (e.g., earthquake, terrorist event)</td>
<td>CMT convenes</td>
</tr>
<tr>
<td></td>
<td>Campus emergency declaration</td>
<td>EOC activated for extended hours with equipment in place to support all EOC personnel</td>
</tr>
<tr>
<td></td>
<td>Affects whole campus or large sections of campus</td>
<td>All necessary EOC positions are staffed to work multiple shifts on a 24/7 basis.</td>
</tr>
<tr>
<td></td>
<td>Multiple ESF Operations Centers are activated</td>
<td>ESF Operations Centers are activated as needed</td>
</tr>
<tr>
<td></td>
<td>Government assistance may be required</td>
<td></td>
</tr>
</tbody>
</table>

## EOC Staffing

Once the decision has been made to activate the EOC either fully or partially, designated staff assigned to the EOC will be contacted via email, phone, and/or WarnMe message. Activated EOC staff will report at the designated time to Warren Hall to sign-in and receive an incident briefing.

EOC staff are NOT to report to the EOC unless they are officially notified of their shift assignment.

EOC staff will work within an organizational structure that will not resemble the day-to-day organization of the campus. Employees may report to other employees to whom they do not usually have a reporting relationship. Also, as the severity of the emergency changes, assignments may change and staff reassigned as needed. Once assigned to the EOC, staff are under the direction of the EOC Director and are to continue working in the EOC until their position is no longer required as determined by the EOC Director, they have been replaced by other staff, or the emergency phase has ended and the EOC is deactivated.
EOC Deactivation

**The EOC Director, with the approval of the CMT Co-Chairs, determines when to deactivate the EOC.**

When immediate response activities have concluded and normal campus operations are beginning to return, the EOC Director, with concurrence from the CMT Co-Chairs, will determine the appropriate timeline for deactivating the EOC.

Once the decision has been made to deactivate the EOC, a plan will be developed to return resources, release EOC staff, preserve response documentation, finalize procurement activities, and release the EOC room(s) for normal daily use.

After a partial or full EOC activation, OEM is responsible for coordinating the development of an After Action Report (AAR) that includes information about the incident, the response actions taken, and lessons learned. The AAR will serve as the official record of the incident and the lessons learned will be incorporated into planning efforts (including revisions to the EOP if applicable) and future training and exercises. See Section VI for more information on training and plan maintenance.

Recovery

*Recovery is the time period between the end of life safety operations and the time when the campus has returned to normal operational status.*

The deactivation of the EOC signifies the transition from the response phase of the incident to recovery. Recovery activities include those long term actions taken to restore basic services; repair physical, social, and economic damages; and return campus operations to normal.

At the start of the Recovery Phase, the CMT Co-Chairs will assign a Recovery Manager who oversees the Recovery Organization (i.e., staff specifically working on recovery operations) and has responsibility over all recovery and cleanup operations. The Recovery Manager develops a Recovery Plan, which is approved by the CMT prior to implementation.

*Note: Specific building plans may specify additional requirements to be completed related to operations, activities, and hazards after the termination of an emergency.*
Section IV. Crisis Communication

The section describes the UC Berkeley Crisis Communication Plan, which provides the framework for the delivery of public information to the campus community and the media during an emergency. Public messaging falls under the direction of Public Affairs.

The Crisis Communication Plan is a compilation of duties, assignments, instructions, and delegations of authority for the use of various communications tools available on the campus. The plan may be used in conjunction with the normal decision-making hierarchy of the campus or during a campus state of emergency.

Public Messaging

| UC Berkeley’s Public Affairs Office is trained in creating clear and concise messaging on an urgent basis and delivering these messages through a multitude of channels and mechanisms. |

Public Affairs is responsible for creating press releases, managing press conferences, managing the campus main web page and emergency web page, updating the emergency 800 information number, and creating and disseminating information via mass email messages and social media (e.g., Twitter, Facebook), as required. The campus radio station (KALX 90.7FM) will also be utilized by Public Affairs to disseminate public messaging. Information released through Public Affairs serves as the only information about the unfolding emergency that can be shared with internal and external audiences.

Media Relations

| Public Affairs is the primary campus unit responsible for responding to media inquiries, based on the information supplied via the Public Information Officer (PIO) staffing the EOC and approved by the EOC Director. |

When necessary and advisable, Public Affairs will arrange interviews with appropriate campus officials, in coordination with the EOC.

- In a rapidly unfolding crisis, or an event occurring during non-business hours, the Police Department may initiate urgent life safety communications independently.

- The Police Department PIO is responsible for answering queries related to police and law enforcement activities.

- In the field, Public Affairs staff will conduct news briefings as needed in coordination with Incident Commander(s) and the PIO. In general, field news briefings will focus on dissemination of information to protect life safety.

- In the event of an emergency involving both UC Berkeley and another jurisdiction (e.g., city, county, or state authorities), a physical or virtual Joint Information Center (JIC) may be established to share information and coordinate press releases to the public. The JIC will liaise directly with the EOC PIO or his/her designee.
Section V. Warnings and Mass Notification

This section describes how the campus will issue accurate and timely communication of warnings and notifications to the campus community and other impacted populations. These notifications are critical to protect individuals and promote safety during an emergency.

Alerting and Warning System

The Alerting and Warning System (AWS) is a network of safety sirens and communications links that warn and inform the community of what to do in an emergency. UC Berkeley currently has four hazard warning sirens that are strategically located to cover the main campus. UCPD can activate the sirens and/or public address system to transmit important instructions and disaster information.

When sounded alone, the campus sirens are used to indicate shelter-in-place. When asked to shelter-in-place, individuals should stay or go inside, close all doors and windows until further notice.

WarnMe Notification

WarnMe is UC Berkeley's mass notification system for students, staff, and faculty. WarnMe messages are primarily activated by UCPD. When utilized, WarnMe can quickly notify the campus community of an immediate threat to safety or health via text message, email and/or phone messages. To ensure redundancy, Public Affairs and the Office of Emergency Management can also activate WarnMe and issue messages if necessary.

Use of WarnMe messages is generally reserved for critical, time sensitive messages intended for the entire campus community.
Section VI. Training and Plan Maintenance

This section describes how UC Berkeley will develop a trained and competent staff able to operate and support the EOC and fulfill the responsibilities identified in this plan and how this plan will be updated and maintained.

Training Plan

The Office of Emergency Management (OEM) is responsible for ensuring that campus personnel with emergency response roles are adequately trained.

OEM maintains a formal training and exercise program documented in the Multi-Year Training and Exercise Plan (TEP). The TEP provides a roadmap to integrate campus emergency preparedness, response, recovery, and mitigation related training and exercise activities into a comprehensive program; it includes a training and exercise schedule for the campus in rolling two-year intervals.

Emergency personnel receive and maintain training consistent with their current and potential responsibilities. Crisis Management Team members are required to attend a training briefing on their roles and responsibilities biennially. All personnel assigned to the EOC are required to complete training in Incident Command System (ICS) for Higher Education, National Incident Management System, and Campus ICS and EOC, as well as EOC section specific training. Additional training is required and/or recommended for certain EOC leadership. Emergency Support Function (ESF) staff are required to complete training on their respective ESF and campus ICS. As additional external training opportunities are identified they are communicated to the appropriate campus populations.

OEM maintains records of current personnel who have received emergency management training, including the type of training received.

For more information on training and exercises, including required training for emergency management personnel refer to the UC Berkeley Multi-Year Training and Exercise Plan (http://dev-oem.pantheon.berkeley.edu/sites/default/files/MultiYearTrainingExercisePlan.pdf)

Plan Maintenance

OEM is responsible for the overall development and maintenance of the EOP.

Although this Basic Plan serves as a foundational document, circumstances change, requiring periodic updates. To remain current, OEM will conduct a thorough review of the plan every three years. Changes will also be made based on lessons learned from campus exercises and real world response efforts.

2014  18
Plan Maintenance Process

<table>
<thead>
<tr>
<th>Responsible Party: OEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Conduct a formal plan review and reissue the EOP every three years.</td>
</tr>
<tr>
<td>• Review action items and lessons learned from exercises and real world events. Minor changes will be recorded in a Record of Changes section as needed.</td>
</tr>
<tr>
<td>• A formal reissue of the plan will not take place unless required changes are substantial in nature.</td>
</tr>
</tbody>
</table>
Section VII. Annex Summaries

This section provides a high-level summary of the mission areas and associated units of each campus Emergency Support Function (ESF). Further details will be added to this section following the completion of each ESF annex.

Emergency Support Function Annexes

When a disaster or emergency situation occurs, certain resources and response actions are likely to be needed across campus. To facilitate the effective use of these resources, campus departments and units with similar capabilities have been grouped functionally into ESFs as defined by the National Response Framework (complete ESF listing on page 9-10). The use of ESFs provides the structure for a more efficient response to a campus incident.

Within an ESF, there are three roles – Coordinating Unit, Support Unit, and External Unit. Certain campus departments have been assigned a coordinating or support role based on the department’s operating experience and capabilities.

ESF #1 Transportation

The Transportation ESF oversees and maintains the transportation resources of the campus (e.g., Bear Transit, parking lots) and during emergencies, is responsible for coordinating the transportation and/or evacuation of individuals, materials, and resources. The Transportation ESF coordinates information and transportation assistance with the local transportation providers (e.g., BART, AC Transit), regulatory agencies (e.g., Department of Transportation), and law enforcement.

<table>
<thead>
<tr>
<th>ESF #1 Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coordinating Unit:</strong> Parking and Transportation</td>
</tr>
<tr>
<td><strong>Support Unit(s):</strong> Intercollegiate Athletics; Moving Services; Real Estate; Recreational Sports; Residential and Student Service Programs; UC Police Department</td>
</tr>
<tr>
<td><strong>External Unit(s):</strong> TBD by the Coordinating Unit</td>
</tr>
<tr>
<td><strong>Mission Areas</strong></td>
</tr>
<tr>
<td>• Movement of people, materials, and resources</td>
</tr>
<tr>
<td>• Provision and coordination of transportation resources</td>
</tr>
<tr>
<td>• Damage assessments and restoration/recovery of transportation infrastructure</td>
</tr>
</tbody>
</table>

ESF #2 Communications

The Communications ESF supports the restoration of the communications and technology infrastructure, including the supporting systems and applications to ensure the continuity of the campus mission. In addition, this ESF is responsible for providing communications (e.g., radios, telephones, etc.) and technological support to the campus EOC.
**ESF #2 Communications**

**Coordinating Unit:** Information Services and Technology

**Support Unit(s):** Campus Shared Services; Student Affairs Information Technologies; UC Police Department

**External Unit(s):** TBD by the Coordinating Unit

**Mission Areas**
- Provision and coordination of voice and data communications in support of response operations
- Management and maintenance of communications resources
- Damage assessments and restoration of communications and technology infrastructure

**ESF #3 Infrastructure and Utilities**

The Infrastructure and Utilities ESF is responsible for the protection and restoration of the campus infrastructure (including buildings) and utilities. Following an emergency, this ESF conducts building and damage assessments, oversees the emergency repair process, and manages the removal and disposal of debris. Additionally, the Infrastructure and Utilities ESF coordinates with the local utility providers (e.g., Pacific Gas & Electric, East Bay Municipal Utility District) to restore services.

**Coordinating Unit:** Real Estate

**Support Unit(s):** Environment, Health & Safety; Office of Laboratory Animal Care; Residential and Student Service Programs

**External Unit(s):** TBD by the Coordinating Unit

**Mission Areas**
- Infrastructure protection and repair
- Building and damage assessments of campus infrastructure and utilities
- Coordination of debris management
- Coordination of utilities restoration with providers

**ESF #4 Fire Fighting**

The Fire Fighting ESF is responsible for managing and coordinating firefighting activities, including the detection and suppression of fires and providing personnel, equipment, and supplies to support wildland, rural, and urban firefighting operations. The functions of this ESF are provided externally by Berkeley Fire and Oakland Fire.

**Coordinating Unit:** Fire fighting is provided externally by Berkeley Fire Department, Oakland Fire, and other responding agencies

**Support Unit(s):** There are no internal units to the Fire Fighting ESF because the
ESF #4 Fire Fighting

The University of California Berkeley campus does not have the appropriate resources to support the mission areas.

External Unit(s): Determined by Berkeley Fire Department

Mission Areas

- Coordination of fire fighting activities
- Provision of personnel, equipment, and supplies to support wildland, rural, and urban fire fighting operations.

ESF #5 Emergency Management

During emergencies, the Emergency Management ESF supports coordination activities between departments and external campus resources as they respond to the hazard or threat. This ESF is responsible for incident planning, and overall situational awareness managed through the EOC and facilitates the After Action process following an EOC activation.

ESF #5 Emergency Management

Coordinating Unit: Office of Emergency Management

Support Unit(s): All campus units with roles in emergency response and recovery

External Unit(s): City of Berkeley Fire Department - Office of Emergency Services; American Red Cross; Alameda County Sheriff's Office; California Office of Emergency Services; Salvation Army; Berkeley Public Health Department

Mission Areas

- Coordination of incident management, response operations, and recovery efforts through the management of the EOC
- Coordination of off-campus assistance
- Incident action planning
- Coordination of activities to support preparedness
- Facilitation of the After Action Report process

ESF #6 Mass Care and Shelter

The Mass Care and Shelter ESF coordinates the delivery of campus mass care, emergency assistance, housing, and support to persons with functional and access needs during an emergency.

ESF #6 Mass Care and Shelter

Coordinating Unit: Residential and Student Service Programs

Support Unit(s): Disabled Students' Program; Intercollegiate Athletics; International House; Office of Laboratory Animal Care; Parking and Transportation; Public Affairs; Dean of Students; Recreational Sports; UC Police Department; University Health Services

2014
ESF #6 Mass Care and Shelter

External Unit(s): TBD by the Coordinating Unit

<table>
<thead>
<tr>
<th>Mission Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Temporary shelter and emergency mass feeding</td>
</tr>
<tr>
<td>• Disaster housing (i.e., short-term and long-term)</td>
</tr>
<tr>
<td>• Coordination of bulk distribution of emergency items</td>
</tr>
<tr>
<td>• Reunification of victims and family members</td>
</tr>
<tr>
<td>• Aid and assistance to special needs populations and pets</td>
</tr>
<tr>
<td>• Disaster assistance program management</td>
</tr>
</tbody>
</table>

ESF #7 Resource Management

The Resource Management ESF supports all response and recovery operations by identifying and providing the necessary equipment, supplies, food, water, staff, and volunteers needed to respond to the emergency. Additionally, this ESF manages the resource staging areas and reverse logistics when resources are no longer needed.

ESF #7 Resource Management

Coordinating Unit: Procurement Services

Support Unit(s): Campus Shared Services; Public Service Center; Property Management; Parking and Transportation

External Unit(s): TBD by the Coordinating Unit

<table>
<thead>
<tr>
<th>Mission Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Resource support (e.g., personnel, facility space, equipment, supplies, contracting services)</td>
</tr>
<tr>
<td>• Coordination of resource identification, procurement, tracking, and reverse logistics</td>
</tr>
<tr>
<td>• Management of staging areas</td>
</tr>
<tr>
<td>• Donations and volunteer management</td>
</tr>
</tbody>
</table>

ESF #8 Public Health and Medical

The Public Health and Medical ESF coordinates the delivery of emergency medical services (triage and transport), public health and mental health assessments and services, and mass fatality management.

ESF #8 Public Health & Medical

Coordinating Unit: University Health Services

Support Unit(s): College of Chemistry; Environment, Health & Safety; Intercollegiate Athletics; Office of Laboratory Animal Care; Parking and Transportation; Recreational Sports; Residential and Student Service Programs; UC Police Department; School of Public Health

External Unit(s): TBD by the Coordinating Unit
**ESF #8 Public Health & Medical**

<table>
<thead>
<tr>
<th>Mission Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assessment of public health and medical needs</td>
</tr>
<tr>
<td>• Coordination of health surveillance</td>
</tr>
<tr>
<td>• Coordination of medical care personnel and health/medical/veterinary equipment and supplies</td>
</tr>
<tr>
<td>• Safety and security of pharmaceuticals, prophylaxis, and medical equipment</td>
</tr>
<tr>
<td>• Food safety and security</td>
</tr>
<tr>
<td>• Management of mass fatality operations</td>
</tr>
<tr>
<td>• Mental health services and support</td>
</tr>
<tr>
<td>• Subject matter expertise to Mass Care operations, if needed</td>
</tr>
</tbody>
</table>

**ESF #9 Urban Search and Rescue**

The Urban Search and Rescue ESF is responsible for search and rescue services including distress monitoring, incident communications, locating distressed personnel, coordination, and execution of rescue operations including extrication and/or evacuation, along with providing medical assistance and civilian services through the use of public and private resources, to assist persons and property in potential or actual distress. The functions of this ESF are provided externally by Berkeley Fire and other responding agencies.

<table>
<thead>
<tr>
<th>Coordinating Unit:</th>
<th>Provided externally by Berkeley Fire Department and other responding agencies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Unit(s):</td>
<td>There are no internal units to the Urban Search and Rescue ESF because the campus does not have the appropriate resources to support the mission areas.</td>
</tr>
<tr>
<td>External Unit(s):</td>
<td>Determined by the Berkeley Fire Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mission Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Coordination and execution of rescue operations, including extrication and/or evacuation</td>
</tr>
<tr>
<td>• Provide medical assistance and services to assist individuals and property in potential or actual distress</td>
</tr>
</tbody>
</table>

**ESF #10 Hazardous Materials**

The Hazardous Materials ESF supports the response to an actual or potential discharge and/or uncontrolled release of hazardous materials from within the campus. This ESF is responsible for the identification of hazardous materials through data collection, assessing the risk of exposure, as well as decontaminating and restoring the affected area to an acceptable condition.

| ESF #10 Hazardous Materials |
**ESF #10 Hazardous Materials**

**Coordinating Unit:** Environment, Health & Safety  

**Support Unit(s):** College of Chemistry; Office of Laboratory Animal Care; Real Estate; UC Police Department; University Health Services

**External Unit(s):** TBD by the Coordinating Unit

**Mission Areas**
- Data collection and risk assessment of hazardous material
- Recommendations for evacuation and public health protection
- Establishment of hazardous zones
- Coordination of decontamination efforts
- Recovery and restoration of contaminated building/area

**ESF #11 Animal Welfare**

The Animal Welfare ESF provides for the human handling, treatment, transportation, housing, and care of laboratory animals and sheltered animals during an emergency.

**ESF #11 Animal Welfare**

**Coordinating Unit:** Office of Laboratory Animal Care  

**Support Unit(s):** Animal Care & Use Committee; Environment, Health & Safety; Parking and Transportation; Real Estate; Residential and Student Service Programs; UC Police Department

**External Unit(s):** TBD by the Coordinating Unit

**Mission Areas**
- Safety and well-being of laboratory animals
- Care of research animals and other sheltered animals

**ESF #12 Energy**

Represented by ESF 3: Infrastructure and Utilities

**ESF #13 Public Safety**

The Public Safety ESF supports all law enforcement, public safety, and security operations related to the emergency response and coordinates with the local, state, and federal public safety agencies.

**ESF #13 Public Safety**

**Coordinating Unit:** UC Police Department  

**Support Unit(s):** Office of Emergency Management; Parking and Transportation; Real Estate

**External Unit(s):** TBD by the Coordinating Unit

**Mission Areas**
- Coordination of law enforcement activities
### ESF #13 Public Safety
- Provision of security in support of response operations
- Protection of critical infrastructure

### ESF #14 Recovery
The Recovery ESF is responsible for restoring normal campus operations, identifying long-term recovery priorities, and mitigating future risk by collaborating with the public, private, and non-profit sectors.

| **Coordinating Unit:** A Recovery Coordinating Unit will be assigned by the Crisis Management Team based on the nature of the emergency. |
| **Support Unit(s):** Office of Emergency Management; Office of Sustainability; Risk Services |
| **External Unit(s):** TBD by the Coordinating Unit |
| **Mission Areas** | • Coordination of campus recovery initiatives  
• Economic assessment, protection, and restoration  
• Prevention and mitigation of future risk |

### ESF #15 Public Affairs
Using multiple modes of communication (e.g., newspapers, television, radio, social media, internet, etc.), the Public Affairs ESF provides accurate, coordinated, timely, and accessible information to the campus community, the surrounding communities, media, private sector, and necessary government agencies.

| **Coordinating Unit:** Public Affairs |
| **Support Unit(s):** Intercollegiate Athletics; Student Affairs; UC Police Department; University Health Services |
| **External Unit(s):** TBD by the Coordinating Unit |
| **Mission Areas** | • Distribution of emergency public information and protective action guidance  
• Media and community relations |
Functional and Hazard Specific Annexes

In addition to the Basic Plan and ESF annexes, additional functional annexes that focus on critical operational functions and courses of action and hazard specific annexes that describe the courses of action unique to particular threats and hazards will be developed and/or updated. These annexes are intended to supplement, not replace, the EOP and/or other annexes within the EOP.

Limited Emergency

The Limited Emergency annex will describe the leadership and coordination necessary during limited emergency response activities to ensure that appropriate resources are made available to shorten the time needed to resume normal operations. The annex will define a limited emergency; describe roles and responsibilities; and detail procedures necessary to implement the campus Limited Emergency policy.

Active Shooter

The Active Shooter annex will outline specific actions and procedures to follow in the event of an active shooter response. It will detail the coordination of fire/EMS, law enforcement, medical transport, and medical facilities. UCPD has also established separate standard operating procedures (SOPs) for these situations.

Earthquake

The Earthquake annex will include information on the mitigation and preparedness measures taken for earthquakes; the concept of operations, campus units, and external partners during an earthquake response; roles and responsibilities of campus units in preparing for earthquakes; and supporting resources and information for earthquake response activities.

Pandemic

A campus Pandemic Plan was completed in 2007. It provides a basic framework for pandemic response actions on campus and delineates department-level responsibilities for that response. A plan update will be developed to address the current campus response structure and roles and responsibilities of campus Emergency Support Functions.

Evacuation

The Evacuation annex will outline tasks and responsibilities in coordinating the evacuation of individuals from an area of high risk to a location of greater safety.

Continuity

The Continuity annex will include recovery strategies to maintain critical or time-sensitive functions and processes identified through a Business Impact Analysis. The annex will identify stakeholders that need to be notified, critical and time-sensitive applications; alternative work sites; vital records, contact lists, functions, and procedures that must be
maintained; and personnel, procedures, and resources that are needed while the campus is recovering.

**Recovery**

This Recovery annex will provide for restoration of functions, services, resources, facilities, programs, and infrastructure. It will include restoration guidance for the following elements: facilities and equipment; critical infrastructure; telecommunications and cyber protections systems; distribution systems for essential goods; transportations systems, network infrastructure, human resources, psychosocial services, and health services. The implementation of Recovery annex will be led by the Recovery Emergency Support Function.

**Wildland Fire**

The Wildland Fire annex will identify the roles and responsibilities of campus units during a major wildland urban interface fire, including evacuation support and infrastructure and utilities maintenance.
Declaration of Campus State of Emergency

WHEREAS, THE UNIVERSITY OF CALIFORNIA, BERKELEY emergency policies and procedures empower the Chancellor or authorized representative to declare a Campus State of Emergency, when the campus has been affected by the emergency or disaster; and

WHEREAS, the Chancellor or authorized representative does hereby find:

That conditions of peril to the safety of persons and property have arisen within the campus caused by ________________, commencing on or about ________________, on the date of ________________, warranting the necessity for, and declaration of, a Campus State of Emergency;

NOW, THEREFORE, IT IS HEREBY DECLARED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist until its termination is declared by the Chancellor or authorized representative of the University of California, Berkeley.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the University of California Office of the President and the County of Alameda Emergency Operations Center.

____________________________________  __________________________
Chancellor or authorized representative  Date
B. Emergency Management Area Map
Note: The Public Affairs ESF is represented in the EOC via the Public Information Officer. The Logistics ESF is represented in the EOC via the Logistics Section.

The Planning Section - Recovery Unit position is responsible for developing the strategy to transition from EOC response operations to broader recovery operations implemented by the Recovery ESF.
# D. Abbreviations and Acronym List

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAR</td>
<td>After Action Report</td>
</tr>
<tr>
<td>AWS</td>
<td>Alerting and Warning System</td>
</tr>
<tr>
<td>BART</td>
<td>Bay Area Rapid Transit</td>
</tr>
<tr>
<td>BEP</td>
<td>Building Emergency Plan</td>
</tr>
<tr>
<td>CMT</td>
<td>Crisis Management Team</td>
</tr>
<tr>
<td>EAA</td>
<td>Emergency Assembly Area</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Office of Environment, Health &amp; Safety</td>
</tr>
<tr>
<td>EMA</td>
<td>Emergency Management Area</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>IAP</td>
<td>Incident Action Plan</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>ICP</td>
<td>Incident Command Post</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>IST</td>
<td>Information Services &amp; Technology</td>
</tr>
<tr>
<td>JIC</td>
<td>Joint Information Center</td>
</tr>
<tr>
<td>LERC</td>
<td>Limited Emergency Response Coordinator</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>OEM</td>
<td>Office of Emergency Management</td>
</tr>
<tr>
<td>OLAC</td>
<td>Office of Laboratory Animal Care</td>
</tr>
<tr>
<td>PA</td>
<td>Public Affairs</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>P&amp;T</td>
<td>Parking &amp; Transportation</td>
</tr>
<tr>
<td>RE</td>
<td>Real Estate</td>
</tr>
<tr>
<td>RSSP</td>
<td>Residential &amp; Student Service Programs</td>
</tr>
<tr>
<td>SEMS</td>
<td>Standardized Emergency Management System</td>
</tr>
<tr>
<td>TEP</td>
<td>Training and Exercise Plan</td>
</tr>
<tr>
<td>UCB</td>
<td>University of California, Berkeley</td>
</tr>
<tr>
<td>UCOP</td>
<td>University of California, Office of the President</td>
</tr>
<tr>
<td>UCPD</td>
<td>University of California Police Department</td>
</tr>
<tr>
<td>UHS</td>
<td>University Health Services</td>
</tr>
<tr>
<td>VCAF</td>
<td>Vice Chancellor, Administration and Finance</td>
</tr>
</tbody>
</table>
## E. Plan Glossary

<table>
<thead>
<tr>
<th>Glossary</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activate</strong></td>
<td>To begin the process of mobilizing a response team or to set in motion an emergency operations response or recovery plan, process, or procedure for an actual emergency incident</td>
</tr>
<tr>
<td><strong>After Action Report</strong></td>
<td>Structured review that analyzes a response to an incident that includes the development of a timeline and reviews the actions that occurred; at the end of this process, a document is created that includes an overview of the response and incident as well as actions that can be improved</td>
</tr>
<tr>
<td><strong>Authority</strong></td>
<td>A right or obligation to act on behalf of a department, agency, or jurisdiction</td>
</tr>
<tr>
<td><strong>Building Coordinator</strong></td>
<td>Responsible for leading preparedness, readiness, and response activities for assigned buildings, including developing and implementing a Building Emergency Plan and serving as an emergency communications liaison between building occupants and campus services/agencies during emergencies</td>
</tr>
<tr>
<td><strong>Command</strong></td>
<td>The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority</td>
</tr>
<tr>
<td><strong>Concept of Operations</strong></td>
<td>A description of how a set of capabilities may be employed to achieve desired objectives or end state</td>
</tr>
<tr>
<td><strong>Continuity Planning</strong></td>
<td>Actions taken to protect the campus mission from disruption</td>
</tr>
<tr>
<td><strong>Crisis</strong></td>
<td>Any unexpected event or series of events that has the potential to, or does presently, significantly impact and/or harm to the University of California’s students, faculty, staff, local community, operations, buildings, assets, finances, image, reputation, or the environment</td>
</tr>
<tr>
<td><strong>Crisis Management Team (CMT)</strong></td>
<td>Co-chaired by the Executive Vice Chancellor and Provost and Vice Chancellor, Administration and Finance; provides executive level oversight and policy decision-making body during a crisis situation</td>
</tr>
<tr>
<td><strong>Critical Infrastructure</strong></td>
<td>Assets, systems, and networks, whether physical or virtual, so vital to the campus that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, public health or safety, the campus mission, or any combination of those matters</td>
</tr>
<tr>
<td><strong>Damage Assessment</strong></td>
<td>An appraisal or determination of the effects of the disaster on human, physical, economic, and natural resources</td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>Any incident, whether natural or manmade, that requires responsive action to protect life or property</td>
</tr>
<tr>
<td><strong>Emergency Management</strong></td>
<td>The science of managing complex systems and multi-disciplinary personnel to address emergencies and disasters, across all hazards, and through the phases of mitigation, preparedness, response, and recovery</td>
</tr>
<tr>
<td><strong>Emergency Management Area (EMA)</strong></td>
<td>Pre-designated areas designated for emergency response use such as the location of an Incident Command Post</td>
</tr>
<tr>
<td><strong>EMA Coordinator</strong></td>
<td>Liaison between the Building Coordinators within designated EMA and the Incident Commander and EOC</td>
</tr>
<tr>
<td>Glossary</td>
<td>Definition</td>
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<tr>
<td><strong>Emergency Operations Center (EOC)</strong></td>
<td>The physical location at which the coordination of information and resources to support incident management activities takes place</td>
</tr>
<tr>
<td><strong>Emergency Operations Plan (EOP)</strong></td>
<td>An all-hazards document that specifies actions to be taken in the event of an emergency or disaster; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities</td>
</tr>
<tr>
<td><strong>Emergency Support Function (ESF)</strong></td>
<td>A structured group of tasks and resources, brought together to effectively manage the impacts of an emergency or disaster within a given jurisdiction. ESFs are typically comprised of entities that have similar roles, responsibilities, resources, authority, and training.</td>
</tr>
<tr>
<td><strong>Evacuation</strong></td>
<td>A protective action of moving threatened individuals completely out of a building, facility, or the campus</td>
</tr>
<tr>
<td><strong>Finance/Administration Section (EOC)</strong></td>
<td>The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident</td>
</tr>
<tr>
<td><strong>Hazard</strong></td>
<td>A potential or actual force, physical condition, or agent with the ability to cause human injury, illness and/or death, and significant damage to property, the environment, critical infrastructure, agriculture and business operations, and other types of harm or loss</td>
</tr>
<tr>
<td><strong>Hazardous Material</strong></td>
<td>Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment</td>
</tr>
<tr>
<td><strong>Incident Action Plan (IAP)</strong></td>
<td>An oral or written plan containing general objectives that reflect the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.</td>
</tr>
<tr>
<td><strong>Incident Command Post (ICP)</strong></td>
<td>The field location where primary incident operation functions are managed</td>
</tr>
<tr>
<td><strong>Incident Command System (ICS)</strong></td>
<td>Standardized emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries</td>
</tr>
<tr>
<td><strong>Incident Commander</strong></td>
<td>The individual responsible for all incident activities in the field, including the development of strategies and tactics and the ordering and the release of resources</td>
</tr>
<tr>
<td><strong>Logistics Section (EOC)</strong></td>
<td>The Incident Command System Section responsible for providing facilities, services, and material support for the incident</td>
</tr>
<tr>
<td><strong>Management Section (EOC)</strong></td>
<td>The Incident Command System (ICS) Section, led by EOC Director, who has overall authority and responsibility to direct all EOC activity; the Management Section includes the EOC Coordinator, Public Information Officer, Safety Officer, and Liaison Officer</td>
</tr>
<tr>
<td><strong>Mitigation</strong></td>
<td>Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of an emergency and providing value to the public by creating safer communities</td>
</tr>
<tr>
<td>Glossary</td>
<td>Definition</td>
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<tr>
<td>Mutual Aid Agreement</td>
<td>Written agreement between agencies and jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and expertise in a specified manner</td>
</tr>
<tr>
<td>National Incident Management System (NIMS)</td>
<td>A system that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity</td>
</tr>
<tr>
<td>Operational Period</td>
<td>The time scheduled for executing a given set of operation actions as specified in the Incident Action Plan; operational periods can be of various lengths, although usually not over 24 hours</td>
</tr>
<tr>
<td>Operations Section (EOC)</td>
<td>The Incident Command System (ICS) Section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.</td>
</tr>
<tr>
<td>Planning Section (EOC)</td>
<td>The ICS Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP and Situation Reports. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.</td>
</tr>
<tr>
<td>Recovery</td>
<td>The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstituting these systems to a new condition that is less vulnerable</td>
</tr>
<tr>
<td>Shelter-in-Place</td>
<td>A protective action of maintaining the current location of individuals for a certain period of time as the best option to a life-threatening emergency</td>
</tr>
<tr>
<td>Situation Report</td>
<td>Document created by Planning Section that provides information and data of all the response operations occurring in an operational period; this information informs decisions for the next operational period</td>
</tr>
<tr>
<td>Unified Command</td>
<td>Authority structure in which the role of Incident Commander is shared by two or more individuals, each already having authority in a different responding agency</td>
</tr>
<tr>
<td>Vulnerability Analysis</td>
<td>The process of identifying potential and anticipated impacts of a hazard</td>
</tr>
</tbody>
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