

Campus Emergency Response Implementation Plan

Quarterly Report August 2016

To improve MtSAC campus emergency readiness and response, the following tasks will be coordinated by Emergency Services:

- Completion of NIMS required Emergency Operations Plan, EOP, elements.
- Identification, coordination and exercise of campus Field Support, Incident Command and Emergency Operations Center.
- Development and Exercise of Disaster and Campus Recovery, and Continuity of Operation Plans.

Completion of NIMS required Emergency Operations Plan, EOP, elements

	Task	With Assistance from:	Est. Target Date	Status/ Completion Date
	Completion of the following required EOP documents and plans:	West Coast Consulting and:	12/2016	West Coast hired 04/11/2016
1.	Executive Policy Group protocols for emergency declaration and EOC activation.	Cabinet, Public Safety, PIO, EOC Director, SME and Emergency Services.	10/2016	West Coast finalizing review of EOP. TTX 10/18
2.	Emergency coordination with local agency and resource needs list	Emergency Services.	7/2016	<ul style="list-style-type: none"> • City of Walnut • Disaster Management Area D • LA County Operational Area • Resource List -IP
3.	Emergency response teams and campus staff (DSW) notification, recall and mobilization protocols	Human Resources, Classified 262 and 651, Public Safety, Emergency Services.	10/2016	West Coast finalizing review of EOP. Teams identified – training to begin Oct
4.	Hazardous Materials Area Plan	Emergency Services.	12/2016	Inventories being completed
5.	Disability Functional Access and Needs (ADA) Population Emergency Plan	DSPS and other affected departments and programs.	12/2016	Team Developed-Meeting in Sept
6.	Emergency Standard Operating Procedures (SOPs)	Public Safety, EOC Director, SME and Emergency Services.	10/2016	West Coast -IP

October - Alertus Drill + RSS feeds Bldg 13

Identification, coordination and exercise of campus Field Support and Emergency Response teams

	Task	With Assistance from:	Est. Target Date	Status/ Completion Date
1.	Purchase of emergency response equipment storage containers and supplies.	Emergency Services, EOC staff, and campus.	12/2016 On-going	Cargo units purchased. Supplies being ordered
2.	Develop 2 year campus drill and field exercise schedule.	Health and Safety Committee and Instruction	10/2016	EPG Training Scheduled 10/18. Alertus drill on computers 10/20 and Bldg. 13. EOC staff training TBA
3.	Complete update to EOC staff (ICS) Section function and	EOC staff, EOC director, SME and Emergency Services.	6/2016	Completed.

	responsibilities. (EOP requirement)			CERT Training 10/1, 8, 15 ↓ Saturdays
4.	Identify campus field support team functions and responsibility during an emergency.	West Coast Consulting, EOC director, Public Safety, Classified 262/651	7/2016	CERT, DSW, Care/Shelter, Volunteer Mgmt.,
5.	Develop field support coordination and communication with ICP and EOC (EOP requirement)	West Coast Consulting, EOC director, Public Safety, and Emergency Services.	10/2016	Buildings Radio Drills with Departments- Scheduled: Arts, KAD, NatSci, TechHealth,
6.	Recruit, train and exercise campus field support teams. (EOP requirement)	Emergency Services, Classified 262/651, Public Safety, EOC director and affected departments.	7/2016 On-going	October Trainings
7.	Develop EOC and Policy Group training and table top exercise plan.	Cabinet, Public Safety PIO, SME, Health and Safety Committee and Emergency Services.	8/2016	Scheduled 10/18, 1/10, 4/11

10/18 Cabinet training

Development and exercise of campus Recovery and Continuity of Operation Plans

	Task	Method/Plan	With Assistance From:	Target Date	Status/ Completion Date
1.	Develop disaster recovery phase organization, damage assessment, documentation and after-action protocols/structures.	EOP requirement. Consultant will guide development of disaster recovery plan.	West Coast, Health and Safety Committee, Emergency Services, Facilities, SME.	Fall 2016	Damage Assessment Training - Oct
2.	Identify and develop campus recovery objectives and continuity of operation plan elements for essential campus operations and services.	Health and Safety will oversee process with assistance from SME, Emergency Services and essential departments and personnel.	Health and Safety Committee, Emergency Services, and affected department, programs and personnel.	Fall 2017	
3	Identify resources and support needed to recover essential campus operations and services in the event of a major disruption.	Based on recovery objectives and COOP elements, determination will be made by H&S and affected departments/personnel	Health and Safety Committee, Emergency Services, SME and affected departments.	Spring 2018	