

Spring 2016 Campus Preparedness Drill:

Zone Y Building Evacuation

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INTRODUCTION

Purpose

The purpose spring 2016 campus emergency preparedness drill is to test and evaluate Mt. SAC field team (building managers, building marshals and floor captains) and emergency responders (Public Safety) readiness to respond to an evacuation involving multiple buildings. The drill will assess building evacuation team performance, emergency radio communications, EOC activation (notification and mobilization), and campus recovery.

Scope

The spring 2016 campus evacuation drill is scheduled for March 17, 2016 at 10:50am, 7:45pm and 11:30pm. Each drill lasts approximately 20 minutes. The morning drill at 10:50am will consist of the evacuation of all buildings in campus Zone Y, and the activation of an Incident Command Post and the Emergency Operations Center. Buildings to be evacuated include 2, 3, 4, 6, 7, 9C, 10, 11, 16A-16D, 17, 18A-18D, 19A-19C, 20, 21A- 21I, 26A-26D, 60, 61, Mountie Café, Express Stop, Prime Stop, and the WOW café. The evening drill will begin at 7:45pm. It will consist of the evacuation of all buildings in campus Zone Y, excluding buildings 3, 4, 9C, 10, and Mountie Café. The late night drill will begin at 11:30pm. This drill will only involve the evacuation and assembly of the evening custodial staff.

Target Capabilities

In keeping with the capabilities-based planning described in the National Preparedness Guideline, the following Capabilities were selected for the Zone Y Building Evacuation Drill:

- Emergency Public Information and Warning
- Operational Coordination
- Communications
- Information and Intelligence Sharing
- Situational Assessment

Objectives

The planning committee developed specific objectives that support the accomplishment of the exercise goal. The list that follows is a representation of these objectives.

- **Emergency mass notification** will deliver prompt, reliable and actionable information to the campus through clear, consistent, and accessible methods. Notifications will effectively relay information regarding building evacuations.

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- **Campus field teams and emergency responders** will establish and maintain a unified and coordinated operational structure that supports the execution of the campus' capability to evacuate buildings.
- **Campus field teams and emergency responders** will provide timely communications in support of security, situational awareness and operations by all means available, among and between affected groups in the impacted area and response teams.
- **Emergency responders** will provide timely, accurate and actionable information resulting from the direction, collection, and dissemination of available incident information to the campus community or EOC.
- **Emergency personnel** will provide all decision makers with decision-relevant information regarding the nature and extent of any hazard or threat, any cascading effects, and the status of the incident response.

Exercise Structure

The Zone Y Building Evacuation Drill is response-driven and facilitated by campus field teams and emergency response personnel. The drill is conducted at three distinct times, representing significant periods during normal campus operations. Each drill begins with an emergency alert that summarizes the key actions to be taken within a pre-specified time period. Following the alert, participants will engage in an appropriate response. Immediately after the drill participants then take part in a written or oral evaluation to discuss issues, strengths and/or weakness present during the drill play.

Exercise Guidelines

The following general guidelines and ground rules apply throughout the exercise:

- This is a drill. Varying actions, viewpoints, even disagreements, are expected. This drill is intended to be a medium to high stress environment.
- The drill is the ideal opportunity to consider different approaches and suggest improvements to current resources, plans, and training.
- Actions should be based on current capabilities (i.e., you may use only existing abilities and assets).
- Resolve problems and issue arising from unexpected situations.
- Respect the team leaders and other team members.
- Start on time and end after 20 minutes or an "All Clear" given by drill or Public Safety Officials. Some exercises may extend beyond the 20 minute allotted for evacuations.
- All participants will receive the same information at the same time.

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Agenda

Morning Drill:

| | | | |
|-------------|---|-------------|---|
| 10:00 a.m. | – | 11:30 a.m. | Scheduled EOC Exercise* begins |
| 10:30 a.m. | | | EOC Activation alert. |
| 10:50 a.m. | | | Morning evacuation drill begins. |
| 11:10 a.m. | | | Morning evacuation drill ends. |
| 11: 30 a.m. | – | 11: 40 a.m. | Hot Wash at Incident Command Post East entrance to Building 4 |

Evening Drill

| | |
|------------|----------------------------------|
| 7: 45 p.m. | Evening evacuation drill begins. |
| 8:05 p.m. | Evening evacuation drill ends. |

Late Evening Drill

| | |
|------------|---------------------------------------|
| 11:30 p.m. | Late evening evacuation drill begins. |
| 11:50 p.m. | Late evening evacuation drill ends. |

*An Emergency Operations Center training was posted on POD. Those EOC staff responding to the training will receive Incident Action Plan training. Those EOC staff members responding to the activation notice during the drill will assist in during a mock EOC set up and participate in the training.