

# **UC Irvine**

## **Emergency Operations**

### **Basic Plan**

MAY 2023

PROPRIETARY AND CONFIDENTIAL  
TO THE UNIVERSITY OF  
CALIFORNIA, IRVINE

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**Table of Contents**

- I. Promulgation Statement ..... 6
- II. Approvals..... 6
- III. Executive Summary..... 7
- IV. Purpose ..... 7
- V. Authorities..... 7
- VI. Scope ..... 8
- VII. Format ..... 8
- VIII. University of California, Irvine Demographics ..... 8
  - A. Student Housing..... 9
  - B. Faculty and Staff Housing ..... 9
  - C. Child Care Services ..... 9
  - D. University Montessori School..... 9
- IX. Threats, Hazards and Risk Assessment..... 9
- X. Assumptions ..... 10
- XI. Concept of Operations..... 12
  - A. University EM Responsibilities ..... 12
  - B. Incident Command System ..... 13
  - C. Plan Implementation ..... 14
  - D. Proclamation of Campus State of Emergency..... 15
  - E. Levels of Readiness and Activation ..... 15
- XII. DIRECTION, CONTROL, AND COORDINATION ..... 16
  - A. Continuity of Operations (Business Continuity) ..... 16
  - B. Incident Organization and Functional Roles..... 17
  - C. Incident Action Plans..... 20
  - D. Emergency Support Functions ..... 20
  - E. Resource Coordination ..... 20
- XIII. COMMUNICATION..... 21
  - A. Emergency Alert / Notifications ..... 21
  - B. Incident Communications..... 21

XIV.	ADMINISTRATION, FINANCE, AND LOGISTICS .....	21
A.	Agreements and Contracts.....	21
B.	Record Keeping for Emergency Operations.....	22
XV.	PLAN DEVELOPMENT AND MAINTENANCE.....	22
A.	Plan Development and Maintenance .....	22
B.	DISTRIBUTION.....	22
XVI.	TRAINING AND EXERCISE .....	23
A.	Training and Exercise Frequency.....	23
B.	After-Action Reporting.....	23
XVII.	LIST OF ACRONYMS.....	24

## **Annexes**

Annex A – Emergency Operations Center (EOC)

Annex B – Wildfire/Smoke

Annex C – Power Outage

Annex D – Acts of Violence

Annex E – Earthquake

Annex F – Pandemic

Annex G – Hazardous Materials Incident

Annex H – Extreme Heat

Annex I – Cyber Security Incident

## **Appendices**

Appendix 1 – Emergency Communications

Appendix 2 – Family Assistance Center

Appendix 3 – Mass Evacuation

Appendix 4 – Shelter and Mass Care

Appendix 5 – Mass Casualty Incident

Appendix 6 – Transition to Recovery

Appendix 7 – Campus Continuity

Appendix 8 – Crisis Core Team

## Record of Change

The Director of Emergency Management (EM) is responsible for maintaining this plan. The plan was developed to serve as a dynamic, living document. It will be updated on an on-going basis with an informal review annually and a formal review every 3 years.

Revision	Issue Date	Summary of Revisions
Version 2.0	April 2006	Full Revision
Version 3.0	Dec. 2006	Full Revision
Version 4.0	April 2007	Full Revision
Version 5.0	April 2009	Full Revision
Version 6.0	January 2013	Full Revision
Version 6.1	January 2014	Contact Revisions, EAP Information, HVA Information, New Annexes
Version 6.2	April 2014	Updated Sections VI & VII
Version 6.3	January 2015	Updated Section V & VI
Version 6.4	June 2015	Updated Section II
Version 7.0	January 2017	Full Revision
Version 7.1	September 2017	Added Section X
Version 8.0	January 2020	Full Revision, Crisis Core Team, Annex XXI
Version 9.0	March 2023	Full Revision/Restructure, New Annexes and Appendices

## I. Promulgation Statement

The Emergency Operations Plan (EOP) is a guide to how the University of California, Irvine (UCI) conducts all hazards response. The EOP is written in support of emergency management and is built upon the National Response Framework (NRF) as scalable, flexible, and adaptable coordinating structures to align key roles and responsibility. This plan and contents within shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, tasked organizations supporting EOP guidelines shall maintain their own procedures/guidelines and actively participate in the training, exercise, and maintenance needed to support this plan. The EOP was prepared by the Emergency Management (EM) department and approved by executive management, thereby enabling activities contained within this document to be performed within the University's capability. Furthermore, this EOP has been made available to the UCI community and with external agencies that may be affected by its implementation.

This EOP is also accessible via the web at [www.em.uci.edu](http://www.em.uci.edu).

## II. Approvals

This EOP and its supporting contents are hereby approved and is effective immediately upon the signing of the signature authority noted below.

Approved:  \_\_\_\_\_

Date: 10/6/2022

Mary Lou Ortiz  
Chief Financial Officer  
Vice Chancellor, Division of Finance and Administration

## III. Executive Summary

The UCI EOP is a framework for a coordinated response to emergencies and disasters (collectively referred to as emergencies throughout this document). This plan provides an incident management structure for all emergency operations, but does not include, nor is a substitute for, specific procedures for safety or hazardous material response.

The incident management structure set forth in this plan is flexible and may expand or contract as the situation warrants. This plan is based on a worse-case scenario and provides for the critical functions and roles of UCI during an emergency response. However, its general procedures for the management of information, activities, and operations can be applied during any type of emergency.

The EOP is an “all-hazards” document and contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency. This plan, therefore, does not address all unique conditions that may result from a particular hazard or event.

## IV. Purpose

The purpose of the UCI EOP is to establish policies, procedures, and an organizational structure for the mitigation of, preparedness for, response to, and recovery from emergency events impacting the campus. The EOP expands on and incorporates UCI Administrative Policy Section 905.30: Emergency Management (EM) Policy.

The UCI EOP incorporates the components of the Standardized Emergency Management System (SEMS), as described by California Government Code 8607(a) and the federal National Incident Management System (NIMS) as described in 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.

## V. Authorities

This plan is promulgated under the authority of the Chancellor of UCI and Vice Chancellor, Division of Finance and Administration (DFA). The day-to-day management of campus EM programs rests with the EM Director and the EM department of DFA Support Services. The Emergency Management Advisory Council (EMAC) provides input for program preparation, development, implementation, evaluation, and maintenance.

## VI. Scope

The measures in this plan will be enacted in response to any circumstance occurring at the University that requires greater than day-to-day resources to protect safety, health, property, the environment, and/or critical operations. Events that we may respond to include disasters or incidents such as a wildland fire or major earthquake, mass casualty incident, or hazardous materials release, or any other event at the campus level that requires a higher level of coordination and planning.

Should an event or incident impact, or be expected to impact, UCI campus or community, the UCI will implement the measures in this plan. UCI is not responsible for managing emergencies that occur at other universities, but may assist in responses or provide resources through existing mutual aid agreements.

## VII. Format

The plan takes a multi-functional, multi-hazard approach to emergency management. Thus, it incorporates methods of hazard identification and mitigation, plans to address continuity of operation, and the structure of emergency response and recovery. The plan includes the core document, all annexes, and appendices and references to related plans and procedures.

This plan is written at a high level and is meant to provide guidance on how UCI will respond and recover from incidents. It should be used as a guide when developing department specific emergency response standing operating procedures (SOPs). This plan and the corresponding annexes and appendices are intended to be used by personnel during emergency drills, exercises, or responses to actual emergency events. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

## VIII. University of California, Irvine Demographics

Founded in 1965, UCI has more than 37,000 students, 2,800 faculty members, and 6,500 staff. Residing in the City of Irvine, UCI is among the most dynamic campuses in the University of California system and is the second-largest employer within Orange County. UCI is noted for its excellent research and graduate programs, an extensive commitment to undergraduate education, and a growing number of professional schools and programs



of academic importance and social significance. Below is a list of special populations that are included in the UCI community and to which this plan applies.

## A. Student Housing

Although most students commute to and from campus, roughly 9,700 students live in one of six housing communities on campus. In addition, American Campus Communities (ACC) provides five additional housing communities that currently support more than 6,000 students.

## B. Faculty and Staff Housing

University Hills, developed and maintained by Irvine Campus Housing Authority (ICHA), provides affordable housing to eligible full-time employees. The community has four apartment communities, two condominium associations, townhomes, paired homes, single family detached homes, and a few custom homes. In all, University Hills has 384 apartments and 1,226 for-sale homes on over 300 acres.

## C. Child Care Services

UCI operates five centers, serving children from three months to twelve years, as well as an administration office. All sites are located within the Verano Place Housing Community area and can have up to 488 children enrolled with roughly 71 staff members (staff includes career teachers and student employees) to support the different sites.

## D. University Montessori School

University Montessori School is a private school located in University Hills. It has roughly 48 students in grades Pre-K, K-1 with a student-teacher ratio of 9 to1.

## IX. Threats, Hazards and Risk Assessment

UCI faces risks from many threats and hazards; planning separately for all of them would require an enormous amount of time and resources. Rather than plan for every possible threat and hazard, UCI embraces capabilities-based planning utilizing national emergency management frameworks. Capabilities-based planning builds and sustains core capabilities that can help prevent, protect against, mitigate, respond to, and recover from multiple threats and hazards. Capabilities-based planning is the foundation of the National Preparedness System, a system the University uses as a basis for its EM Program.

The first step of the Threat and Hazard Identification and Risk Assessment (THIRA) is for EM to identify a preliminary list of 27 threats and hazards that could affect the campus community. EM used the Doberman Emergency Management Group LLC to conduct the

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Hazard Vulnerability Assessment (HVA) and reduce the threats and hazards to the most likely natural, human-caused, and technological possibilities. Below is a list of the identified hazards.

1. Catastrophic Earthquake
2. Active Shooter
3. Laboratory/Residential Building Fire
4. Cyber Threat
5. Public Health Emergency
6. Hazardous Materials Spill/Release
7. Terrorism
8. Civil Disturbance/Protest
9. Wildland Fire

Preparedness is also a process of risk reduction. Preparedness includes providing systematic training and testing of emergency support personnel and systems. UCI conducts training on an annual basis to include table-top, functional, and full-scale exercises.

All potential events cannot be foreseen or controlled, and a primary objective of the EM department includes the development of plans and corresponding preparedness efforts to address the consequences of potential crisis and emergency events. In the process of planning for emergency events, one must first consider who 'owns' the risk in question. Towards this end, the campus has implemented a plan to develop departmental emergency action plans (EAPs) as well as continuity plans as part of the UC Ready initiative to ensure both department level readiness and campus level preparedness.

## X. Assumptions

This plan is based on a no-notice, significant disaster emergency, either a localized incident or a larger regional event. The impact and associated effects will be determined by a number of variables, including the type incident, the resources necessary to respond to the incident, regional impact, and time of the event.

Below is a list of assumptions used when constructing this plan:

- All UCI programs, services, and activities that take place during a disaster response will be accessible for the greatest number of people, regardless of disability. For the purpose of this plan, accessibility means the practice of ensuring that services, facilities, and content can be accessed or utilized in accordance with the principles of diversity, equity, and inclusion.

- While timely dissemination of emergency warning notifications and increased readiness measures may be possible, many disasters can, and may, occur with little or no warning.
- UCI Leadership recognize their responsibilities for the safety and well-being of students, faculty, staff, and visitors, and assume their responsibilities in the implementation of this EOP.
- Proper implementation and understanding of these guidelines through training and exercising will reduce or prevent disaster-related losses.
- Incidents are typically managed at the lowest possible organizational level.
- Emergencies on campus may involve multiple responding departments and agencies; however, in most cases Orange County Fire Authority (OCFA) or Law Enforcement personnel will assume Incident Command, depending on the type of emergency.
- External resources may be requested to assist the campus if the nature of the incident overwhelms the campus capabilities.
- Local emergency response resources will be available in emergency situations affecting the campus.
- Hazardous conditions may follow any major disaster thereby increasing the risk of injuries and death.
- All departments operating on the campus shall coordinate their emergency actions with this EOP.
- Regardless of the threat or type of emergency, it is possible that the following results may be encountered:
  - Death, injury, or illness of people and/or animals
  - Interruption or disruption to transportation
  - Interruption or disruption to normal communications
  - Interruption or disruption to utilities and other essential services
  - Congregation of large numbers of people at the scene, at central locations, at shelters, etc.

- Significant numbers of people being displaced, requiring some, or all of the following: evacuation, shelter, feeding, welfare, and other assistance
- Structural damage to streets, buildings, utilities, and other property
- Contamination of food, water, personnel, vehicles, property, and other substances
- Shortages of essential items
- Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.
- Initial confusion of the affected population, with probable delays in response due to disaster incidents
- Extensive need for public information
- Disruption of business activities
- Other events deemed significant to campus operations

## **XI. Concept of Operations**

### **A. University EM Responsibilities**

#### **1. University Emergency Management Vision and Mission Statement**

Vision: UCI will be recognized as a leader in higher education for a distinguished emergency management program and a resilient campus community.

Mission: To continuously improve the resilience and readiness of the campus community and the ability to respond to and recover from natural and human-caused emergencies within the framework of the phases of emergency management – mitigation, preparedness, response, and recovery.

#### **2. Command Authority and Reporting Structure**

Upon determination that a state of emergency exists, the decision to activate the campus Emergency Operations Center (EOC) will be made by the Chancellor or Chancellor's designee (Vice Chancellor of DFA, Chief of Police, or other senior leaders). The decision to activate is typically made with the advice and counsel of the Crisis Core Team (CCT). The CCT will meet to establish an early assessment and level of situational awareness and common operating picture in response to an

emergency incident or significant event at UCI and will relay recommendations to campus leadership.

The first, most senior staff member of the EOC staff to arrive will manage the EOC until relieved by a more senior member of the EOC staff or the EOC Director. The EM department is responsible for coordinating the activation of EOC staff, physical set-up of the EOC facility, and fulfilling the role of the EOC Coordinator.

### 3. *Key Areas of Emergency Planning*

- a. **Mitigation.** The effort to reduce loss of life and property by lessening the impact of disasters and emergencies. It involves the structural and non-structural measures taken to limit the impact of disasters and emergencies.
- b. **Preparedness.** Activities to develop the response capabilities needed should an emergency arise. Planning and training are among the activities conducted under this phase.
- c. **Response.** The actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include warning, fire response, evacuation, rescue, and other similar operations.
- d. **Recovery.** Is both a short-term and long-term process. Short-term operations seek to restore vital services to the University and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the university to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.
- e. **Business Continuity.** The advance planning and preparation undertaken to ensure that a department will have the capability to operate its critical business functions during emergency events.
- f. **Resilience.** When all five of these key areas are considered in emergency response planning it forms of cycle of continuous improvement of resiliency and readiness.

## B. Incident Command System

The EOP uses a management system known as the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to various levels of

emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management with the necessary control to direct and coordinate all operations and all agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of the ICS does not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency. The specific EOC position responsibilities and Organizational Chart can be referenced in Annex A, EOC.

## C. Plan Implementation

This EOP was prepared by the EM department to develop, implement, and maintain a viable all-hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities. This plan shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any University sponsored events, whether on or off campus, and all public or private University sanctioned activities.

The EM department shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the "all-hazards" concept and plans for natural and man-made disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by University executive management.

## D. Proclamation of Campus State of Emergency

The Chancellor or designee may proclaim a state of emergency throughout the whole campus or a portion of the campus, and can officially downgrade the state of emergency to a business-as-usual state. The need to proclaim a campus state of emergency is predicated on the nature, extent, and impact of an event like an earthquake, fire, act of violence, or public health emergency.

## E. Levels of Readiness and Activation

### 1. *Emergency Level Classifications*

The majority of emergency conditions and situations that occur at the University will be addressed via normal response protocols. However, if the emergency situation requires a more extensive response or additional support outside of the normal response protocols, the campus EOC may be activated. Potential levels of activation are listed below and may be implemented and staffed relative to the magnitude of the emergency.

- a. Standby/Monitor.** The emergency includes incidents that can be managed using normal response operations. The EOC is not activated, but appropriate EOC personnel are informed and placed on alert status.
- b. Partial Activation.** The emergency can no longer be managed using normal procedures. The EOC is partially activated, i.e. some, but not all positions are filled, to coordinate and support the response to the incident. EOC staffing decisions are made by the EOC Director and depend on the circumstances surrounding the event.
- c. Full Activation.** A major emergency such as an earthquake or significant terrorist event. The EOC is activated in either its primary or secondary location. All or most EOC positions are activated. All emergency personnel should report for duty.
- d. Virtual EOC.** An emergency that would have a negative impact on the current response or put EOC members in danger while trying to get to the physical EOC, may warrant activation of the Virtual Emergency Operations Center (VEOC). If activated, the VEOC will be used in conjunction with WebIAP.
- e. Hybrid.** A hybrid EOC would allow the core EOC positions (i.e. EOC Director and the section chiefs) to be in the physical EOC while all others can be looped in through the VEOC as needed.

## **2. Crisis Core Team Activation**

The Crisis Core Team (CCT) will be notified via zotALERT, text message, email, Outlook invite, telephone, or other methods within 30 minutes of the event, if possible, to determine or recommend the need to activate the EOC. The team may meet in person and/or via conference call as determined by the Director of EM, Assistant Vice Chancellor of DFA Support Services, Chief of Police, or their designees. Additional information on the CCT procedures can be found in EOP Appendix 8, Crisis Core Team.

## **3. Activation Authority**

The Chancellor or designee (e.g., Vice Chancellor of DFA or Chief of Police) has ultimate responsibility for activation, oversight, and termination of the EOC. The decision to activate is typically made with the advice and counsel of the CCT.

## **4. Activation of the EOC**

Upon declaration of a partial or full EOC activation, the EOC Director shall determine which EOC location (primary, alternate, virtual, or hybrid) and which EOC positions to activate and direct their activities. Additional details for the activation of an EOC can be referenced in Annex A, EOC.

## **5. Deactivation of the EOC**

The Chancellor or designee, advised by the EOC Director, will determine when to deactivate the EOC and transition to normal campus operations. There may be several levels of transition prior to the eventual resumption of normal operations. See Annex A, EOC for details.

## **XII. DIRECTION, CONTROL, AND COORDINATION**

### **A. Continuity of Operations (Business Continuity)**

Continuity of Operations, commonly known as Business Continuity, is a set of contingency plans to ensure that essential campus functions remain in place after a disaster such as a major earthquake. The Business Continuity Plans are based on the results of the Business Impact Analysis (BIA) which is conducted to identify critical, time-sensitive campus operations, and evaluate the impact of disruptions and interruptions on those operations. These plans are a coordinated effort for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations. Additional information on Business Continuity can be found in EOP Appendix 7, Campus Continuity Framework.

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## B. Incident Organization and Functional Roles

### 1. *Chancellor's Executive Policy Group*

Designated members of the Chancellor's Cabinet comprise the Chancellor's Executive Policy Group (CEPG). The Chancellor or designee will activate the CEPG to respond to non-routine events, situations, issues, or incidents that require significant executive management engagement, deliberation, and decision-making. The CEPG will function as a crisis management team to a full range of potential crises and risks and will consider a broad array of impacts and consequences. The CEPG will communicate with the UCI EOC, if activated.

### 2. *Crisis Core Team*

The CCT is the first-line activation assessment capability for the campus. During incidents on campus that are non-catastrophic in nature such as a minor earthquake or partial power failure, the Vice Chancellor of DFA, Chief of Police, or Director of EM may activate the CCT to determine rapid situational awareness / common operating picture, develop an initial situation report and / or incident action plan (as necessary), and to make the determination and recommendation for EOC activation. Additional information on the CCT procedures can be found in EOP Appendix 8, Crisis Core Team.

### 3. *Incident Command Post*

The Incident Command Post (ICP) is the on-site headquarters for the IC, Command Staff, and General Staff. The ICP is located within safe proximity to the emergency site and is generally responsible for the tactical incident response management using ICS. It also provides the initial securing of the perimeter area, coordinates the actions of the operating units, and remains operational during the field actions phases, as required.

The designated IC will be dependent on the type of incident. The first trained emergency responder on-scene will assume the role of IC until a more qualified individual can assume command.

- The UCI Police Department (UCIPD) assumes Incident Command/Unified Command in all civil disturbances, bomb incidents, and terrorist activity operations (local and state police will coordinate with arriving FBI at a suspected terrorist event).

- The Orange County Fire Authority (OCFA) assumes Incident Command/Unified Command in all emergencies except those specifically assigned to the police department.

#### **4. Unified Command**

If a response requires a multi-agency or multi-jurisdictional response, the IC leadership expands into a Unified Command (UC). The UC structure brings together the Incident Commanders of the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities. Members of the UC work together to develop a common set of incident objectives and strategies, share information, maximize the use of available resources, and enhance the efficiency of the individual response organizations.

#### **5. Emergency Operations Center**

The Emergency Operations Center (EOC) is a central control and support facility activated in response to a severe and/or extended-period emergency or disaster, that will or can overwhelm the current response operations and/or resources of the University. The EOC is responsible for providing a higher-level support to units in the field in order to ensure these units can maintain response operations and resources. The EOC is responsible for the strategic overview, or "big picture," of the event, and does not directly control or direct field assets, instead leaving tactical decisions and operations to units and supervisors in the field. The primary function of an EOC is to collect, gather, and analyze event information and data; set strategic objectives and priorities of incident support activities; develop short and long-term strategic plans in support of the incident; procure, coordinate, and track resources; develop and maintain situational awareness; develop, manage, and maintain event-related documentation and communicate event status and information to departments, individuals, outside entities, and campus leadership.

#### **6. Department Operations Center / Department Emergency Response Procedures**

Departments across UCI may activate independently in response to localized events that require extraordinary attention (e.g. power failure, hazmat spill, internet failure or attack, civil disturbance, etc.) Upon independent activation of their department emergency response procedures or their Department Operations Center (DOC), department leadership shall contact the police watch commander and the EM Director to apprise them of the situation. If the EOC is activated, departments will have procedures in place to communicate to and receive information from the EOC.

The departments emergency response procedures / DOCs work to restore their critical business functions and take action on pre-determined high priority response activities. Resources above and beyond typical levels that are needed to restore critical functions may require activation of the EOC. This determination will be made by the CCT.

## **7. Zone Crew**

The Zone Crew serves as the campus evacuation team. In non-evacuation emergency events, zone crew members may be called upon to assist with shelter/secure-in-place actions if safe to do so, or participate in zone activities to support Police and other responders. Zone Crew consists of Zone Captains and Building Coordinators. For more information on the roles and responsibilities of Zone Crew members, visit the EM webpage at <https://www.em.uci.edu> under the Training Tab.

## **8. Faculty and Staff**

Every member of the faculty and staff should read and understand the localized department Emergency Action Plans (EAPs)/Standard Operating Procedures (SOPs) and business continuity plans, and familiarize themselves with campus emergency procedures and building evacuation routes. Employees must be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action. They should follow emergency procedures to report fires or other emergencies that require immediate attention, establish contact with their Zone Crew members, and evacuate the building to pre-designated assembly areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency. All UCI Emergency Response Procedures can be found on the EM webpage at <https://www.em.uci.edu>. In addition, all faculty and staff are required to take the UCI Emergency Response Procedures training located on UCLC on a biennial basis.

## **9. Students**

Students should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly, and exercise awareness in determining a course of action. They should evacuate to pre-designated assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

## C. Incident Action Plans

The incident action planning process and Incident Action Plans (IAPs) are central to managing the incident. The incident action planning process helps synchronize operations and ensure they support incident objectives. The IAP is developed by completing specific ICS forms which provide clear direction and include a comprehensive listing of the strategies, resources, and support needed to accomplish the objectives. The IAP is the vehicle by which leaders on an incident communicate their expectations and provide clear guidance to those managing the incident. The EOC utilizes the WebIAP software to provide a common operational picture, conduct the Operational Period Planning Cycle (Planning P), and develop the IAP for each operational period.

## D. Emergency Support Functions

The Emergency Support Functions (ESFs) provide the structure for coordinating interdepartmental support for a response to an incident. Resources are organized into 16 categories based on the NRF, such as transportation, communications, and law enforcement. Each ESF is assigned to a UCI Department based on their authorities, resources, and capabilities. A representative from that department fills the assigned ESF role during EOC activations. A list of the designated ESFs, the departments assigned to them, and the roles and responsibilities for each can be referenced in Annex A, EOC.

## E. Resource Coordination

Neither UCI nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the campus may request outside assistance from a variety of sources. These mutual aid providers may be generally divided into two categories: Inter-Campus and Non-University.

### 1. *University Resources*

The EM department maintains a resource listing of emergency response equipment owned by departments across UCI to include, but not limited to, UCIPD, Environmental Health and Safety (EHS), Facilities Management (FM), and Transportation and Distribution Services (TDS). This resource listing will be used during emergencies to identify university resources available to support the incident prior to requesting off campus resources.

### 2. *Non-University Resources*

The EOC Director may request local, county, and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be requested through specific procedures. State-level resources may be

requested through protocol established by the California Office of Emergency Management (CalOES). The University will draw upon local mutual aid, requesting City resources first and then assistance from the Orange County Operational Area (OA) to access state resources. The decision to use non-University mutual aid will be made by the EOC Director in consultation with the CEPG.

## **XIII. COMMUNICATION**

### **A. Emergency Alert / Notifications**

In the event of a significant emergency or dangerous situation occurring on the campus that poses an immediate threat to the health or safety of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include zotALERT text messaging, e-mail, social media (Facebook, Twitter, and Nixle), the UCI webpage, and other methods outlined in EOP Appendix 1, Emergency Communications.

### **B. Incident Communications**

Reliable and interoperable communications systems are essential to obtain the most complete information on emergency situations and to direct and control the resources responding to those incidents. Detailed information on communications during emergencies may be found in EOP Appendix 1, Emergency Communications.

## **XIV. ADMINISTRATION, FINANCE, AND LOGISTICS**

### **A. Agreements and Contracts**

While disaster response begins locally, specific response and recovery efforts vary depending on a disaster's scope and nature. Responding efficiently and effectively to disasters requires partnership and coordination with many organizations. First responders have pre-established partnerships inside and outside of the community to ensure an efficient and effective response for all involved. The partnerships can be documented through Mutual Aid Agreements (MAAs) or Memorandums of Understanding (MOUs). The EM department also manages several MOUs with outside entities to host reunification sites and for transportation support during emergencies.

## B. Record Keeping for Emergency Operations

All emergency-related costs must be documented to ensure accurate cost total and potential state or federal reimbursement. The EOC Finance Section Chief is responsible for the collection and organization of incident-related costs. Departments/EOC positions will submit incident costs to the finance team on a daily basis for the previous 24 hours.

Emergency operations may require significant support resources. Accounting for those resources is vital for tracking cost as necessary for reimbursements, tracking and returning resources at the conclusion of the incident, anticipating what is needed, and knowing what resources are on hand /available. This can all be accomplished with the WebIAP software.

## **XV. PLAN DEVELOPMENT AND MAINTENANCE**

### A. Plan Development and Maintenance

The EOP utilizes existing program expertise and personnel to provide mitigation, preparedness, response and recovery efforts of post-event consequences. The EOP Basic Plan shall be reviewed annually and modified as necessary by the EM department. The review cycle includes basic updates by the EM department and the generation of a draft document that will be sent to the relevant partners for review and recommendations. After a review period and consideration of stakeholder comments, the document will be submitted for leadership approval. Substantive changes between review periods such as changes in roles or responsibilities will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.

Each University unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP to their staff and developing department emergency response SOPs for executing their assigned tasks. Department leadership shall also ensure key staff have the opportunity to participate in training and exercise activities.

### B. DISTRIBUTION

This EOP and all corresponding annexes and appendices will be available to appropriate staff through the EM Portal.

## XVI. TRAINING AND EXERCISE

### A. Training and Exercise Frequency

Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises are conducted on a periodic basis, at least annually, to train EOC and support staff and evaluate the adequacy of the EOP. Training and exercises are also provided to develop and maintain response capabilities for all aspects of emergency management including, but not limited to, EOC, Zone Crew, and CEPG members.

### B. After-Action Reporting

Training and exercises developed by the EM department use a standardized after-action reporting (AAR) system to collect, analyze, and disseminate lessons learned, best practices, and other information to improve preparedness and response capabilities. After action items are documented in a corrective action plan and assigned to specific departments or positions/sections within the EOC to address in a timely manner. The AARs are also referenced prior to the development of any exercise to incorporate exercise scenario injects to test any previous discrepancies. All completed AARs will be submitted to the UCI Clery Act Compliance Program Manager.

## XVII. LIST OF ACRONYMS

AAR – After Action Report  
ACC – American Campus Communities  
BIA – Business Impact Analysis  
CalOES – California Office of Emergency Services  
CCT – Crisis Core Team  
CEPG – Chancellor’s Executive Policy Group  
DFA – Division of Finance and Administration  
DOC – Department Operations Center  
EAP – Emergency Action Plan  
EHS – Environmental Health and Safety  
EM – Emergency Management  
EMAC – Emergency Management Advisory Council  
EOC – Emergency Operations Center  
EOP – Emergency Operations Plan  
ESF – Emergency Support Function  
FM – Facility Management  
HSEEP – Homeland Security Exercise and Evaluation Program  
HVA – Hazard Vulnerability Assessment  
IAP – Incident Action Plan  
ICHA – Irvine Campus Housing Authority  
ICS – Incident Command System  
MAA – Mutual Aid Agreement  
MOU – Memorandum of Understanding  
OCFA – Orange County Fire Authority  
OA – Operational Area  
NIMS – National Incident Management System  
NRF – National Response Framework  
SEMS – State Emergency Management System  
SOP – Standard Operating Procedure  
TDS – Transportation and Distribution Services  
THIRA – Threat and Hazard Identification and Risk Assessment  
UCI – University of California, Irvine  
UCIPD – University of California, Irvine Police Department  
VEOC – Virtual Emergency Operations Center