

EMERGENCY PROCEDURES

EMERGENCY EVACUATION PROCEDURES
FOR CAMPUS BUILDINGS

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(Not applicable to Medical Center)

For the purpose of these procedures, an emergency is any threat to life or major damage to property, including fire, bomb threats, explosions, liquid spills, radiation exposure, flood, etc. which occurs in a building but is not of such magnitude as to necessitate activating the Campus Emergency Operations Plan.

Any emergency should be reported to the Police immediately Extension 5222. In case of an emergency in a campus building which necessitates evacuation of the building, the following evacuation procedures will be implemented:

1. During normal business hours the Police Department will notify the dean or other designated individual (see 5. below) to activate the fire alarm. At other times the Police will activate the alarm. Exception: In case of fire, the person nearest the fire alarm should activate it, then call the Police Extension 5222.
2. Occupants of the building will:
 - a. Turn off office equipment and other equipment as specified in individual building or facility emergency procedures.
 - b. Close but do NOT lock doors.
 - c. Proceed to leave the buildings by the nearest exit. Stairways, NOT elevators should be used.
 - d. Remain at least 300 feet away from the building.
3. The dean or designated individual (see 5. below), or Police, will:
 - a. Assure that offices, restrooms, and public areas are evacuated.
 - b. Inform the building occupants of the nature of the emergency after the building is vacated.

Each dean or designated individual shall develop procedures for assuring prompt evacuation of the entire building or buildings for which he/she is responsible. Such procedures must be kept current and readily available at all times.

4. The Police will notify the occupants when the building may be reentered.
5. Current list of buildings and the individuals to be notified to implement evacuation procedures:

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Building	Contact
Administration	Chancellor or Asst. Chancellor for Administrative Affairs
Bio. Sci. Research Facility	Dean, Biological Sciences
Brandywine	Food Service Manager
Campus Village	Director, Campus Village
Central Plant	Police
Child Care Center	Director, Child Care Center
Computer Science	Director, Computer Facility
Crawford Hall and other athletic facilities	Chair, Physical Education
Engineering	Dean, Engineering
Fine Arts Village (all buildings)	Dean, Fine Arts
Gateway Commons	Food Service Manager
Headhouse/Greenhouse	Dean, Biological Sciences
Humanities Hall	Dean, Humanities
Humanities Office Building	Dean, Humanities
Library	University Librarian
Medical Science Unit I	Dean, College of Medicine
Medical Surge Buildings	Dean, College of Medicine
Mesa Court Commons	Food Service Manager or Mesa Court Manager
Mesa Court Residence Halls	Mesa Court Manager or Resident Advisor
Middle Earth	Middle Earth Manager or Resident Advisor
North Campus Buildings	Director of Facilities
Physical Sciences Building	Dean, Physical Sciences
Physical Sciences Research Facility	Dean, Physical Sciences
Recreational Vehicle Park	Director, Campus Village
Science Lecture Hall	Person in charge of class or activity in session
Social Science Laboratory	Dean, Social Science
Social Science Lecture Hall	Person in charge of class or activity in session
Social Science Tower	Dean, Social Science
Steinhaus Hall	Dean, Biological Sciences
Student Health Center	Director or Professional in charge
Student Services Unit I	Director of Counseling Center
Trailer Complex	EH&S Officer
University Center	Director, University Center
University Club	Executive Director, University Club
Verano Place	Verano Place Manager or Verano Place Apartment Assistants

All detailed office, laboratory, and building emergency procedures must be in compliance with these procedures.

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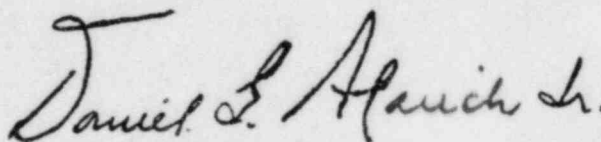
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FOREWORD

The Emergency Operations Plan is for the use of University of California, Irvine personnel in the event of a major emergency which cannot be handled by routine measures.

Campus administrators should familiarize themselves with its policies and procedures, and develop emergency operations plans, commensurate training, and maintain a state of readiness which is subject to periodic evaluation. They shall submit an annual review and report to the Vice Chancellor-Administrative and Business Services. This report will be reviewed by the Campus Committee on Emergency Procedures. This committee will also make recommendations to campus administrators regarding any improvements.



Daniel G. Aldrich, Jr.
Chancellor

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PART I

EMERGENCY OPERATIONS PLAN: RESPONSIBILITIES Revised: 7-1-84 Page 1 of 11

I. INTRODUCTION

A. PURPOSE

The Emergency Operations Plan is intended to provide a system for meeting emergencies which are of a magnitude to cause significant disruption of campus operation. This plan is designed to protect human lives first and property second while facilitating a return to normal operation. The scope of this document will be restricted to campus coordination of support activities. It will be supplemented with plans for individual campus units. The plan is intended to be flexible; part or all of the plan may be activated depending upon the type and scale of the emergency situation.

B. TYPES OF EMERGENCIES

Types of emergencies are:

1. Disaster, which includes: earthquake, explosion (or warning of explosion), fire, arson, rain storm, wind storm, aircraft accident, sabotage, tsunami, tornado, hurricane, nuclear accident, and warfare (nuclear/biological/chemical/conventional).
2. Civil disturbance and/or disruptive activities, which include:
 - a. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any campus building without authority or authorization of the administration of the campus or facility.
 - b. Seizing control of any campus building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized University activity.
 - c. Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the University administration.
 - d. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
 - e. Obstructing or restraining the passage of any person at an exit or entrance to the campus or facility or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from the campus or facility without authority or authorization of the administration of the campus or facility.
 - f. Participating in mass disorder, disturbance of the peace, unlawful assembly, the infliction of physical violence upon any person, or the destruction of or damage to property on campus.

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C. DECLARATION OF AN EMERGENCY CONDITION

The Chancellor, or his alternate, shall declare a state of campus emergency when he deems it necessary or appropriate to place into immediate effect emergency regulations, procedures, or other measures to meet the emergency, safeguard persons and property, and maintain educational activities. The Chancellor, or his alternate, shall declare an end to the state of emergency when appropriate.

D. REPORTING PROCEDURES

The regular organization and communication procedures will be used. During a campus state of emergency, use of the Campus may be restricted to registered UCI students, faculty, staff and persons required by their employment or health care needs to be on Campus. Anyone who cannot present identification (registration card, employee identification card, paycheck stub or other identification showing legitimate business on campus) may be asked to leave.

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II. DIRECTION AND COORDINATION

When an emergency occurs, it should be reported immediately by whomever becomes aware of it to the University Police Department, extension 5222.

The Police Department will notify the Chancellor's office; survey the emergency and, on its own initiative, take immediate action to minimize hazards to personnel and property.

The senior officer on duty in the Police Department will report immediately to the Campus Emergency Operations Control Center. The primary operations center is the UCI Police Department. If inoperable, the secondary location is Facilities Management, IOB. If both are inoperable, a field command post will be established.

VICE CHANCELLOR-ADMINISTRATIVE & BUSINESS SERVICES

When a state of emergency exists, the Vice Chancellor-Administrative and Business Services, shall activate the Emergency Operations Plan. The following members of the Emergency Operations Control Group are responsible for the direction and management of the campus response to any major emergency:

- | | |
|-------------------------------------------------------------------------------------|-----------------------------------------|
| L. M. Schwartz (or alternate), Vice Chancellor-Administrative and Business Services | Campus Ext. 5107
Home Phone 646-3050 |
| R.B. Curry (or alternate), Acting Director of Facilities Management | Campus Ext. 5202
Home Phone 833-2648 |
| W. N. Smirl (or alternate), Environmental Health & Safety | Campus Ext. 6889
Home Phone 640-9408 |
| M. P. Michell (or alternate), Chief of Police | Campus Ext. 5223
Home Phone 856-5223 |

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III. RESPONSIBILITIES

A. CHANCELLOR

1. Is responsible for the initial declaration of a State of Campus Emergency as well as a declaration to end the State of Campus Emergency when appropriate.
2. Shall establish policy and procedures to assure an effective response and safeguard lives and property to the greatest extent possible.

B. VICE CHANCELLOR-ADMINISTRATIVE AND BUSINESS SERVICES

1. Is responsible for overall direction of emergency operations and shall notify and maintain liaison with the following:
 - a. Chancellor, The Vice Chancellor, Vice Chancellor-Student Affairs (mandatory)
 - b. President of the University of California (mandatory)

	Campus Tie Line	Long Distance
Work Hours	8-582-1441	415-642-1441
Nights/Weekends	8-582-1810	415-642-1810

2. Will be the Emergency Operations Officer (Incident Commander) in the Campus Emergency Operations Control Center.

Will arrange assistance and liaison as necessary with the following outside agencies:

AGENCY	PHONE NUMBER
Ambulance Service	834-2127
American Red Cross	835-5381
California Highway Patrol	ZENITH 1-2000
California Office of Emergency Services	(916) 427-4990
El Toro Marine Corps Air Station	651-3171
Elevator Service	(213) 321-3763
Environmental Protection Agency	(9 to 5) (415) 556-1407 (After 5pm) (415) 556-6254
Environmental Management Agency	834-2300
Federal Aviation Agency	(213) 821-6410
Governor's Office	(916) 445-2841 or (8) 485-2841
Irvine Company	640-1500
Irvine Police Department	660-3700
Irvine Ranch Water District	833-1223
Mayor of Irvine	660-3605

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AGENCY	PHONE NUMBER
Orange County Airport	834-2400
Orange County Board of Supervisors	834-3100
Orange County Civil Defense	834-2323
Orange County Communications Center	834-2121
Orange County Emergency Medical Services Office	834-2323
Costa Mesa Medical Center, Costa Mesa	642-2734
Doctors Hospital of Santa Ana, Santa Ana	547-2565
Hoag Memorial Hospital, Newport Beach	645-8600
Saddleback Community Hospital, Laguna Hills	837-4500
St. Joseph Hospital, Orange	633-9111
Tustin Community Hospital, Tustin	838-9600
UCI Medical Center, Orange	634-6011
Western Medical Center, Santa Ana (Formerly Santa Ana-Tustin Community Hospital)	835-3555
Orange County Fire and Rescue	538-3501
Orange County Sheriff	834-4411
Pacific Telephone Company	611 or 760-1674
Poison Control Center	634-5988
Sanitation District	540-2910
Santa Ana Marine Corps Air Station	651-3171
Southern California Edison Company	835-5200
Southern California Gas Company	634-0251
United States Military Services	651-3171
Weather Bureau	536-9303

C. CHIEF OF POLICE

1. Maintain law and order.
2. Protect lives and property.
3. Request assistance from outside agencies in accordance with agreements and as directed by the Vice Chancellor-Administrative and Business Services.
4. Control movement of people and vehicles on campus.
5. Coordinate evacuation of personnel as directed.

D. DIRECTOR OF FACILITIES MANAGEMENT

1. Utilize maintenance and operations personnel and facilities to protect lives and property.
2. Maintain essential services insofar as possible.
3. Notify construction contractors of campus situation.

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4. Establish liaison with construction contractors working on campus to utilize equipment when and where necessary.

E. ENVIRONMENTAL HEALTH & SAFETY OFFICER

1. Investigate and evaluate hazards to health and safety and advise the Vice Chancellor-Administrative and Business Services.
2. Conduct liaison activities with the Orange County Health Department, Orange County Fire Department, and other public agencies having health and safety responsibilities or services.

F. THE VICE CHANCELLOR

1. In the Chancellor's absence, declare a State of Emergency and an end to the State of Emergency as appropriate.
2. Establish a public assistance center to handle inquiries relative to the emergency.
3. Be responsible for public information and public relations.
4. Assure that official records of the emergency are compiled and maintained.
5. Coordinate policy as it affects laboratory safety.
6. Provide liaison with the various Deans in regard to emergency procedures in their areas.

G. VICE CHANCELLOR-STUDENT AFFAIRS

1. Coordinate response of subordinate units with the Emergency Operations Officer.
2. Direct and coordinate mobilization of student volunteers with Personnel Manager.

H. PERSONNEL MANAGER

Mobilize and coordinate manpower needs of the campus in emergency operations as the information is received from the Control Center.

L. DEANS OF SCHOOLS

Each dean is responsible for the minimization of hazardous laboratory conditions that may arise as a result of the suspension of utility services or damage to facilities.

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J. DIRECTOR OF HOUSING AND FOOD SERVICES

Responsible for providing food and shelter from campus resources.

K. DIRECTOR, STUDENT HEALTH SERVICES

Provide trained personnel and facilities for immediate first aid and medical care.

- L. OTHER ADMINISTRATORS** who report directly to the Chancellor, to the Vice Chancellors, or who are otherwise identified below, may be requested to remain on alert and to advise the Chancellor's Office or the Vice Chancellor-Administrative and Business Services as well as University Police where they may be reached during the State of Emergency. In addition, they should establish subordinate alert lists. They will be responsible for keeping their departments informed, as appropriate. It is the responsibility of each administrator to assess and to report the situation of his/her unit(s) and their ability to respond to the emergency. When an emergency occurs outside normal working hours, it is the responsibility of each administrator to obtain instructions from the Campus Emergency Operations Control Center.

M. EMERGENCY RESPONSE BUILDING COORDINATORS

Building Name	Responsible Person	Campus Phone	Home Phone
Administration	R. Curiel, Ass't. Chancellor-Administrative Affairs	5113	832-1094
Campus Village/RV Park	J. Brodie, Director., Campus Village	7491	553-8132
Central Plant	M.P. Michell, Chief of Police	5223	856-5223
Computer Sciences	D.N. Sheldon, Director of Computing	6540	546-2439
Crawford Hall	John Caine, Chair Physical Education	6932	851-6340
Engineering	G.H. Hostetter, Acting	6002	962-1858 Dean, Engineering
Fine Arts Village	R. Garfias, Dean, Fine Arts	6611	646-8725
Gateway Commons	M.P. Barris, Director University Center	7364	859-7589

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Building Name	Responsible Person	Campus Phone	Home Phone
Headhouse/Greenhouse	G.C. Stephens, Dean, Biological Sciences	5314	646-4931
Humanities Hall Humanities Office Bldg.	K.E. Bailes, Dean Humanities	5131	551-9524
Humanities Trailer Complx.	W.N. Smirl, Health and Safety Officer	6889	644-6126
Library (includes Branches)	B.J. Toy, Associate University Librarian	5212	639-6954
Medical Sciences I	S. van den Noort, Dean College of Medicine	5925	731-6729
Medical Surge I & II	S. van den Noort, Dean College of Medicine	5925	731-6729
Mesa Court (Student Residences)	J. Milem, Head Resident M. Tuttle, Head Resident	6767 6767	856-6075 856-6330
Mesa Commons	R. Ameele, Director Mesa Court	6767	581-4017
Middle Earth (Student Residences)	P. Allen, Head Resident	5976	856-6782
Middle Earth Commons	J.B. Craig, Director Housing	5928	786-4250
North Campus Bldgs.	R.B. Curry, Acting Director Facilities Management	5202	833-2648
Physical Sciences	R.J. Doedens, Acting Dean, Physical Sciences	6506	833-1352
Science Lecture Hall	G.C. Stephens, Dean Biological Sciences	5314	646-4931
Social Science Hall Social Science Lab. Social Science Tower	W.R. Schonfeld, Dean, Social Sciences	6801	833-0146
Steinhaus Hall	G.C. Stephens, Dean, Biological Sciences	5314	646-4931
Student Services I	J.C. Loxley, Director, Counseling Services	6457	493-5947

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Building Name	Responsible Person	Campus Phone	Home Phone
Student Health Center	W. C. Anderson, Director, Student Health Services	7010	494-3153
UNEX Facility	Richard N. Baisden, Dean	5525	838-2536
University Center	M. P. Barris, Director, University Center	7364	859-7589
Verano Place (Apts.)	D. DiMarco, Manager, Verano Place	5965	559-5363

N. SCHOOL/DEPARTMENTS EMERGENCY PLANS

1. Campus Facilities

Although all Campus administrators are asked to develop emergency operations plans for their areas, the following Schools/Departments/Offices are specifically requested to develop their own plans consistent with the Campus Emergency Operations Plan:

- | | |
|------------------------------------|-----------------------------|
| Administrative & Business Services | Library |
| Biological Sciences | Personnel |
| Child Care Center | Physical Sciences |
| Communications | Police |
| Computer Facility | Reactor Facility |
| Crawford Hall | School of Medicine |
| Environmental Health & Safety | Social Sciences, including |
| Engineering | Farm Elementary School |
| Facilities Management | Student Affairs Office |
| Housing & Food Service | a. Extended Day Care Center |
| a. Campus Village/RV Park | b. Infant-Toddler Center |
| b. Gateway Commons | c. UCI Children's Center |
| c. Mesa Court & Commons | d. Verano Place Pre-School |
| d. Middle Earth & Commons | Student Health |
| e. Verano Place | Student Services I, II, III |
| Humanities | University Relations |

2. Off-Campus Facilities

- Center Pointe - Community & Environmental Medicine
- Eye Clinic - Ophthalmology
- Southern Occupational Health Center - School of Engineering
- Shellmaker Island - Crawford Hall
- Sea Scout Base - Biological Sciences
- UNEX Main Street Facility - UNEX/Summer Session

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IV. COMMUNICATIONS

Basic communications during an emergency include the following:

TELEPHONE CIRCUITS

In case of power failure, the campus telephone system will be energized automatically by auxiliary power units. Bells and lights will not function in some areas. Where bells and lights do not function, lines must be monitored periodically for possible incoming calls.

In the event of a major disaster the telephone system could be disabled by user overload. When this occurs users will be able to receive incoming calls but will be unable to get a dial tone to make off-campus calls. To restore service all non-essential service will be temporarily disconnected thereby allowing a central service to continue uninterrupted. All incoming calls will still be received; however, only those telephones considered essential services will be able to get a dial tone for off-campus calls. The following departments and number are considered essential services and will be maintained and/or restored in order of priority:

DEPARTMENT	LOCATION	EXTENSIONS
Police Department	Central Plant	6102, 6103
Facilities Management	I. O. B.	5203, 5445
Telecommunications	Central Plant	5122
Utilities Office	Central Plant	6956
Environmental Health & Safety	Humanities Trailer Complex 407	6889
Chancellor's Office	Administration	5113
The Vice Chancellor	Administration	6296
Vice Chancellor-Administrative & Business Services	Administration	5107
Vice Chancellor-Student Affairs	Administration	7254
University Advancement	Administration	7325
Personnel Manager	Administration	4280
Dean, Biological Sciences	Bio.Sciences Bldg.	5315
Dean, Engineering	Engineering Bldg.	6002
Dean, Fine Arts	Fine Arts Bldg.	6612
Dean, Humanities	Humanities	5133
Dean, Medical School	Medical School Bldg.	5927
Dean, Physical Sciences	Physical Sci. Bldg.	6508
Dean, Social Sciences	Social Sci. Bldg.	6802
Director, Computing Facility	Computer Facility	6540
Director, Student Health	Student Health Center	5304
Chair-Physical Education	Crawford Hall	6497
Housing-Mesa Court	Mesa Court	6767
Housing-Middle Earth	Middle Earth	5976
Housing-Verano Place	Verano Place	5965
Housing-Campus Village	Res. Hall V	7491
University Librarian	Library	6838

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RADIO COMMUNICATIONS EQUIPMENT ON U. C. I. CAMPUS

Radio Call Sign	Operating Location	Phone	Frequency	Transcievers
KUB764	Police Station	5222	155.505 Mhz 154.920 Mhz 155.475 Mhz 460.175 Mhz	3 Mobiles 23 Hand-held Sets Irvine Police Dept.
KSM438	Parking Office	5121	464.575 Mhz	3 Mobiles
KUCI	3rd Floor Gateway Commons	7253 6868	89.9 Mhz	Fixed F.M. Transmitter
KFY445	Facilities Mgmt.	5444	46.56 Mhz	4 Hand-held Sets
KNBC687			151.655	1 Base Unit 1 Mobile 6 Hand-held Sets
KNCJ871	Environmental Health & Safety	5200	155.015 156.025	1 Base Unit 2 Mobile 10 Hand-held Set

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A. TYPES OF DISASTER SITUATIONS

A disaster is "a sudden and extraordinary misfortune." There are many types of credible emergency contingencies that must be considered in any total emergency operations plan for the campus location.

1. Earthquake

The probability of a heavy earthquake is highly credible for the campus, since it is located in an area with a long history of destructive earth movements.

2. Tsunami

This occurrence cannot be overlooked due to the proximity of the campus to the ocean. While the campus enjoys a general 208 foot elevation, a nearby ocean bottom quake could conceivably create severe tsunami conditions, adding to earthquake damage.

3. Explosion

While this incident may be considered remote, the possibility cannot be ignored in a rapidly growing research-oriented environment. The release of bulk quantities of hazardous cryogenics, LP gas, and other chemicals could also create explosive conditions. Large-scale explosions associated with sabotage cannot be overlooked.

4. Aircraft Accident

This emergency condition is a very real one, since the campus is located near the John Wayne Airport, with traffic patterns directly over or adjacent to high-density campus areas. The possibility of a mid-air collision over the campus is not as remote as some think since air traffic has increased and is continuing to increase rapidly at the airport. "Instrument conditions missed approach procedure" sometimes puts large aircraft at low altitude over the campus.

5. Large-Scale Rioting

A heavy riot condition with large numbers of persons involved could create havoc and heavy damage until enough police and/or other help is mustered to quell such a mob.

6. Windstorm or Tornado

This type of disaster can no longer be considered remote since recent water spouts have been experienced in Orange County. Such a storm landfall on campus could cause considerable damage.

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7. Sabotage and Arson

This situation could occur in the event of large-scale civil disorder, or by a well-organized group of saboteurs bent on creating havoc at this institution.

8. Warfare--Nuclear, Chemical, Biological or Conventional

A potential enemy has the capability of attacking any location in the world with nuclear weapons in the megaton yield, and with missile-propelled chemical, biological, radiological, incendiary, and conventional weapons.

UCI is located approximately 20 miles from "ground zero" of a designated "critical target area" at Seal Beach Naval Weapons Depot, 8 miles from El Toro Marine Corps, 4 miles from the Marine Corps Heliport, and 25 miles from San Onofre Nuclear Electrical Facilities. We are also located contiguous to a highly technical industrial complex.

9. Possible Conditions During Disasters

Any number of contingencies can occur during disastrous incidents. Some that seem most credible for the campus are as follows:

a. Failure of Communications

Telephone system
Radio and paging system
Fire and security alarms

b. Interruption of Utilities

Electric power
Water supply
Gas supply
Sewerage

c. Dead, Injured or Sick

Minimum first aid and medical aid
Minimum transportation
Inability to reach medical facilities

d. Structural Damage

Collapse of structures
Glass breakage
Blast
Fire

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e. Fires

Lack of fire suppression apparatus
Lack of mutual aid
Water pressure failure
Arson

f. Lack of shelter, food, water, medical, and other essentials

g. Failure of Transportation

Road damage
Fuel shortage
Sabotage to vehicles

h. Panic, hysteria, emotional shock

i. Influx of Refugees

Lack of shelter
Inadequate food, water, and sanitary facilities

j. Radiological, Chemical, or Biological Contamination

Campus facilities
Campus personnel
Water supply
Food storage

B. DISSEMINATION OF EMERGENCY INFORMATION AND INSTRUCTIONS

Disaster conditions occurring during class hours will require expeditious communication of instructions to faculty, staff and students. Uncertainty and confusion must be prevented or minimized, and the protection of lives must be paramount over all else.

1. Communication Systems

a. Mobile loudspeakers

Each University Police vehicle has "public address" capability, and additional emergency vehicles will have this system added.

b. KUCI-FM

The campus radio station has the potential of reaching a considerable number of students and employees. Other local radio stations may also carry emergency messages.

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c. Building Fire Alarm Systems

These systems can be used for immediate evacuation of structures.

d. Campus Telephone System

While slow as compared to the above, this system must be considered an adjunct. The dissemination of credible information via a proposed communication pyramid telephone system may be possible.

2. Alert Announcements

a. Standby

This is the traditional alert to advise all persons involved to prepare for an emergency, and/or that there is insufficient information to act.

b. Evacuate Building(s)

This would be announced if a catastrophe has occurred or is imminent, and buildings must be evacuated in order to protect lives.

When this announcement has been made, all fire and rescue units must implement appropriate portions of this Plan.

c. "Go Home"

This simple emergency announcement should suffice to begin an orderly evacuation of the campus. Prior to the implementation of this order, however, must be the determination that students and employees will have enough time to reach their destinations and not be backed up at campus exits or at hazardous locations.

Campus residents may or may not be evacuated, depending on conditions.

All campus personnel not essential to the mission of the Emergency Operations Plan and the operation of the Emergency Service Units must be dismissed and encouraged to proceed to their homes if enough time is available.

When disaster has occurred or is imminent, all campus activities must be directed towards the preparation and implementation of emergency operations via this Plan.

d. "Seek Shelter"

This would be announced if a disaster is imminent which poses a danger to persons outside of buildings, or prohibits campus personnel whose homes are off campus from returning home. The emergency response

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building coordinators would direct personnel to the appropriate designated area(s).

3. Evacuation

a. Buildings

Procedures and routes of evacuation from buildings will normally be the same as the fire egress. Administration of all building fire safety evacuation procedures and standards shall be under the direction of the Campus Fire Marshal.

b. Campus

If necessary, mass evacuation of the campus or any specified area within will be ordered by the Emergency Operations Officer and shall be directed by the University Chief of Police. He shall receive such assistance from other emergency services as required to fulfill this procedure.

C. EMERGENCY PERSONNEL IDENTIFICATION

Identification cards will be issued to all personnel associated with the operation of the Emergency Operations Plan, members of the emergency service units, or essential personnel required to be on campus during a disaster situation. These cards will be available through the University Police Department.

While identification may not normally be required during a low-level emergency, the need will become essential for passage through police or fire lines, or if outside agencies establish checkpoints in the off-campus area.

Personnel requiring field identification will be issued appropriate labels for hard hats or other identification.

D. EMERGENCY SERVICE UNITS

1. Mission

It is conceivable that during the worst disaster, UCI may have to be self-reliant for a period of time should it be cut off from the surrounding community. All outside resources may be essential to their own areas of responsibility and, therefore, the resources of this campus must be organized to provide a nucleus of essential services to maintain itself during this period.

2. Categories of Units

The Emergency Service Units consist of the following categories:

a. Emergency Operations Control Group

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- b. Telecommunications
- c. Engineering, Damage Survey, and Demolition
- d. Housing and Feeding
- e. Law Enforcement
- f. Legal Advisement
- g. Medical and Health
- h. Personnel Assistance
- i. Facilities Management
- j. Public Information
- k. Purchasing and Supply
- l. Student Assistance
- m. Safety
- n. Transportation

3. Responsibilities of Unit Heads

Campus personnel designated as heads of Emergency Service Units shall be responsible for the following:

- a. Appointment of their alternates.
- b. Staffing an emergency crew for their unit and maintaining a current roster of this crew.
- c. Preparation of a practical plan of emergency action.
- d. Adequate up-to-date training or indoctrination of emergency crews.
- e. Maintaining liaison with various community resources within their specialty for efficient bilateral mutual aid.

4. Training of Emergency Operations Personnel

Training programs shall be conducted periodically by Emergency Service Unit heads to assure that all personnel know their emergency assignments and are competent to execute them.

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Each Unit head shall prepare written instructions for the use of their personnel in emergencies, copies of which shall be available to their alternates and to the Emergency Operations Officer.

5. Purpose and Area of Activity for Emergency Service Units

The following pages list the purposes, areas of activity/responsibility, and personnel for the various Emergency Service Units:

a. Emergency Operations Control (Officer's Staff)

(1) Purpose

The purpose of Emergency Operations Control is to coordinate and control the functioning of all Special Services on the campus at the time of an emergency operation. It will direct a nucleus of key campus personnel, including the Chiefs of each Emergency Service Unit. See Part I.

(2) Areas of Activity/Responsibility

- (a) Create, maintain, and operate an Emergency Operations Control Center or alternate, as may be required for the campus.
- (b) Establish and maintain direct contact with the Orange County Emergency Preparedness Control Center. (834-2127)
- (c) Set up, staff, and operate a Manpower Office, and enroll and classify volunteers according to skills both before and after major disaster or emergency periods.
- (d) Enroll, train, and direct any ancillary personnel required for the functioning of Emergency Operations Control.
- (e) Carry out any other duties and functions that may be assigned to this service.

(3) Responsible Personnel

See Part I, Section III.

b. Telecommunications

(1) Purpose

The functional purpose of the Telecommunications Office is to operate the Campus-wide voice communication requirements necessary under any emergency condition. It will also assist in establishing voice communications (telephone and radio) between the field control point and the Emergency Operations Center.

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(2) Areas of Activity/Responsibility

- (a) To establish a Public Assistance Center to handle phone inquiries from the public and to suppress rumors. In circumstances where information is not readily available, names and numbers will be recorded and persons notified as soon as information is available.
- (b) Make arrangements with the telephone company for stand-by of their service groups.
- (c) Remove live telephone service from any phones or buildings, as required.
- (d) Maintain current records of the location of all radio and paging equipment on Campus, as well as have access to this equipment during an emergency.
- (e) Any other requirements as requested by the Emergency Operations Officer.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the Telecommunications Emergency Service Unit will be headed by the Communications Manager or his/her designated alternate.

NAME	EXT.		
	CAMPUS	HOME PHONE	CAMPUS POSITION
T. Taylor, Unit Head	5122	(619) 757-4625	Mgr., Telecomm.
C. Ellis	5123	897-6150	Telecomm. Analyst
D. Baker	5124	556-9918	Operator
N. Derrington	5124	528-5275	Operator
M. Ellison	5124	894-7758	Operator
D. Tayyanipour	5124	559-0102	Operator

c. Engineering, Damage Survey, and Demolition

(1) Purpose

The purpose of the Unit is to provide architectural and engineering services, damage surveys, emergency repair and construction advice, and/or demolition directions as necessary to minimize the adverse results of a disaster.

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(2) Areas of Activity/Responsibility

- (a) In accordance with orders from the Emergency Operations Officer or his alternate, the Unit will take emergency actions as required.
- (b) The Unit will advise fire, police, construction and maintenance crews, materials suppliers, or others as necessary regarding damage to physical facilities on Campus or nearby, and suggest appropriate corrective actions.
- (c) Assist the Police and Fire Departments in taking all necessary actions to effect the rescue or the protection of persons and/or University property.
- (d) Survey Campus buildings and infrastructure immediately after and "routinely" during the emergency and report the findings to the Emergency Operations Control Center.
- (e) Make surveys to determine the status of buildings as to repair or condemnation, for the safety of all concerned. When action must be taken, the Unit will prepare the necessary construction documents to conduct the appropriate functions.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the unit will be headed by the Director, Office of Resource Planning.

NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
D. J. Neuman, Unit Head	6166	673-3845	Dir. Phys. Plan. & Campus Architect
T. Otto	6623	644-0488	Pr. Eng., Phys. Plan.
R. Baker	7145	786-5606	Senior Architect, Phys. Planning
E. F. Harrie	5428	581-7966	Pr. Architect, Telecomm.
D. Deluna	6512	(213) 424-5937	Assoc. Const. Insp. Phys. Planning
V. G. Fenton	6512	752-7298	Senior Const. Insp., Phys. Planning
T. Crowder	5310	828-1886	Assoc. Const. Insp., Phys. Planning
H. Robinson	6309	544-3040	Asst. Maint. Supr., Fac. Mgmt.
N. Bolia	7101	522-1017	Safety Eng., EH&S
R. Gunther	7454	675-7068	Assoc. Eng., Phys. Plan.
R. Jorgensen	7009	643-1074	Senior Arch., Phys. Plan.

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d. Housing and Feeding

(1) Purpose

The Unit's purpose is to operate, as needed during a major disaster, the Campus housing and feeding facilities to accommodate and/or feed the normal University population, and non-University personnel insofar as the facilities permit. The food service facilities of all common areas will be utilized as required and the directors of these facilities will report to this Service Unit head during emergency operations requiring the activation of this service.

(2) Areas of Activity/Responsibility

- (a) Establish auxiliary kitchens or mess halls as required.
- (b) Prepare required buildings for sleeping purposes and assign spaces. This may involve the use of buildings not normally used for sleeping.
- (c) Make arrangements for food and housing of external agencies that are required to work on Campus and do not have their own facilities.
- (d) Cooperate with the Student Health Service, EH&S Office, and Police Department in the control of sanitation, safety, and security in the housing and feeding area.
- (e) Maintain records on persons using emergency housing and feeding facilities.
- (f) Maintain records of the activities and operations conducted and the associated costs.
- (g) Carry out other duties and functions as may be assigned to this Unit.

(3) Responsible Personnel

Under the direction of the Emergency Operation Officer, the Housing and Feeding Emergency Service Unit will be headed by the Director, Housing and Food Services or his/her designated alternate.

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NAME	CAMPUS EXT.	HOME PHONE	CAMPUS POSITION
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Unit Head and Alternates (in order of succession)

J. B. Craig Unit Head	5928	786-4250	Dir., Housing
T. Egan	6814	552-4527	Assoc. Dir., Housing Business Services
M. Barris	7364	859-7589	Dir., Univ. Center

Staff for Food Service Contractor during emergencies:

M. Berry	6796	494-0489	Director
D. Ponder	4263	(213) 494-4186	Mgr., Middle Earth
T. Lynch	7034	667-1954	Mgr., Mesa Court
L. Condenzio	6909	974-9555	Mgr., Gateway
J. Forral	6180	836-7881	Mgr., - Backlot

Staff for Housing Emergency Service:

R. Ameele	5495	581-4017	Dir., Mesa Court
Vacant	5976		Dir., Middle Earth
J. Brodie	7491	553-8132	Dir., Campus Village
D. DeMarco	5965	559-5363	Mgr., Verano Place
L. Cornish	5928	972-2319	Assoc. Dir.- Housing

- (a) Notification of any or all of the above and additional members will be made by a staff member of the Unit and prefaced by announcing, "This is a Declaration of a Campus State of Emergency declared by the Chancellor."
- (b) The Housing & Feeding Control Center will be Room 232, Administration Building (Director, Housing and Residential Services Office) 833-5928.

e. Law Enforcement

- (1) The purpose of the unit is to perform all functions and duties normally required of the UCI Police Department and be cognizant of procedures to follow in emergency and disaster situations. That is, to provide public safety and security services on the campus and on those properties owned or controlled by the University of California.

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(2) Areas of Activity/Responsibility

- (a) Coordinate the organization and mobilization of police personnel, equipment, logistics, and auxiliary personnel that might be required to supplement the regular UCI Police Department personnel. Establish liaison with private guards, or civilian personnel for the purpose of using additional personnel to reinforce sworn police personnel.
- (b) Provide organization, installation, staffing, and operation of all communication facilities to be used for disaster operations at UCI under the control of the Police department.
- (c) Coordinate with Facilities Management for maintenance and control of a campus traffic system in order to facilitate its use as an emergency hospital or refugee center.
- (d) Coordinate liaison between Emergency Operations Officer and the Mutual Aid Regional Coordinator, the Sheriff's Department, the Irvine Police Department, California Highway Patrol, and State law enforcement agencies as needed.
- (e) Regular duties include preventive patrols on foot and by car; answering calls related to crimes, fires, collisions, injuries, illnesses, and complaints; conducting investigations; making arrests and related court appearances; custody and disposal of lost and found property; and generally providing for the peace, safety, and security of persons and facilities on University property. The University Police Department is also responsible for the prevention and control of disturbances and demonstrations, and for the maintenance of security and crime control at public ceremonies and similar events.
- (f) And to carry out such other duties and functions as may be assigned by the Director.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the unit will be headed by the Chief of Police.

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	EXTENSION
Michael P. Michell, Unit Head Chief of Police	5222
Robert R. Reisig Police Lieutenant - UCI operations	5222
Douglas Bartosh Police Lieutenant - UCIMC operations	5222

f. Legal Advisement

(1) Purpose

The purpose of the Unit is to assist University personnel and/or students on inquiries requiring legal opinion.

(2) Areas of Activity/Responsibility

(a) To offer legal advisement on matters pertaining to areas such as defense of claims, financial settlement of claims, torts, products liability, criminal and civil charges, procedures, jurisdictions, etc.

(b) Legal assistance will be available from the General Counsel.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the unit head is the Manager, Business and Contract Services.

	Campus Ext.	Home Phone
Arnold Kaufman, Unit Head Business & Contract Services	6857	833-0603

g. Medical and Health

(1) Purpose

The purpose of the Unit is to help save lives, prevent suffering, and minimize personal injuries and losses through coordinating an effective medical response to disaster situations involving the Campus community.

(a) The UCI Student Health Emergency Disaster Plan will be followed in responding to medical emergencies. The Plan identifies Mechanisms for Handling Mass Casualties according to the degree of injury.

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(b) Further, it outlines the procedures for coordinating patient flow and off-campus cooperation between police, emergency rescue services and Student Health.

(c) The referenced plan should be consulted for specific areas of activity (duties) in response to various types of emergencies that could involve the Campus:

Internal emergencies (fire, explosion, etc.)

External emergencies (any emergency on or near campus, i.e. bus accident or airplane crash, large scale riots, etc.)

(d) Copies of the plan are maintained at Student Health Services (Director's Office), Infirmary, and the Office of the Vice Chancellor for Student Affairs.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the unit head is the Director, Student Health Services.

NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
W.C. Anderson, MD Unit Head	7010	494-3153	Director, Student Health
N. Grundy	7010	775-6029	Administrator, Student Health
P. Shows, MD	5301	963-0324	Asst. Med. Dir., Student Health

h. Personnel Assistance

(1) Purpose

The purpose of the Unit is to review available human resources before and during an emergency situation in order to recruit, reorganize, and train personnel to perform in appropriate areas where needed.

(2) Areas of Activity/Responsibility

(a) Recruit for temporary positions, including advertising and outreach, coordinate transfers and promotions, and counsel employees for various assignments and reassignments.

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- (b) Process the classification of employees, staff policies and procedures, employee files and records, provision control, etc.
- (c) Maintain liaison with employee organizations, corrective actions, emergency loans, etc.
- (d) Assist Unit Heads, service groups, and unit supervisors in analyzing their present organizational structure in order to determine if development of a new design to more effectively utilize resources is necessary.
- (e) Improve organizational (department) cohesiveness through team building and other activities.
- (f) Provide a comprehensive educational and training program which addresses the areas of Policies and Procedures and Man/Woman Power OJT (on-the-job training) programs.
- (g) Assist Emergency Operations Control in setting up, staffing, and operating a Manpower Office. Enroll and classify volunteers according to skills prior to, during, and after major disaster or emergency periods.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the unit head is the Manager, Personnel.

NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
R. Laue Unit Head	4280	551-2077	Dir., Unit Head
J. Pacino	6434	546-0568	Personnel Officer
L. Vierra	5211	842-6437	Employ. Relations Officer
B. Neely	7127	492-6344	Salary Admin.
B. Brown	5206	551-1275	Benefits Coord.
P. Hill	5643	831-1466	Emp/Staff Dev. Mgr.

I. Facilities Management

(1) Purpose

The purpose of this Unit is to provide for the maintenance and operation of campus property, buildings, structures, and equipment. It will also provide the organization, mobilization, and operation of UCI resources for the restoration of utility services to the Campus following a disaster.

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(2) Areas of Activity/Responsibility

- (a) To organize, mobilize, and operate engineering equipment necessary to perform needed functions.
- (b) To maintain (via advance contract, liaison or other appropriate means) a current resource of special assistance personnel such as earth-moving contractors, electrical/plumbing contractors, etc., to provide material and labor assistance.
- (c) To provide and maintain an up-to-date inventory of personnel, apparatus, and auxiliary equipment needed for their services.
- (d) To furnish labor, equipment, and necessary supervision to aid other services.
- (e) To perform other duties and functions that may be assigned to this service.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the unit head is the Director, Facilities Management.

NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
(Vacant), Unit Head	5202		Dir., Fac. Mgmt.
R.B. Curry	5203	833-2648	Acting Dir., Fac. Mgmt.
R. Beveridge	5204	558-6569	Associate Dir., Fac. Mgmt.
E.F. Harrie	5428	581-7996	Associate Dir., Fac. Mgmt.

J. Public Information

(1) Purpose

The purpose of the Unit is to collect, coordinate, evaluate, and disseminate available information for both campus personnel and news media.

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(2) Areas of Activity/Responsibility

- (a) Provide the Campus community and news media with the following information in the event of a major disaster including:

The exact nature and extent of the disaster, casualties, and damage. This should be accomplished in such a manner as to insure confidence, avoid panic, and provide accurate and timely information.

Instructions on how to realize maximum safety in any given situation.

Information on food supplies, advice on reaching or contacting families, and other standard procedures.

- (b) Prepare statements for release to news media concerning the University disaster operation.
- (c) Maintain a complete diary of events during the disaster operation.
- (d) Clear for accuracy, with the appropriate campus and/or government officials, all statements released for the information of campus personnel or the news media, and to retain copies of all messages released.
- (e) Maintain inventory of equipment to serve the public information function, i.e., various message forms and supplies.
- (f) Carry out other duties and functions that may be assigned to this service.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the unit head is the Director, Public Information.

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NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
K. Jones, Unit Head	6922	494-0584	Dir., Public Info.
L. Grinell	6922	768-5659	Sr. Public Info. Rep.
D. Krogh	6922	786-2553	Public Info. Rep.
J. Don	6922	751-8406	Public Info. Rep.
S. Church	6922	955-1412	Public Info. Rep.

k. Purchasing and Supply

(1) Purpose

The purpose of the Unit is to provide for the procurement, transportation, storage, inventory, and accountability of supplies and equipment for an emergency or disaster.

(2) Areas of Activity/Responsibility

- (a) Request for materials and service for other service units.
- (b) Receive, store, and disburse materials through Central Stores/Receiving area.
- (c) Maintain current emergency purchase order numbers.
- (d) Maintain current inventory of emergency supplies and equipment on campus.
- (e) Provide instructions for various services on procedures for emergency purchase as well as to provide procedures for inventory of emergency purchase.
- (f) Keep currently informed on new regulations, supplies, and equipment affecting the emergency readiness.
- (g) Maintain liaison with local Emergency Preparedness authorities and other disaster organizations.
- (h) Perform other duties and functions that may be assigned to this service.

(3) Responsible Personnel

Under the Emergency Operations Officer, the unit head is the Materiel Manager.

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NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
Procurement:			
A.L. Kaufman, Unit Head	6515	833-0603	Materiel Mgr.
R.B. Shaw	6510	(213)426-4022	Purchasing Mgr.
J.L. Fenton	6548	772-4933	Assistant Mgr.
L. Pierce	6518	549-1000	Operation Supr.
Receipt, Storage, Disbursement:			
A. Ercegovich	5531	548-3578	Stores Manager
R. Puckle	5188	751-6169	Receiving Manager
C. Velton	5531	540-4026	Asst. Stores Mgr.

L Student Assistance**(1) Purpose**

The Unit's purpose is to determine the number of student assistants that could be effectively utilized in emergency services and to establish the functions that these student volunteers would perform.

(2) Areas of Activity/Responsibility

- (a)** Recruit student volunteers for various job assignments.
- (b)** Train students and necessary staff to assist the Unit in the discharge of its duties.

Student volunteers will not be utilized as policemen or firemen or be engaged in activities that are likely to be hazardous to their health and safety. It is expected that student volunteers will be utilized to:

Assist with crowd control, evacuation of buildings, carrying messages from one area to another, and assist with a telephone answering service to receive and disseminate information.

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Provide and maintain liaison with the Associated Students, Residence Halls Association, and other registered student organizations.

- (c) Assist with the organization and promotion of Campus activities. The Unit will generate activities in the form of entertaining, recreation/athletic, or educational programs.
- (d) Answer inquiries from student's parents in liaison with the Public Information and Assistance Service Unit.
- (e) Perform other duties and functions that may be assigned to the Unit.

(3) Responsible Personnel

The Student Assistance Service Unit will be the responsibility of the UCI Alternate Coordinators in order of succession.

NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
C. Pieper Unit Head	6368	557-9330	Asst. Vice Chancellor Student Affairs Business Management
A. Cornish	5928	972-2319	Assoc. Dir., Housing
D. Hampton	5547		Exec. Dir., Associated Students
M. Hilborn	5301	551-6536	Adm. Assistant, Student Health

m. Safety

(1) Purpose

The functions of the Unit are to:

- (a) Organize and direct a campus-wide fire prevention and fire control organization.
- (b) Organize, mobilize and operate UCI facilities for carrying out prevention, detection, and decontamination procedures to combat the harmful effects of radiation.

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- (c) Provide continuous support and consultation to all units and refugees in order to create a safe, sanitary, and healthful environment for inhabitants during emergency situations.

(2) Areas of Activity/Responsibility

(a) Fire Service

Recruit and train such volunteer personnel as may be required for auxiliary fire services.

Maintain necessary up-to-date records of all fire department equipment by location, condition, etc., and maps indicating location of all fire alarm boxes, telephones, water lines, and fire hydrants.

Ensure that the fire equipment in all buildings is maintained in proper working order through systematic inspections.

Survey all buildings and facilities in order to eliminate fire hazards.

Cooperate with the County Fire Department and coordinate the activities of the University Fire Department with the County and City, in order to provide efficient operations.

Perform other duties and functions that may be assigned to this service.

(b) Radiological Monitoring Service

Prepare and recommend a procedure for recruiting and training volunteer personnel for this service.

Provide and maintain an up-to-date inventory of monitoring personnel, apparatus, and equipment at UCI.

Devise methods for the storage, safety, issuance, and use of monitoring apparatus and equipment.

Provide expertise for procedures assuring both general campus radiation safety and that of special facilities such as the nuclear reactor.

Perform other duties and functions as may be assigned to this service.

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(c) General Environmental Health and Safety

Survey facilities and environment to determine if they are safe and sanitary.

Consult and advise all other units, whenever necessary, on matters related to health and safety.

Perform hazard monitoring.

Perform other functions as may be assigned to this Unit.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the unit head is the Director, Environmental Health and Safety.

NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
W. Smirl Unit Head	6889	640-9408	Director, EH&S
J. Tripodes	6200	730-6058	Campus Radiation Safety Officer
G. Miller	6649	786-0700	Reactor Supervisor
J. W. Chan	7101	857-5261	Ind. Hygiene, Lab Safety
N. Bolia	7101	522-1017	Gen.& Ind. & Fire Safety

n. Transportation

(1) Purpose

The Unit's purpose is to provide continuous transportation and related automotive services to campus personnel in the event of a major disaster, and to effectively utilize serviceable motor vehicles for the purpose of protecting lives and/or property as required by the conditions of the emergency.

(2) Areas of Activity/Responsibility

(a) Define the procedural methods to be followed in maintaining, establishing or re-establishing transportation services at the time and place needed and in the volume required by prevailing circumstances.

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- (b) Re-activate transportation and related automotive services, damaged or destroyed by major disaster, using all available means and to develop an emergency transportation service from salvageable vehicles of the garage fleet.
- (c) Under the direction of the Emergency Operations Officer, cooperate with local agencies in order to best serve the transportation requirements of the community at large.
- (d) Devise methods for the storage, safety, issuance, use, and repair of vehicles and equipment.
- (e) Prepare and maintain an up-to-date inventory of all forms of vehicles for the transportation of personnel and equipment at UCI and the maintaining of an adequate fuel reserve.
- (f) Keep records of persons utilizing vehicles during the emergency and to control usage and location of all serviceable motor vehicles throughout the emergency operation.
- (g) Carry out such other duties and functions as may be assigned to this service.

(3) Responsible Personnel

Under the direction of the Emergency Operations Officer, the Unit is headed by the Garage Manager or his designated alternate.

NAME	EXT. CAMPUS	HOME PHONE	CAMPUS POSITION
L. Richardson Unit Head	5586	731-4807	Garage Manager
D. G. Leon	5586	779-5898	Lead Mechanic
J.F. Schmidt	5586	540-7093	Dispatcher
C. Mendoza	5586	897-9801	Mechanic

The Unit will operate out of Transportation Services, North Campus.