Emergency Management Plan
California Maritime Academy

Updated June 2013

Prepared By:
Roseann Richard, Chief of Police

Record of Changes

Date of Change	Date Entered	By Whom Entered	Description of Change & Pages

Letter of Promulgation

In the event of a natural or technological disaster, or intentional / terrorist act affecting the California Maritime Academy, we must be prepared to implement plans and procedures to protect life and property.

The purpose of this plan is to provide direction and guidance to the California Maritime Academy and supporting agencies. It constitutes a directive for this organization to prepare for and execute assigned emergency tasks to ensure maximum survival of the population and property in the event of a disaster or other overwhelming event.

Pursuant to CSU Executive Order 1056, I designate Kurt Lohide, Vice President for Administration and Finance as the Emergency Executive and Roseann Richard, Chief of Police / Director of Police Services as the Emergency Manager.

I approve this plan and give it my full support.

_____
Date

_____
William B. Eisenhardt, President

This plan updated and reviewed as of _____ by:

_____
Kurt Lohide, Vice President for Administration & Finance / Emergency Executive

_____
Roseann Richard, Chief of Police / Director of Police Services / Emergency Manager

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Total distribution: 60 copies

Copies were distributed electronically via email to all recipients. Printed copies will follow.

The plan is also available online on the Emergency Preparedness web page at
http://www.csum.edu/PublicSafety/EmergencyPerparedness

Campus Resources/ Phone Directory

All numbers listed begin with:
(707) 654-

EMERGENCY 1111

EMERGENCY INFORMATION 1800

Front Desk..... (707) 654-1000
Main Office Fax 1001

Emergency Operations Center
Communications……..1682
Positions…1680 / 1681 / 1683

President's Office 1011
Provost 1020
Academic Dean.....1019
Dean of Students……..1182

VP, Administration and
Finance 1038

Director of Public Relations
.....1720 and 1245

Student Housing.....1039

Commandant of Cadets…...1104

Telephone Services 1087

Facilities Manager……1120
Dir. of Facility Operations
.....1284
Planning 1127
Chief Engineer.....1122
Electrician.....1286

Food Services 1212

Human Resources.....1135

Chief Information Officer 1084
Director of ISO 1725
Moodle 1046
Computer Help Desk.....1048

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1 Executive Summary

INTRODUCTION

Emergencies happen every day: medical emergencies, fires, traffic accidents, and they are responded to by local agencies equipped and trained for that purpose. Most of these emergencies are managed by first responders, typically emergency medical services, fire departments, and law enforcement. They utilize equipment and support services, both public and private, to assist them as needed. These support services could be local or county public works, tow trucks, bus companies, etc.

When an emergency extends beyond the capabilities of the first responders, they may activate existing Mutual Aid Agreements and request additional support resources from other local and regional agencies, as they would in major emergencies, including minor earthquakes, floods, acts of terrorism, fires (both residential and wild land), or major traffic accidents.

Plans and procedures to handle the above emergencies are already in place; personnel are trained and equipped, local and county agencies, public and private, are aware of them and invoke them when necessary. These are considered routine incidents, and there is usually no need to proclaim a local emergency. However, when significant events, natural or manmade, such as major earthquakes, floods, aircraft disasters, or terrorist activities, overwhelm these capabilities and impact campus operations, the CMA Emergency Management Plan may need to be activated, in addition to proclaiming a local, state or federal level emergency.

As a University employee, you may be called upon to assist in emergency preparation and planning, or in the activation, operation, or deactivation of the Emergency Management Plan. Therefore, you need to be knowledgeable of the overall plan and your responsibilities in the campus emergency management organization. Read the Emergency Management Plan, review the Annexes, and familiarize yourself and your department staff with the planning and activation processes.

The CMA Emergency Management Plan

The Emergency Management Plan is a basic guide for responding to major disasters affecting the California Maritime Academy, including the Training Ship *Golden Bear* and surrounding area facilities.

This plan is written with the intent that faculty, staff, and students will use it as a manual to guide them through the steps of disaster management. The goal of the plan is to protect lives and property and maintain an environment suitable for the orderly conduct of education.

CSU Executive Order 1013 requires every campus to develop a multi-hazard plan for emergency response. The California Maritime Academy Emergency Management Plan has been developed in accordance with this order. All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this manual as the emergency response to any major disaster will be conducted within the framework of this plan.

2 Planning Basics and Statement of Purpose

2.1.1 Authority

The Emergency Management Plan has been prepared at the direction of the Board of Trustees, the Chancellor of the California State University, and the President of California Maritime Academy. This plan is mandated by the Board of Trustees of the CSU, California State University Executive Order 1056, the California Emergency Services Act (Government Code §8550-8668), and the California Disaster Assistance Act (Government Code §8680-8690).

2.1.2 Statement of Purpose

The Emergency Management Plan provides basic structure and procedures to guide the campus's response to extraordinary emergency situations associated with natural and man-made disasters.

The California Maritime Academy Emergency Management Plan is the campus' Multi-Hazard / Preparedness Plan as mandated by CSU Executive Order 1056.

<u>This plan does not address ordinary day-to-day emergencies or the established departmental procedures used to cope with such emergencies.</u>

The plan is designed to comply with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It is activated whenever a natural or man-made emergency affecting the campus reaches proportions where the situation cannot be controlled by routine measures. This plan will use available personnel and resources during emergency operations. The California State University System has joined this effort. The Governor's Executive Order D-25-83, for the CSU to develop, maintains and supports emergency plans and operations.

Consistent with Governor's Executive Order D-25-83 (superseded by W-9-91), the CSU Chancellor promulgated Executive Order No. 524 and 1013 (superseded by EO1056), which gave Campus Presidents the responsibility to implement a multi-hazard emergency preparedness program. The plan is designed to:

- Protect the lives and property of CMA and its immediate community
- Provide contingency plans for major emergencies or disasters that affect the university
- Provide a basis for the conduct and coordination of emergency operations and the management of critical resources during emergencies
- Provide guidelines for establishing the mutual understanding of authority, responsibilities, functions and operations of the CMA management team during emergencies
- Identify the roles and responsibilities of the university in coordinating emergency operations with outside agencies

- Ensure CMA is able to maintain orderly operation of campus functions and expedite return to normal operations

This plan will be reviewed, updated, republished, and distributed at least once a year. This plan may be modified as a result of future incidents, critiques, and analyses or as changes occur in responsibilities, procedures, and laws or regulations pertaining to emergency management and operations.

2.2 Disaster Plan Activation

This plan shall be activated under the following circumstances:

2.2.1 Emergency Executive

The Emergency Executive is the campus executive with overall responsibility for campus-wide emergency management planning and execution of the campus emergency plan. The President of the California Maritime Academy has designated the Vice President for Administration and Finance to be the Emergency Executive. **The President, Acting President or the Emergency Executive are the only people who may activate this plan. Only the President or Acting President may declare a campus state of emergency.**

2.2.2 Emergency Declarations by Civil Authorities

This plan may be activated in response to local emergencies, states of emergency, and states of war emergency which affect the Academy.

2.3 Planning Factors

2.3.1 General Requirements / Related Laws and Statutes

The California Maritime Academy administration is responsible for safeguarding the lives of its faculty, staff, students and other members of the campus community.

- **Section 3220, California Code of Regulations-** requires a written emergency action plan that covers those designated actions that employers and employees must take to assure personal safety from fire and other emergencies. Further, this code requires that the employer review with each employee those parts of the plan that the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.

- **CSU Executive Order 1056** (supersedes Executive Order 1013) - requires the President of the University to maintain and implement an emergency management program

- **Section 8607, California Government Code -** requires state agencies to use SEMS when responding to emergencies involving multiple jurisdictions or agencies. Local governments must use SEMS in order to

be eligible for state funding of response related personnel costs.

- **Section 66210, California Education Code -** requires each campus of the University of California and the California State University to establish an emergency evacuation plan for student housing.

- **Homeland Security Presidential Directive (HSPD)-5** Management of Domestic Incidents - directs the Secretary of Homeland Security to develop and administer a National Incident Management System(NIMS)

2.3.2 Standardized Emergency Management System (SEMS)

The California Maritime Academy's Emergency Management Plan works in conjunction with the Solano County Emergency Operations Plan, and is based on the State of California's Standardized Emergency Management System (SEMS). SEMS was developed in response to Senate Bill 1841, which was passed to improve the coordination of state and local emergency response in California after the East Bay Hills Fire in 1991.

2.3.3 Incident Command System (ICS)

SEMS requires the use of ICS at the field response level. HSPD-5 and NIMS also require the use of the Incident Management System. ICS provides a flexible and interoperable command structure for managing emergency response activities.

3 Definitions

3.1 Emergencies & Disasters Defined

The California Maritime Academy's Plan splits the definition of emergency into three types: *Minor Emergency, Major Emergency, and Disaster.*

3.1.1 Minor Emergency

Any incident, potential or actual, that will not seriously affect the overall functional capacity of the Academy community. Operational management of minor emergencies rests with the Academy's Chief of Police / Director of Police Services. Minor emergencies, such as controlled fires, medical cases, and other isolated cases are to be reported immediately to Police Services at extension 1111. Minor emergencies can be adequately handled by normal emergency response capabilities. **The CMA Emergency Management Plan does not normally cover these types of incidents.**

3.1.2 Major Emergency

Any incident, potential or actual, that seriously disrupts the overall operation of the University. A major emergency may require activation of the Emergency Plan and extensive use of CMA resources for support services as well as outside emergency services beyond normal requests for fire, police, and EMS services. Major policy considerations and decisions may be required from the Emergency Executive with advice from the Policy Council. Major emergencies are to be reported to CMA Police/Police Services at extension 1111.

A major emergency may be declared when the Emergency Executive determines that an incident has seriously impaired or halted operations of the University, when Solano County or the City of Vallejo declares a local emergency, when the Governor declares a state of emergency, or when a state of war emergency exists.

3.1.3 Disaster

A disaster is any event or incident that has taken place and has seriously impaired or halted the operations of the Academy. In some cases, significant casualties and severe property damage may be sustained. The Emergency Operations Center (EOC) will be activated, and prudent use of all University resources is required during response and recovery operations. ICS functions, principles and components will be applied to organize and respond to the emergency or disaster. Available outside emergency services may be essential. EOC staff will control field operations based on major policy decisions made by the Policy Council.

3.2 Types of Disasters

Potentially disastrous situations addressed in this plan include one or more of the following emergency conditions:

- Earthquake
- Epidemic

- Explosion /Aircraft Crash
- Fire
- Flood
- Hazardous Materials Spill
- Major Riot or Terrorist Activity
- Severe Drought
- Significant Power Outage

3.3 States of Emergency

The California Government Code defines three states of emergency and the California Code of Regulations recognizes one:

- **"Campus State of Emergency"** The President or acting President may declare a campus state of emergency when the campus is affected or likely to be affected by a public calamity, emergency, or disaster. During a campus state of emergency, California Code of Regulations §41302 grants the President the authority to enact emergency regulations, procedures, or other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities. Failure to comply with the President's emergency regulations is a misdemeanor. The President declares a campus emergency by filling out the form in Appendix E.

- **"Local Emergency"** means the duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the state caused by air pollution fire, flood, riot, epidemic, or severe energy shortage which by their magnitude are likely to be beyond the control of the services and equipment of any single county, city and city and county. Solano County and/or the City of Vallejo may declare a local emergency.

- **"State of Emergency"** The Governor may declare a State of Emergency when there are emergency conditions within the state which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

- **"State of War Emergency"** exists immediately with or without a proclamation by the Governor whenever an enemy of the United States attacks this state or nation or when notified by the federal government that such an attack is probable or imminent.

4 Emergency Management

Emergency Management is making the best possible use of available resources to respond to and recover from disasters that could endanger lives, disrupt operations and destroy property. The Emergency Operations Center staff will control field operations based on major policy decisions made by the Policy Council. In a disaster, the Emergency Operations Center (EOC) may be activated in order to best use of all the Academy's resources, and should be used during response and recovery operations. The EOC will utilize the Incident Command System (ICS) for command and control and would normally function as a combined EOC and Incident Command Post. Functions, principles and components of ICS will be applied to organize and respond to the emergency or disaster. Available outside emergency services may be essential. Resources include personnel, materials, sites or facilities, and plans.

4.1 Operational Response

This Emergency Plan outlines the functions, duties and responsibilities necessary for effective response to emergency situations. The Plan is primarily an administrative guide for rapid communication and decision-making. The Plan, following the Incident Command System (ICS) structure, is designed to establish the following:

- Clear lines of authority and channels of communication
- A simplified functional structure
- The incorporation of all available personnel and resources
- Continuous leadership at the administrative level

4.2 The Emergency Response Organization

The Academy operates under the guidance of the President through the functional units (Student / Academic Affairs, Administration and Finance, Marine Programs / Leadership Development), each of which is directed by a Vice President or administrator. **During a disaster or major emergency, normal Academy operations cease to function. In this case, the emergency structure of this plan is implemented. When the Emergency Plan is activated, the organizational structure contained herein shall be used to direct the operations of the Academy.**

California Government Code §8607 requires all public agencies, including the California Maritime Academy to use the Standardized Emergency Management System (SEMS) to increase communication and efficiency between emergency response agencies. When the EOC is activated, communications will be established between Cal Maritime's EOC and the Solano County Operational Area EOC. All requests for assistance will flow through the appropriate Operational Area SEMS function.

The Academy's Emergency Plan is organized around the following five basic SEMS functions:

- Management
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

4.2.1 Authority and Control

The California Maritime Academy Emergency Plan is maintained by the Chief of Police. During the preparedness stage, the Emergency Coordinators and Emergency Preparation Task Force make recommendations to the Policy Council and Operations Chief, which will ensure compliance with the laws and regulations that are applicable to disaster preparedness and emergency evacuation procedures.

4.2.2 Management / Policy Council

The President of the Academy or Acting President shall chair the Policy Council. In the absence of the President or Acting President, an alternate chair shall assume command in this order of succession:

- Provost & Vice President for Academic Affairs
- Vice President for Administration and Finance
- Director of Marine Programs & Leadership Development / Master of the TSGB
- Vice President for Advancement

The Policy Council makes recommendations and provides advice to the Emergency Executive and EOC Director on matters related to emergency preparedness and response. Also, members of the Policy Council may be required to accept alternate positions of authority or responsibility as needed.

Members of the Policy Council ensure that implementation of the Academic Recovery Plan is successfully accomplished in their respective units.

Other Academy executive officers may be asked to act as alternates for any of the above or to work with the Policy Council as necessary.

4.2.3 The Academic Recovery Council (ARC)

The Academic Recovery Council is an organization that develops initial and long-range academic recovery plans, oversees the development of record keeping systems for faculty personnel, student academics, academic programs, and scheduling.

The Academic Recovery Council (ARC) will develop and present recovery plans for academic programs and services to the Policy Council. After the emergency response phase is completed, recovery of academic operations through implementation of the

Academic Recovery Plan (ARP) is to be the highest priority. The Academic Dean will chair the ARC and serve as its liaison to the Emergency Operations Center.

4.2.4 Academic Recovery Council Organization

The Academic Recovery Council consists of:

Chair: California Maritime Academy Academic Dean

Members: Director of SPEL
Risk Manager
Instructional Technologist
Office of Academic Affairs
Other Faculty as needed

The Chair of the Academic Recovery Council:

- Serves as advisor to the EOC Director or designee during the emergency and implementation of the Academic Recovery Plan
- Presents to the Emergency Executive, the Policy Council and EOC staff, both initial and long range academic recovery plans

The EOC Director will implement the decisions made by the Emergency Executive and Policy Council, including the Academy's Emergency Management Organization and emergency response and recovery.

4.2.5 Americans with Disabilities Act

All operations and facilities involved in emergency response activities shall take special note of the Americans with Disabilities Act (ADA) and appropriate attention shall be given to ensure that necessary considerations are given to accommodate victims with disabilities.

4.3 Emergency Organization Structure

This section outlines the duties of each EOC section. These lists are illustrative and not exhaustive.

4.3.1 Operations

The Operations section directs and controls the actions of the organization in response to the emergency or disaster. This includes:

- Initial assessment of campus facilities
- Emergency communications
- Assembly and registration of survivors
- Medical, fire and rescue responses
- Mutual aid coordination
- Safety and lockdowns
- Hazard mitigation

4.3.2 Planning and Intelligence

The Planning and Intelligence section:

- Collects, evaluates, disseminates information

- Develops an action plan for a defined period of time
- Develops recovery projections
- Maintains documentation
- Coordinates transportation and equipment

4.3.3 Logistics

The Logistics section:

- Establishes contracts with vendors
- Provides for purchasing of equipment, materials and supplies and coordinates distribution
- Prepares cost estimates and vendor contracts
- Provides food, care, counseling, and shelter

4.3.4 Finance/Administration

The Finance/Administration section:

- Maintains cost projections
- Prepares and maintains accounting and expenditure records for each EOC section
- Prepares and maintains compensation and personnel records
- Manages claims against the Academy

4.4 Organizational Chart

See Appendix A

4.5 Emergency Operations Center

During a disaster, the Emergency Operations Center (EOC) is where the main centralized communications and control center is located. This is for the effective direction of emergency personnel working in and amongst the campus community.

The EOC will be activated and staffed to the extent required following the NIMS and ICS organizational structure during a declared emergency. Definitions of the General Staff functions as described in the ICS organizational chart are on the following page.

4.5.1 Operational Considerations

The EOC Director and assigned staff will direct and coordinate emergency operations from the EOC. The EOC may need to move to an alternate facility if the disaster grows beyond the capabilities of the initial response efforts.

4.5.2 EOC Location

The primary Emergency Operations Center will be located in the Police Services/SPEL Building, Admiral's Room. The secondary location is the Simulation Center.

4.5.3 Overview of EOC Functions

The ability to have centralized command and control over ICS designated departments during a disaster cannot be understated. To this end, the duties of personnel serving in an EOC include:

- Gathering and analyzing information coming in to chart conditions throughout the Academy
- Tracking and maintaining the availability of resources located throughout the campus
- Using the information gathered to allocate and direct the distribution of available resources for the most effective use.
- Communicating with the Policy Council to keep them apprised of conditions and respond to their instructions
- Sending out official requests for resources from other agencies outside of the campus such as the City of Vallejo or Solano County Operational Area.
- Acting as a central point to communicate to the media and public the status of recovery efforts during the emergency.

4.5.4 Coordination of Services

The flow chart in Appendix B shows the relationship of the California Maritime Academy Emergency Operations Center within the overall area emergency response system. This hierarchy serves as the communications conduit during emergencies with external agencies for resources and mutual support.

4.6 EOC Personnel Titles and Responsibilities

4.6.1 Emergency Executive

The Emergency Executive is designated in Section 2.2.1. The Emergency Executive is responsible for activating the plan and the EOC, convening the Policy Council and communicating policy decisions to the EOC Director. The Emergency Executive also authorizes implementation of the Academic Recovery Plan.

4.6.2 EOC Director

The EOC Director is responsible for directing the response and recovery operations from the Emergency Operations Center (EOC). The Chief of Police serves as the primary EOC Director and may designate an alternate. The EOC Director coordinates the initial response functions such as damage assessment, fire suppression, evacuation, campus lockdown or other actions as required to ensure the safety and security of the people on the Campus during an emergency.

4.6.3 EOC Staff Responsibility

The Emergency Operations Center support staff is responsible for assisting the EOC Director in directing emergency field operations and coordinating the available resources to effectively and efficiently respond to the disaster/emergency.

4.6.4 Emergency Response Personnel

In an emergency, trained personnel will be called upon to act as response workers. These response functions may be performed by:

- California Maritime Academy employees
- Volunteers from within and outside the Cal Maritime community
- Personnel from outside agencies such as federal, state, and local government emergency responders
- Volunteer organizations not affiliated with Cal Maritime or the government such as the American Red Cross, Salvation Army, etc.

All personnel working in these capacities will check in at the EOC with the Finance Section, Personnel and Volunteers unit to receive their assignment. After checking in, they will report to their supervisor for further instructions.

4.6.5 Incident Command System Functions and Assignments

See Appendix C - Roster

4.7 Task Assignments

The following are brief descriptions of the assignments and responsibilities of each of the EOC positions:

4.7.1 EOC Director

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director will communicate status information and resource requests to the Solano County OA EOC Director and other CSU campus EOC Directors as needed. Other responsibilities include:

- Establish the appropriate staffing level for the campus EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- Act as the highest level of authority for overall coordination of emergency response sections and establish the basic policy which will guide the campus emergency organizations
- In concert with the Public Information Officer, announce campus emergencies based on a proclamation from the Emergency Executive, local government, Governor, or President of the United States
- Determine the appropriate location of the EOC and coordinate set-up procedures and ensure that all necessary aspects of the Emergency Plan are activated
- In conjunction with the General Staff, set campus priorities for response efforts to ensure that all department and agency actions are accomplished within the priorities established at the EOC.
- Exercise overall management responsibility for the coordination between emergency response agencies within the Operational Area.
- Coordinate requests for mutual aid with outside emergency response agencies.

- Calls upon the Emergency Executive and/or the Policy Council when counsel is needed
- Facilitate the overall functioning of the EOC
- Supervise emergency response personnel

4.7.2 Command Staff – Public Information Officer

As the gateway of information to the general public as well as to the people on the campus, the Public Information Officer (PIO) needs to act as both rumor control and information central. Additional duties include:

- Obtain policy guidance from the EOC Director with regard to media releases and develop a format for press conferences, in conjunction with the EOC Director.
- Maintain up-to-date status boards and other references at the Joint Information Center, if established. Provide adequate staff to answer questions from members of the media.
- Coordinate all aspects of media relations: press conferences, briefings, media advisories, including scripts and speakers
- In coordination with other EOC sections, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. These advisories and instructions must be approved by the EOC Director.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations
- Transmit warning messages to the campus community in a timely manner as directed by the EOC Director

4.7.3 Command Staff – Safety Officer

The Safety Officer develops and recommends measures assuring personnel safety and assessment/anticipation of hazardous/unsafe operations conditions/situations. Only ONE safety officer is assigned per incident. Additional duties include:

- Identify hazardous situations associated with the incident.
- Establish a reporting procedure to ensure receipt of info from field teams
- Review Action Plans for potential safety implications
- Exercise delegated authority to prevent and/or STOP unsafe acts.
- Brief EOC Director on potential safety hazards

4.7.4 Command Staff – Outside Agency Liaison Officer

- Act as a point of contact for assisting agencies
- Act as liaison between the Academy and public officials, providing information on the incident and measures being taken to address the situation
- Provide information from cooperating agencies to EOC Director.
- Coordinate with assisting agencies between Sections, Branches and Units.

4.7.5 Command Staff – TSGB Liaison Officer

- Act as a point of contact for TSGB personnel and EOC staff needing TSGB resources

- Keep Planning / Intelligence Section updated on status of TSGB resources

4.7.6 Command Staff – Policy Council Liaison

- Act as a liaison between the Policy Council, the EOC Director, and the Public Information Officer
- Work with and assists the Public Information Officer
- Serve as alternate to the Public Information Officer

4.7.7 Operations Section Chief

The Operations Section chief's primary responsibility is to ensure that the Operations function is carried out, including:

- Coordination of response for all operational functions assigned to the EOC
- Ensure that the operations objectives are identified in EOC Action Plans and carried out effectively
- Establish appropriate level of branch organization, and continuously monitor its effectiveness
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies, to include maps and status boards are in place.
- Meet with the Communications Unit Coordinator
- Work closely with Planning/Intelligence section in the development of action plans.
- Ensure all needs are coordinated through Logistics
- Update Planning/Intelligence section with all information gathered from the field
- Coordinate all fiscal and admin requirements through the Finance/Admin Section.
- Brief EOC Director on major problems

4.7.8 Operations Section – Hazardous Materials

- Supervise environmental health and safety response during emergency and recovery operations
- Issue safety alerts and warnings through the Emergency Operations Center
- Coordinate the proper procedures and guidelines for the identification, containment and removal of hazardous materials with the Operations Chief, field response teams, and the Planning/Intelligence Chief
- Serve as liaison with the California Environmental Protection Agency (Cal. EPA) and other agencies as needed
- Forward requests for supplies and equipment to the Logistics Unit

4.7.9 Operations Section – Communications Relay Unit

- Function as campus dispatch personnel
- Provide communication support between the EOC, field responders, and the campus community
- Work with the Communications Unit to establish communication infrastructure

- Coordinate assignments of staff and volunteers assigned to the Communications Section

4.7.10 Operations Section – Law Enforcement / Traffic Control

- Initiate Emergency Operations Center call-out and Police Services call-back procedures.
- Establish priorities with EOC Director and initiate communications procedures
- Maintain law and order
- Manage police operations
- Coordinate campus security
- Coordinate disaster related traffic control

4.7.11 Operations Section – Urgent Facilities / Search & Rescue

- Coordinate the assessment of buildings and utilities
- Coordinate the location and removal of persons trapped in damaged or collapsed structures or other locations
- Coordinate rescue operations through Operations and Logistics Sections in conjunction with rescue resources provided by local Fire and heavy rescue teams
- Assess the situation and determine necessity and feasibility of rescue ops.
- Organize field response teams to conduct damage assessments and evaluate the safety of utilities, structures, and roads.
- Coordinate the removal of blockages and/or obstructions to free access to roads and facilities
- Coordinate repair and recovery of sanitation and utilities
- Provide the Logistics Unit with requests for needed supplies and equipment
- Consider using CMERT volunteers for coordinating field assessments.
- Coordinate rescue efforts with Safety Officer

4.7.12 Operations Section – Disaster Medical / Counseling

- Coordinate requests for outside medical assistance with the appropriate EOC staff
- Supervise medical services during emergency and recovery operations
- Provide emergency medical treatment
- Provide Logistics Unit with requests for supplies and equipment
- Establish procedures to ensure documentation of medical records
- Provide counseling services to victims including grief counseling, post-traumatic counseling and support services as needed.
- Keep accurate document of counseling records

4.7.13 Operations Section – Campus Assembly

- Oversee the emergency evacuation and assembly of residents, employees and visitors to the campus at designated Safe Zones (which include but are not

limited to: Parking Lot A and B, Parking lot I, the lawn in front of the bookstore, the fire pit on the waterfront, and Parking lot C. For a visual refer to Appendix E.)

- Coordinate emergency registration procedures for students, employees and visitors evacuated to the Safe Zones
- Coordinate urgently needed accommodations for those with disabilities
- Provide registration records to the Emergency Operations Center
- Provide names of missing persons and reports of unsafe facilities to the EOC
- Direct employees, volunteer students and visitors to the Personnel and Volunteers Unit, Finance Section for assignments and document their status on the registration records
- Coordinate with Care and Shelter and move evacuated people to appropriate areas

4.7.14 Planning / Intelligence Section Chief

- Establish procedures to ensure documentation of the incident, assigned personnel, allocation of resources and losses. Use ICS/SEMS standard forms when possible
- Collaborate with and assist the Operations Chief in tracking units in the field and their assigned and completed tasks
- Provide the Operations Chief with updates of conditions that may affect decisions related to the emergency response and resources needed
- Oversee the functions assigned to teams in the Planning/Intelligence Unit
- Prepare action plans
- Keep Finance advised of information concerning financial losses and current and potential losses

4.7.15 Planning / Intelligence Section – Situation Status & Analysis

Collect and organize emergency situation and status information. Provide the supervision for display of information in the EOC. Other duties:

- Collect and process all information and intelligence.
- Evaluate and disseminate information in the Planning/Intelligence Section.
- Obtain relative info; prepare predictions at regular periodic intervals and make recommendations to Planning/Intelligence Chief
- Supervise the display of situation map and status boards.

4.7.16 Planning / Intelligence Section – Documentation

- Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
- Maintain a permanent electronic archive of all Situation Reports and Action Plans associated with the emergency.
- Provide document reproduction services to EOC staff.
- Provide accurate time logs of section personnel to Human Resources

4.7.17 Planning / Intelligence Section – Damage Assessment

- Assist the Operations Section in conducting and documenting damage assessments and evaluating the safety of utilities and structures.
- Organize and coordinate damage assessment teams as required.
- Track and document the status of activities in the action plan, and present forecasts to make necessary adjustments to the action plans
- Prepare damage assessment reports for the EOC Operations Chief and others as needed
- Direct the restoration of sanitation and utilities services
- Prepare the Facilities Recovery Plan conforming with the requirements of the ARC Plan

4.7.18 Planning / Intelligence Section – Academic Resources / Faculty Liaison Officer

- Work with the Academic Recovery Council (ARC) and the Operations Chief to prepare recovery plans to minimize impact on academics.
- Facilitate implementation of recovery plans in accordance with the ARC plan.

4.7.19 Finance Section Chief

The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations. Other duties include:

- Provide status reports to the Finance/Administration and Logistics Section chiefs
- Ensure that all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs.
- Collaborate with the Risk Manager to address risk management functions associated with the emergency and recovery operations
- Oversee the functions of the Finance/Administration
- Coordinate recovery operations related to CSU funding, commitments and binding conditions for assistance from FEMA
- Develop and maintains cost projections, accounting and expenditure records for each EOC section
- Provide administrative support to all EOC Sections as required
- Provide accurate time log of unit personnel to Payroll
- Manages claims against the Academy

4.7.20 Finance Section – Finance Records

- Work with Personnel and Volunteers and Documentation to ensure the proper preparation of personnel records for tracking and reimbursement.

4.7.21 Finance Section – Personnel and Volunteers

- Check in EOC staff and volunteers as they arrive and direct them to their supervisors
- Establish a pool of Disaster Service Worker Volunteers.
- Track personnel-related expenditures and reimbursements

4.7.22 Finance Section – Purchasing

- Determine supply needs from Logistics Chief
- Work with Planning/Intelligence to anticipate possible supply needs
- Procure essential supplies and services.
- Coordinate all activities concerned with obtaining resources
- Assess existing resources prior to ordering additional supplies/services
- Collect and maintain accurate and detailed documentation of all supplier contracts and any other disaster related purchases.

4.7.23 Logistics Section Chief

The Logistics Section provides facilities, services, resources and other support services responding to the emergency and to meet internal EOC operating requirements. Local government requests for support directed to the EOC will be channeled through the EOC Operations Section. The Logistics Section Chief reports to the EOC Director. Additional duties include:

- Provide status reports to the Finance/Administration and Logistics sections and EOC Director
- Anticipate, order and store on-campus the supplies needed to respond to a disaster or major emergency
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to meet both county and local government requests.
- Maintain a list of and tracks the use of all available emergency supplies
- Establish agreements with potential vendors and suppliers of resources
- Maintain a roster of available vendors and suppliers including phone numbers and their compensation requirements for services rendered
- Prepares methods for procuring equipment for disaster response purposes
- Collaborate with the Director of Food Services for providing sustenance needs for employees, visitors, students, volunteers and EOC personnel, and coordinates needs with the American Red Cross if a Memorandum of Understanding (MOU) for these services is in place.
- Oversee the Care and Shelter Unit Leader for procuring supplies for food and facilities for clothing and shelter needs for employees, visitors, students and volunteers and provides for a central registration and inquiry service
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.

4.7.24 Logistics Section – Care and Shelter

- Procure supplies for food and facilities including clothing and shelter needs for employees, visitors, students and volunteers.

- Establish a central registration for personnel inquiry and information services.
- Provide for sustenance needs of employees, visitors, students, volunteers and EOC personnel.
- Coordinate needs with the volunteer organizations such as the American Red Cross if a Memorandum of Understanding (MOU) for these services is in place.

4.7.25 Logistics Section – Supply

- Determine available supply/equipment/utility/transportation resources for response
- Coordinate and supervise the allocation of these resources
- Oversee and ensure procedures for maintenance and refueling of transportation equipment

4.7.26 Logistics Section – Network Communications

- Provide computer and telephone technical support to the EOC and response personnel
- Restore network and telephony services as soon as possible

4.8 Incident Priorities

The below listed section is designed to outline a general system of disaster and emergency response priorities to help make a smooth transition from normal operations to emergency response, and then back to normal operations.

4.8.1 Priority I

A. Communications Network – Establish a communications network using available material, equipment and people. An example is to utilize cadets as message runners before radios can be passed out to everyone.

B. Evacuation – Evaluate the need to evacuate people from hazardous or high risk areas to safe zones (e.g. Classroom Building, Residents Halls, Lab building, simulation building, etc.).

C. Medical Aid – Evaluate the level of need and available medical services. Set up first aid locations and advise rescue teams regarding the location of treatment facilities for the injured

D. Fire Suppression – Determine what kind of fires and/or fire hazards are a threat and use resources to control the spread and evacuate affected areas.

E. Information to the outside community – Establish a communications system with the campus Public Information Officer to advise people of the hazards and response efforts as well as ask for volunteers if needed or offer mutual aid. Consider contacting neighborhood associations, fire, and police districts with the approval of the EOC director.

F. Search and Rescue – Establish search and rescue teams to initiate light and heavy rescue operations. Use trained staff and cadets (CMERT) first.

G. Utilities Survey – Evaluate the condition of utilities and shut down or restore as necessary (gas, electric, steam, water, sewer, etc.)

H. Hazardous Substance Control – Survey critical HAZMAT areas to secure and clean up as needed (biological, chemical and radioactive)

4.8.2 Priority II

A. Buildings – Evaluate buildings suitable for occupancy and/or use. Seal off condemned areas.
B. Sewer System – Evaluate condition of sewer system and identify sites for portable toilets if needed
C. Shelter – Identify usable structures to house resident students and organize relocation of personnel as needed
D. Food/Drinking Water – Identify supplies on hand and establish a distribution system for food and water
E. Criminal Activity Control – Set up security watches to secure life and property. The watches can also as communication relays and act as rumor control by bringing concerns up the chain of command during an emergency.
F. Psychological Assistance – Add to the medical section a system to help people to cope with the crisis
G. Traffic Control – Provide for the safe and timely evacuation of vehicles from campus.

4.8.3 Priority III

A. Vital and Danger Areas Survey – Identify, survey and secure vital and/or dangerous areas on campus (e.g. TSGB, EOS, simulator buildings, library, mess deck, lab building, classroom building, etc.)
B. Record Survey –Identify, survey and secure all Cal Maritime records (Human Resources and Compensation, Budget and Finance, Student Affairs and Student Academic Records, IT) including the offices the records are stored in.
C. Academic Survey – Survey academic departments and determine what will be needed restore academic programs as a plan for demobilization.
D. Supplies and Equipment – Develop a system to renew the flow of needed supplies and equipment from outside sources.

5 Emergency Plans

The following section contains emergency plans for the following scenarios:

- Emergency Evacuation Plan
- Earthquake Response Plan
- Epidemic Response Plan
- Explosion/Aircraft Crash Response Plan
- Fire Response Plan
- Flood Response Plan
- Hazardous Material Incident Response Plan
- Riot or Terrorist Activity Response Plan
- Severe Drought Response Plan
- Significant Power Outage Response Plan

These plans are activated at the discretion of the Emergency Executive. The formal Response Plan may not be activated every time the event occurs. These plans will typically be activated normal Academy operations are significantly impacted.

Special Student and Employee Advisement

Student and employee safety is always Cal Maritime's primary concern. The Academy does not expect any member of the campus community to jeopardize his/her safety by attempting to travel to the Academy in an emergency or disaster that affects Cal Maritime campus and/or the surrounding areas.

Students who are physically unable to attend class will be provided with information regarding classroom and academic assignments. The academic departments will be available to support students in completing missed class work, and faculty will be instructed to make accommodations to allow for make-up work.

Any questions regarding this notice should be directed to the Academic Dean's Office. If students have any post-event disability special accommodation needs, contact Disabled Student Services at x1283.

Employees with accommodation needs for any post-event related disability, contact the Disabled Employee Program, Human Services at 1135.

Students, parents, employees, and community members may call the Cal Maritime Emergency Information Hotline, 707-654-1800, for the latest information.

5.1 Emergency Evacuation Plan

5.1.1 Purpose

If a mass evacuation is necessary, this is a plan to reduce the possibility of death or injury to members of the campus community through an organized evacuation procedure.

5.1.2 Objectives

- To alert the campus community that a hazard exists
- To conduct an orderly and safe evacuation using designated routes
- To ensure that the evacuation is conducted in a safe and orderly manner
- To warn the campus population through the use of:
    - Loud speakers in Police Services vehicles and/or hand held units
    - Telephones (including cellular and satellite)
    - ConnectED (automated phone calls, emails, and text messages)
    - Building fire alarms
    - Police Services, Facilities Management, Housing and Residential Life and emergency response personnel

5.1.3 Plan Activation

When an evacuation is ordered by emergency or Academy personnel, everyone must leave the buildings they are occupying immediately and in an orderly fashion using the nearest designated exit.

Building Monitors will assist in directing students, staff, faculty and visitors to the designated evacuation areas and safety zones. Evacuation of all or part of campus facilities may be deemed necessary depending on the type of disaster or emergency.

The evacuation of disabled and/or injured people will be given a high priority in all emergencies. These people will be evacuated in accordance with the building's evacuation plan.

If total evacuation from the campus is necessary, EOC personnel will consult with civil authorities and provide specific instructions for safe evacuation.

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

However, nothing in this section prevents emergency or Academy personnel from taking immediate action, including evacuating areas of campus, if necessary to protect life and/or property.

5.1.4 Elevator Evacuation

If an elevator is out of service, it should be reported to Facilities immediately. Emergency telephones and instructions for their use are inside each elevator's control panel in a clearly marked compartment.

The California Maritime Academy's contract for inoperable elevator response requires the contracted elevator company to respond immediately when occupants are trapped in an elevator.

The Academy's response to a call regarding an inoperable elevator is as follows:

- Police Services will respond immediately upon receipt of a call of an inoperable elevator in which occupants are trapped.
- Police Services will assess the incident to determine if an emergency exists and if it is necessary to contact additional agency support for emergency evacuation such as the Vallejo Fire Department.
- Police Services will notify Facilities Management who will coordinate notification and response time with the elevator company.
- Police Services will place an "out of order" notice on the outside elevator doors and attempt to comfort and reassure any occupants.
- Occupants should not evacuate from an inoperative elevator unless supervised by the fire department, a qualified elevator repair technician, or individuals trained in critical response.
- If the elevator is unoccupied during a breakdown, the procedures described in the plan for *Significant Power Outage* will be followed.

5.1.5 Campus Evacuation & Safe Zones

Safe Zones are outdoor areas that have been designated as rallying points for personnel and staging areas for evacuation from the campus.

The following areas have been pre-identified as Safe Zones, though emergency response personnel may designate additional or substitute areas for evacuations depending on the nature of the incident:

- Campus Main Quad
- F Parking Lot
- Bodnar Field
- Student Center Lawn
- Robert Hammaker BBQ Area
- Boathouse Parking Lot
- Pier (for TSGB residents)

5.1.6 Evacuation from Campus

If evacuation of the campus becomes necessary, Police Services or EOC personnel will coordinate the evacuation route with civil authorities. Once the route is determined, emergency personnel will disseminate information about where to muster and safe routes off of and away from campus. State law requires everyone on campus to immediately comply with all evacuation orders.

5.1.7 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the “all clear” signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the “all clear” signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations.

5.2 Earthquake Response Plan

5.2.1 Threat Assessment

Earthquakes are considered to be one of the most potentially destructive threats to life and property in Solano County. A moderate to severe seismic incident on any of several fault zones in relative close proximity to the County is expected to cause:

- Extensive property damage, particularly to pre-1930's non-reinforced masonry structures. At CMA, the Pool and Gym may be severely damaged.
- Significant numbers of fatalities and injuries.
- Damage to water and sewage systems.
- Disruption of communications systems.
- Broken gas mains and petroleum pipelines, resulting in numerous fires.
- Disruption of transportation arteries.
- Competing requests for scarce mutual aid response resources.

Fear of an earthquake is inherent in our population and demographic location, and immediate fear breeds panic. Panic reactions may cause unneeded stress on the response personnel who are trying to bring aid. Therefore, prompt action is required to calm people, reassure them of their safety, and provide food, medical care, and shelter to those in need. A system to identify, locate and reunite people would be essential.

Safeguarding the lives of employees and students is particularly important during an earthquake since everyone will be affected. Extensive search and rescue operations may be required to locate and assist trapped or injured people. Emergency medical care, food, and temporary shelter would be required for injured and displaced people and the campus may be isolated from the surrounding community during the initial recovery and response operations. Roads will be closed due to damage and asking for assistance from the City of Vallejo may not be possible if all of the municipal services are occupied in their own rescue operations.

Identification and storage of the deceased would pose significant problems; public health would also be a major concern.

Liquefaction

In addition to damage caused directly by ground shaking during an earthquake, liquefaction, where the ground liquefies, sandy materials saturated with water behave like a liquid, instead of like solid ground. The ground may sink or even pull apart. Sand boils, or sand "volcanoes," can appear.

Liquefaction can cause ground displacement and ground failure such as lateral spreads (essentially landslides on nearly flat ground next to rivers, harbors, and drainage channels) and flows. Overall, shaking does more damage to buildings and highway structures than liquefaction. But liquefaction damage can be a significant threat for

underground pipelines, airports (especially runways), **harbor facilities**, and road or highway surfaces.

According to the Solano County Emergency Operations Plan maps, Morrow Cove is in an extremely high risk area for liquefaction as the campus is built on an extension of a sandy beach and infill. If a major earthquake were to strike this area, there is potential for heavy to severe damage to roads, buildings and support structures.

5.2.2 Purpose

The purpose of this section is to provide instructions for those assisting the EOC personnel in dealing with the effects of a major earthquake that would cause severe damage to structures and endanger the lives of the people at CMA.

5.2.3 Plan Activation

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.2.4 Operational Response

A cursory inspection by Police Services and Facilities Management personnel will be completed to determine what buildings should be evacuated, what hazardous areas should be avoided, and what safe routes of egress from the buildings and facilities may be available.

Any decision to evacuate will be made as soon as possible and announced by loud speakers, telephones, ConnectED, direct contacts, fire alarms, and other methods available to emergency response personnel.

5.2.5 Safe Zones

If possible, employees and students need to remain in one of the Safe Zones until it is deemed safe to do otherwise. A general muster will be taken of employees, students, and visitors. Instructions or information about road conditions and the situation in general will also be provided at the Safe Zones.

A determination of the conditions of campus facilities and the extent of damage to areas outside the Academy will be reported to the EOC.

If necessary, emergency evacuation procedures may be instituted to safeguard the people caught on campus during a major earthquake.

The Emergency Operations Center may be activated along with the establishment of other essential services such as medical aid, emergency shelters, food and water distribution areas, rescue and recovery operations, and survivor registration.

5.2.6 Care and Shelter – Resources and Agencies

During a disaster, the EOC Director may activate a Mass Care Facility. Operation of a Mass Care Facility will necessitate coordination with the Solano Operational Area Emergency Operations Center, the American Red Cross and other civil authorities. On-campus coordination of the facility will be the responsibility of the Care and Shelter unit. These plans are based on the presumption that appropriate MOUs are in place.

5.2.7 Emergency Food, Care, and Shelter

Rationing of food and water may be required. Local tap sources may be turned off, unavailable due to system wide damage and/or contaminated. Please be prepared to conserve that which will be available. Facilities Management will seal boiler tanks and other appropriate water sources for emergency drinking water.

Personnel assigned to safe areas and rally points will assist in passing out food and water. To conserve resources, it may be necessary to enforce scheduled eating times.

In the shelters, volunteers may be called upon to help set up and service emergency lighting and assist with other infrastructure needs. People in the shelters need to be vigilant against looting or mob type intimidation.

5.2.8 Mutual Aid

Requests for aid from State, municipal or other emergency services will be made through the Solano County OA EOC, in accordance with established procedures and requirements of SEMS/NIMS. We also have the option to request mutual aid from other CSU campuses.

In a disaster, our requests for assistance may be a low priority for external agencies. Outside of the Academy gates, there will be competition for emergency services and we should expect outside assistance to be significantly delayed. The Academy's emergency capabilities and resources must be maximized.

5.2.9 Search and Rescue

Search and Rescue teams will be created from volunteers and unoccupied disaster service workers. It is expected that these teams will consist primarily of trained personnel, Academy employees, cadets on the Cal Maritime Emergency Response Team, and volunteers who possess some skill, familiarity of the campus and basic safety training.

5.2.10 Longer Term Planning

In the event of a catastrophic earthquake where outside areas are affected and travel is disrupted, employees and students may be required to remain on campus for an unplanned for length of time. While our capability to feed, shelter and provide water is limited, it may still be necessary to assist a sizable population in need on the Academy campus.

5.2.11 Restoration Efforts

Once the safety and welfare of personnel and students is assured and the danger to property and equipment has been reduced, recovery and repair operations will receive primary consideration.

Efforts made by Facilities Management may involve the restoration of utilities, electrical and machinery areas, specialized areas such as medical services, information technology, offices and other support facilities. These restoration efforts are essential steps to achieve the implementation of the Academic Recovery Plan. Assistance required at this time will include but not be limited to:

- an increase in staff
- emergency food and housing services
- emergency procurement
- provisions for an emergency expenditure of funds

5.2.12 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the “all clear” signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the “all clear” signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations.

5.3 Epidemic Response Plan

5.3.1 Purpose

The purpose of the epidemic response plan is to provide instructions for assisting EOC personnel in dealing with the human and economic effects of an epidemic that would cause disruption to the operations of the Academy and endanger the lives of the Academy community.

5.3.2 Plan Activation

This plan may be activated in situations where epidemic conditions significantly impair normal Academy operations.

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.3.3 Pandemic Conditions

A pandemic occurs when a new virus appears against which the human population has no immunity, resulting in epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport, as well as urbanization and overcrowded conditions, epidemic conditions can develop in many countries as virus are likely to quickly take hold around the world. Pandemics have the potential to negatively impact campus operations and must be planned for.

5.3.4 Reporting and Tracking

To enable emergency personnel to rapidly respond to outbreaks of infectious disease, federal, state, and local laws require health care workers to report certain conditions to health officials. The Director of the Student Health Center is responsible for making all statutory notifications to health officials.

5.3.5 Operational Response

Specific response procedures are outlines in the Cal Maritime Business Continuity Plan for Pandemic Influenza. The Pandemic Influenza Plan is currently being updated and will be available on the campus website.

5.3.6 Care and Shelter – Resources and Agencies

Cal Maritime will follow directions from County Health in maintaining food, care, and shelter for the campus community.

The County Health Officer will provide the campus health care providers with specific guidelines on response and preparations for any reported diseases that could impact campus operations or require a response from the campus administration, Police Services, facilities and additional health care and emergency response personnel.

Academy Police Services and additional response personnel will assist students and employees in such an emergency including providing measures and information to help prevent the spread of diseases or contaminants. If necessary, Police Services will need to quarantine or restrict the use of part or all of Academy facilities during the emergency. If feasible, students who become ill may be moved to separate facilities to isolate them from the general population should they become ill with a contagious disease.

5.3.7 Emergency Care and Provisions

If epidemic conditions are reported throughout the county and a large percentage of the population is affected, external agencies may not be able to respond quickly as their personnel will be spread thin as well as the possibility that they may also be sick and unable to respond. Academy emergency capabilities must be maximized.

Assistance that may be required during the emergency care phase includes:

- An increase in staff, particularly those with medical training
- Emergency food, care and shelter services
- Emergency medical supplies and equipment
- Emergency procurement
- Provisions for an emergency expenditure of funds

Based on information from the County Health Officer, the Academy Policy Council may be required to make decisions regarding Academy operations and all or part of the EOC may be activated.

5.3.8 Resume Normal Operations

Working with information from the Solano County Health Department, the Academy EOC Director and Policy Council will determine when normal operations will be in effect on campus. The Public Information Officer will keep the Academy community informed of the current status of campus operations.

5.4 Explosion and/or Aircraft Crash Response Plan

5.4.1 Threat Assessment

An unintentional or unexpected explosion can occur for many different reasons including a gas line rupture, boiler over-pressurization, bomb, chemical combustion, or vehicle collision or aircraft crash.

There are many different variables that would make responding to an explosion fall under the emergency and disaster plan such as size, type and location. For example, if the explosion were simply a car fuel tank erupting in flame in a parking lot, normal fire procedures would be adequate to contain and extinguish the fire. However, if a fuel tanker truck were to explode on the pier while refueling the TSGB, the damage that would occur could be catastrophic. Containment and response to an incident such as that would require the activation of the emergency plan as well as the participation of more than one agency.

5.4.2 Purpose

To provide a framework for the Emergency Operations Center personnel respond to an explosion or aircraft crash occurring on or near the Academy in such a case, when the accident/disaster may threaten life or property of Academy personnel or facilities.

5.4.3 Plan Activation

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.4.4 Special Considerations – Location

An explosion's location must also be considered. A relatively small explosion may result in a chain reaction setting off combustible material nearby resulting in much more damage than the initial incident would have produced alone. There will also be secondary damage to both personnel and property due to a shockwave. Take precautions around broken glass and unstable buildings.

5.4.5 Special Considerations – Hazardous Materials

Of the many types of explosions possible in an industrial area, one taking place near hazardous materials could be the most dangerous. If an explosion occurs in an area containing hazardous materials, there will secondary results to take into consideration such as a release of toxic materials into the air in the area of the initial explosion. If hazardous material were to be released into the air due to an explosion in an environment such as a small campus, the contamination could cause ill health in many people. Proper protection measures must be implemented including shelter in place and the use of PPEs.

5.4.6 Reporting an Explosion

Because of the many different factors to take into consideration when dealing with explosions in an industrial environment, it is imperative that the reporting person and the dispatcher ascertain as much information as they can during the initial report to give to the proper response agency such as the Vallejo Fire Department and HAZMAT teams. Include specific location, if there is any danger of secondary explosions, response efforts already underway, if there are any injured including how many, what caused the explosion and what (if any) chemicals have been released into the atmosphere.

Health and Safety Code §13107 requires that all fires and explosions in State-occupied buildings or on State property be promptly reported to the State Fire Marshal. To report a fire or explosion, call 916-323-7390 (24/7 number). Fire / explosion reports must include the following information:

- Type of incident (fire, explosion, etc)
- Location of incident
- Time of incident
- Was Fire / Police Department dispatched
- Information on any fatalities or injuries
- Name and phone number for a call back

5.4.7 Operational Response

In the case of an explosion that is large enough to case sever damage and disrupt or stop activities on the Academy campus, the Emergency Plan will be activated. As the initial responders, Cal Maritime Police Services will take the following action:

- Contact Vallejo Fire and Police departments for more and specialized assistance
- When the scene becomes stabilized, conduct a Situation Analysis by obtaining information of exactly who is involved (casualties and/or potential victims). This includes identifying what is involved (buildings and other property and identifying markings on containers, vehicles or aircraft), and then ensuring that resources are allocated properly
- Provide EOC personnel with information gathered so that they can relay requests for assistance and reports to external emergency response agencies

5.4.8 Explosion in a Building or Enclosed Space

In cases where buildings are involved, department managers will:

- Conduct a head count to ensure that their assigned personnel are accounted for and are present;
- Keep personnel from re-entering the building
- Move building residents and occupants to safe zones

If needed, Residence Life and Food Services will coordinate the temporary reassignment of rooms and eating arrangements. The State Fire Marshal must be notified of all explosions in buildings. See section 5.4.6 for more information.

5.4.9 Airplane Crash

In case of an airplane crash on or near the campus, the first responders on the scene need to **find and help any survivors while keeping themselves out of danger.** First responders may have to extinguish fires in or around the aircraft.

Set up a safety zone away from the downed craft.

While rescue operations are taking place, contact the Vallejo Police and Fire departments and if necessary, the United States Coast Guard (Sector San Francisco).

Keep the area clear of onlookers. Responders at the field level need to make sure to not allow crowds to gather at the crash site as they may interfere with rescue operations and hamper emergency vehicles from reaching the scene.

5.4.10 Care and Shelter – Resources and Agencies

In the case of a very serious explosion or large plane crash, the ability of the California Maritime Academy to accommodate the amount of people needing aid may become exhausted. In this case, help from outside agencies would be needed to assist in saving and preserving life. The following sections briefly summarize mutual aid and the help outside agencies can offer in time of need:

5.4.11 Red Cross – Mass Care

During a disaster, the EOC may activate a mass care facility. The operation of a mass care facility will necessitate coordination with the Solano County OA EOC, the American Red Cross and other civil authorities. On-campus coordination of the facility will be the responsibility of the Care and Shelter unit. These plans are based on the presumption that appropriate MOUs are in place.

5.4.12 Emergency Food, Care and Shelter

Rationing of food and water may be required. Assignment of personnel to safe areas and rooms may be necessary to implement rationing and other actions such as eating schedules, emergency lighting and protection against looting. Facilities Management will seal boiler tanks and other appropriate water sources for emergency drinking water.

5.4.13 Mutual Aid

Requests for aid from State, municipal or other emergency services will be made through the Solano County OA EOC, in accordance with established procedures and requirements of SEMS/NIMS. We also have the option to request mutual aid from other CSU campuses.

In a disaster, our requests for assistance may be a low priority for external agencies. Outside of the Academy gates, there will be competition for emergency services and we should expect outside assistance to be significantly delayed. The Academy's emergency capabilities and resources must be maximized.

5.4.14 Search and Rescue

Search and Rescue teams, disaster service workers and similar functions will be made available for assignment. It should be expected that these teams would consist primarily of trained Academy employees.

5.4.15 Restoration Efforts

Once the safety and welfare of personnel and students is assured and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration. Completion of restoration efforts by Facilities Management may involve restoration of utilities, electrical and machinery areas, specialized areas such as medical services, information technology, offices and other support facilities. These restoration efforts are essential steps to achieve implementation of the Academic Recovery Plan. Assistance required at this time will include but not be limited to:

- an increase in staff
- emergency food and housing services
- emergency procurement
- provisions for an emergency expenditure of funds

5.4.16 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the “all clear” signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the “all clear” signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations.

5.5 Fire Response Plan

5.5.1 Threat Assessment

Wild land fires are considered a significant and recurrent threat in Solano County, particularly in those rural areas of increased population. Western Solano County is mountainous, where steep slopes and deep canyons with dense vegetation cover and relatively poor access for firefighting equipment add to the risk and difficulty in preventing and managing wild land fires.

The vegetation surrounding the Academy along the western hillside is most susceptible to wild fire and has caught fire before in 2003 and 2009. During the summer and autumn months, fire prevention awareness needs to be practiced to maintain a safe environment.

5.5.2 Purpose

To assist Emergency Operations Center personnel in dealing with fires which are beyond the scope of normal Police and Facilities Management operational plans.

5.5.3 Plan Activation

Any incident of a fire occurring on the California Maritime Academy campus will involve Police Services, Facilities Management and the local Fire Department. A fire in any Academy building or facility may result in the loss of life or injuries, damage to physical structures, release of chemicals or biological hazards. Therefore, any suspected fire, smell of smoke, or visible manifestation of a fire must be considered as a working fire and treated by responding personnel as factual rather than as a possibility.

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.5.4 Operational Response

<u>In any situation where a fire is known to exist or if a fire is suspected, the following steps must be taken:</u>

From on campus phones, dial 911 and report the situation then call Police Services and state the following to both departments:

- Your name, location, and the reason you suspect (or know) a fire exists
- Whether or not you have notified the Fire Department
- Whether or not you know of people trapped by the fire
- Whether or not you know of hazardous materials near the fire
- Answer any questions asked of you

Upon report of a Fire, the on-duty Police Services Officer will:

- Notify all other Police Services officers on-duty
- Confirm with the local Fire Department that they have been notified
- Notify the CMA Chief of Police and any necessary campus resources

Upon arriving at the fire, Police Services personnel will:

- Immediately respond to the reported site, perform an analysis of the hazard and communicate any pertinent information to a Vallejo Fire Department dispatcher
- Ensure evacuation of the affected facilities
- Assume position of Incident Commander, until relived of the position
- Coordinate with Housing personnel
- Assist in evacuation of the facility
- Follow any and all instructions given by Fire Department personnel
- Direct trained staff members in the building who will guide the evacuation process and provide information at the safe zone as to missing and injured persons or specific information about the incident
- Environmental Health and Safety will provide advice and direction regarding response to HAZMAT hazards
- Facilities Management personnel will provide information about the mechanical structure of the building, the fire alarm system, and any available Academy resources that may be useful.

The State Fire Marshal must be notified of all fires on campus, including wild land fires. See section 5.4.6 for more information.

5.5.5 Care and Shelter – Resources and Agencies

In the case of a very serious fire, the ability of the California Maritime Academy to accommodate the amount of people needing aid may become exhausted. In this case, help from outside agencies would be needed to assist in saving and preserving life. The following sections briefly summarize mutual aid and the help outside agencies can offer in time of need:

5.5.6 Red Cross – Mass Care

During a disaster, the EOC may activate a Mass Care Facility. Operation of a Mass Care Facility will necessitate coordination with the Solano County OA EOC, the American Red Cross and other civil authorities. On-campus coordination of the facility will be the responsibility of the Care and Shelter unit. These plans are based on the presumption that appropriate MOUs are in place.

5.5.7 Emergency Food, Care and Shelter

Those individuals, students or administrators whose places of living were affected by a major fire will need to be housed in an alternate location. The TSGB, if available, would be the shelter of choice in this situation. Rationing of food and water may be required. Assignment of personnel to safe areas and rooms may be necessary and other actions such as establishing eating schedules, providing emergency lighting and protection against looting may be required. Facilities Management will seal boiler tanks and other

appropriate water sources for emergency drinking water. If necessary, arrange with the TSGB chief engineer to use the ship's facilities such as the desalinization plant to make drinking water.

5.5.8 Mutual Aid

Requests for aid from State, municipal or other emergency services will be made through the Solano County OA EOC, in accordance with established procedures and requirements of SEMS/NIMS. We also have the option to request mutual aid from other CSU campuses.

In a disaster, our requests for assistance may be a low priority for external agencies. Outside of the Academy gates, there will be competition for emergency services and we should expect outside assistance to be significantly delayed. The Academy's emergency capabilities and resources must be maximized.

5.5.9 Search and Rescue

Search and Rescue teams, disaster service workers and similar functions will be made available for assignment. It should be expected that these teams would consist primarily of trained Academy employees.

5.5.10 Restoration Efforts

Once the safety and welfare of personnel and students is assured, and the danger to property and equipment has been reduced, recovery and repair operations will receive primary consideration. Completion of restoration efforts by Facilities Management may involve restoration of utilities, electrical and machinery areas, specialized areas such as medical services, information technology, offices and other support facilities.
These restoration efforts are essential steps to achieve implementation of the Academic Recovery Plan. Assistance required at this time will include but not be limited to:

- an increase in staff
- emergency food and housing services
- emergency procurement
- provisions for an emergency expenditure of funds

5.5.11 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the "all clear" signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the "all clear" signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations.

5.6 Flood Response Plan

5.6.1 Threat Assessment

Significant, damaging flooding occurs in portions of Solano County approximately every five to ten years. Warnings are usually given several hours to a few days before such floods. Evacuation and last minute sandbagging then lessens the flood's impact.

5.6.2 Purpose

To assist Emergency Operations Center personnel in dealing with flood situations beyond the scope of normal Police Services and Facilities Management operational plans.

5.6.3 Plan Activation

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.6.4 Flood Types and Risks

Floods are classified as either slow-rise or flash flood. An example of a slow rise is that of a river, creek or stream overflowing its banks and inundating the surrounding area. This can block roads and cause sewer systems to back up contaminating areas with waste. One of the dangers of a slow rise flood is that the flooded area will still be affected by the natural current of the river, creek or stream that caused the flooding. It is imperative that responders and field level crews stay out of the water unless they have taken proper safety precautions.

Flash floods are sudden inundations caused by extremely fast rising water levels which overwhelm normal storm drainage facilities. The water from a flash flood will flow towards the lowest point at a high rate of speed, often described as a "wall of water". Flash floods do not have to be large to be dangerous. A flood of two feet with a fast current will wash stranded vehicles away. Stay clear of the path of the flowing water and take measures to keep other people away.

Another danger associated with both slow rise and flash flooding is that debris will be picked up by the waters and moved at the same rate of speed as the water is flowing. Injuries and property damage associated with floods are often caused by fast moving debris. Stay out of the water.

Due to the campus being located on a low lying section of infill surrounded by steep hills, the Academy is affected by significant storm water runoff and periodically experiences some level of flooding and/or mudslide(s). In 2004, the hillside opposite the Steam Simulator gave way, covering Maritime Academy Drive and blocking all vehicle access via that route to lower campus.

Historically, the Academy has not experienced flooded buildings or parking lots, but a significant flood or mudslide would negatively affect classroom buildings, computer labs, dining facilities, athletic facilities, the student medical center and administrative buildings. These areas may also be vulnerable to ground contamination after flooding.

5.6.5 Operational Response

Flooding and/or mudslides should be immediately reported to Police Services so that an assessment of safety and potential for damage may be conducted. Police Services may consult with Facilities Management to complete an assessment and provide the Emergency Executive with an assessment and recommendations regarding Academy operations.

Once flooding and/or mudslides begin, emergency personnel will be needed to assist in the following assignments:

- Rescuing persons trapped by flood water/mudslide
- Securing utilities
- Cordoning off flooded areas of the campus
- Controlling traffic on campus and in the surrounding community
- Moving equipment and records to prevent further damage
- Sandbagging

If the Academy is closed due to flood/mudslide conditions, emergency personnel may assist in coordinating transportation for employees and students to off campus areas. Additional emergency response and recovery operations by Facilities Management and Environmental Health and Safety may be required to address problems associated with the water supply and sewer system for the Academy.

5.6.6 Care and Shelter – Resources and Agencies

In the case of a significant flood, the ability of the California Maritime Academy to accommodate the amount of people needing aid may become exhausted. In this case, help from outside agencies would be needed to assist in saving and preserving life. The following sections briefly summarize mutual aid and the help outside agencies can offer in time of need:

5.6.7 Red Cross – Mass Care

During a disaster, the EOC may activate a Mass Care Facility. Operation of a Mass Care Facility will necessitate coordination with the Solano County OA EOC, the American Red Cross and other civil authorities. On-campus coordination of the facility will be the responsibility of the Care and Shelter unit. These plans are based on the presumption that appropriate MOUs are in place.

5.6.8 Emergency Food, Care and Shelter

Those individuals, students or administrators, whose residences are affected by the flood or mudslide, will need to be housed in an alternative location. The TSGB, if available, would be the shelter of choice in this situation. Rationing of food and water may be required. Assignment of personnel to safe areas and rooms may be necessary,

and other actions such as eating schedules, emergency lighting and protection against looting may be required. Facilities Management will seal boiler tanks and other appropriate water sources for emergency drinking water.

5.6.9 Mutual Aid

Requests for aid from State, municipal or other emergency services will be made through the Solano County OA EOC, in accordance with established procedures and requirements of SEMS/NIMS. We also have the option to request mutual aid from other CSU campuses.

In a disaster, our requests for assistance may be a low priority for external agencies. Outside of the Academy gates, there will be competition for emergency services and we should expect outside assistance to be significantly delayed. The Academy's emergency capabilities and resources must be maximized.

5.6.10 Search and Rescue

Search and Rescue teams, disaster service workers and similar functions will be made available for assignment. It should be expected that these teams would consist primarily of trained Academy employees.

5.6.11 Restoration Efforts

Once the safety and welfare of personnel and students is assured, and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration. Completion of restoration efforts by Facilities Management may involve restoration of utilities, electrical and machinery areas, specialized areas such as medical services, information technology, offices and other support facilities. These restoration efforts are essential steps to achieve implementation of the Academic Recovery Plan. Assistance required at this time will include but not be limited to:

- an increase in staff
- emergency food and housing services
- emergency procurement
- provisions for an emergency expenditure of funds

5.6.12 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the "all clear" signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the "all clear" signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations.

5.7 Hazardous Materials Incident Response Plan

5.7.1 Threat Assessment

A wide variety of hazardous materials are present throughout Solano County and at the Academy. The most likely hazards include accidents involving hazardous materials in transit onto or off of the Academy, stored on the Academy, and in transit on area highways (specifically I-80, CA-29, and CA-37) and on vessels on the Carquinez Strait. Refinery accidents in Contra Costa County or Benicia also have the potential to impact campus.

Hazardous materials are stored, used in manufacturing and agriculture, and moved by truck, train and pipeline. The materials may be poisonous, corrosive, explosive or flammable. The poison effect may be due to chemical, radioactive or biological properties of the materials. The physical state may be as a solid, fine powder, liquid or gas, perhaps under great pressure. Quantities range from a few grams in a test tube to large storage tanks.

All chemical, biological, and radioactive materials normally stored and properly handled pose no threat to the Academy or the surrounding community. During times of natural or manmade disasters, these materials become a concern to the Academy community and emergency personnel who may be called to respond to an affected area.

To prevent loss of life, containment of a hazardous substance is first priority and immediate action is needed after a release or discharge of harmful material. Since the release may have happened because of another emergency situation such as an earthquakes, fire, explosion, aircraft accident, flood, sabotage, vehicular accident, etc., the responders and field level workers will need immediate information as to what material they may encounter and what countermeasures and protections they will need in addition to their normal response kits.

Also, an accidental release of hazardous materials on campus could pose a threat to individuals on campus and in the immediate surrounding community. Therefore, any report of a suspected spill, reaction, release or condition involving hazardous chemicals or biological agents will be considered factual by responding personnel.

5.7.2 Purpose

To assist EOC personnel in dealing with chemical, biological, and radioactive hazards that may endanger life, threaten the environment, or cause damage and loss of property.

5.7.3 Plan Activation

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.7.4 Operational Response

A hazardous material (HAZMAT) incident needs to be immediately communicated to the Police Services and Environmental Health and Safety departments who will then call in the Vallejo Fire Department HAZMAT team.

The Contra Costa County Community Warning System notifies the Academy of refinery accidents and other hazardous situations affecting Crockett, Rodeo, and Port Costa via telephone, text message, and email.

If the hazardous material is airborne, sound the general alarm and communicate to all campus personnel to close and lock all building windows and doors, turn off any ventilation systems and shelter in place until more information can be given. Use all available communication systems.

5.7.5 Material Communications

For the responders to arrive properly prepared, the following information needs to be given to the HAZMAT team and Police Services:

- Location of the incident
- Type of incident (spill, leak, fire, explosion, etc.)
- General description of the hazardous material (caustic, poison, flammable liquid or gas, biological agent, etc.)
- Best direction of approach by emergency response units taking into account wind direction, blocked streets, and access (if known by the caller)
- Estimate of immediate needs for ambulances and/or fire services

Upon receiving the report of a hazardous material incident, the Community Service Specialist will immediately notify:

- **The Vallejo Fire Department**
- Police Services personnel
- Environmental Health and Safety personnel

Upon report of a hazardous materials incident, Police Services and Facilities Management personnel will:

- Immediately respond to the reported site, **IF SAFE TO DO SO,** perform an analysis of the hazard and communicate any pertinent information through the dispatcher to the Fire Department.
- Follow instructions given by Fire Department personnel or trained response personnel

The Police Services Department will be responsible for establishing an initial safe perimeter to the incident and will remain in control of the scene until relieved by Environmental Health and Safety or the proper response agencies.

5.7.6 Care and Shelter – Resources and Agencies

Police and Police Services shall respond and establish a safe perimeter. Vallejo Fire will act as the primary response unit to reports of major hazardous materials incidents on the Cal Maritime campus.

If the hazardous material release is significant, portions of the campus will be off limits for a period of time which would disrupt normal academic activities and the normal operation of the Academy until decontaminated.

5.7.7 Red Cross – Mass Care

During a HAZMAT disaster, the EOC may need to activate a Mass Care Facility. Operation of a Mass Care Facility will necessitate coordination with the Solano County OA EOC, the American Red Cross and other civil authorities. On-campus coordination of the facility will be the responsibility of the Care and Shelter unit. These plans are based on the presumption that appropriate MOUs are in place.

Those individuals, students or administrators, whose residences are affected by a HAZMAT release, will need to be housed in an alternative location. The TSGB, if available, would be the shelter of choice in this situation. Rationing of food and water may be required. Assignment of personnel to safe areas and rooms may be necessary, and other actions such as eating schedules, emergency lighting and protection against looting may be required. Facilities Management will seal boiler tanks and other appropriate water sources for emergency drinking water.

5.7.8 Emergency Food, Care and Shelter

If the location/scope of the hazardous materials incident bars access to the dining facilities, then an alternative site must be identified for food distribution. If possible, TSGB would serve as the alternative site for meals and/or shelter depending on the specifics of the situation.

Depending on the extended timeframe of the hazardous materials incident, students and administrators may need to be housed elsewhere. Rationing of food and water may be required. Assignment of personnel to safe areas and rooms may be necessary, and other actions such as eating schedules, emergency lighting and protection against looting may be required. Facilities Management will seal boiler tanks and other appropriate water sources for emergency drinking water.

5.7.9 Mutual Aid

Requests for aid from State, municipal or other emergency services will be made through the Solano County OA EOC, in accordance with established procedures and requirements of SEMS/NIMS. We also have the option to request mutual aid from other CSU campuses.

In a disaster, our requests for assistance may be a low priority for external agencies. Outside of the Academy gates, there will be competition for emergency services and we should expect outside assistance to be significantly delayed. The Academy's emergency capabilities and resources must be maximized.

5.7.10 Search and Rescue

Search and Rescue teams, disaster service workers and similar functions will be made available for assignment. It should be expected that these teams would consist primarily of trained Academy employees. Due to the nature of the HAZMAT response, proper personal protective equipment (PPE) will be worn at all times during rescue operations.

5.7.11 Restoration Efforts

Once the safety and welfare of personnel and students is assured, and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration. Completion of restoration efforts by Facilities Management may involve restoration of utilities, electrical and machinery areas, specialized areas such as medical services, information technology, offices and other support facilities.

These restoration efforts are essential steps to achieve implementation of the Academic Recovery Plan. Assistance required at this time will include but not be limited to:

- an increase in staff
- emergency food and housing services
- emergency procurement
- provisions for an emergency expenditure of funds

5.7.12 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the “all clear” signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the “all clear” signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations.

5.8 Riot or Terrorist Activity

5.8.1 Threat Assessment

Solano County hosts several Federal Government and US military installations, as well as high-profile public and private facilities, which could be the target of terrorist individuals or groups. Attacks against these or other state and local government facilities have the potential to cause mass casualties. In addition, these types of attacks may cause hazardous materials clean-up problems and the damage or destruction of critical utility, communications, and transportation systems.

Although precise targets remain classified, it is well known that the San Francisco Bay Region, even with base closures, is still home to a variety of high-profile potential targets. In short, considering Solano County's proximity to the Bay Region, we can consider ourselves to be in a targeted area.

Civil unrest, including riots and terrorist activity, creates a disruption of normal daily conduct and activities. Civil unrest can be prompted by specific events, such as concerts, sporting events, criminal trials or political action such as a violent protest.

5.8.2 Purpose

To provide instructions for EOC personnel in dealing with civil unrest or terrorist activity that may cause damage to the campus and/or endanger the lives of the Academy personnel or that of the immediate surrounding community.

5.8.3 Plan Activation

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.8.4 Operational Response

Police Services personnel will become overwhelmed and not be able to adequately deal with civil unrest or terrorist activity. Armed and sworn resources will be required. Since civil unrest or terrorist activity may occur anywhere on the campus or in the immediate community, plans have been developed on a generalized basis.

A known or suspected incident of civil unrest or terrorist activity should be reported to Police Services. The following information needs to be communicated to them:

- Your name, location, and the reason of a civil unrest (if it is a protest)
- Whether or not you know of people trapped in areas or buildings which have become targets or civil unrest of damaged due to a terror attack.
- Whether or not you know of any chemical or biological materials in the affected area
- Whether or not any chemical or biological agents are being used in the disruption

Estimate immediate needs for ambulances and fire service

5.8.5 Material Communications

The Community Service Specialist immediately:

- **Notifies the Vallejo Police and/or Vallejo Fire Department**
- Notifies Police Services and Facilities Management field units
- If a fire or explosion is reported as a result of the unrest, confirms with the Vallejo Fire Department that they have been notified and are responding
- Confirms notification with the Academy's Chief of Police who will coordinate the response and determine whether to request emergency assistance from other agencies.

During the incident, it may be necessary to establish curfews and to evacuate all or part of the campus. Following an incident of civil unrest or terrorist activity, it may be necessary for the Academic Recovery Council to create a plan to restore academic programs to normal operations, and Facilities Management to repair buildings, transportation routes and restore water and utility services.

5.8.6 Care and Shelter – Resources and Agencies

In the case of a significant civil unrest or terror attack, the ability of the California Maritime Academy to accommodate the amount of people needing aid may become exhausted. In this case, help from outside agencies would be needed to assist in saving and preserving life. The following sections briefly summarize mutual aid and the help outside agencies can offer in time of need:

5.8.7 Red Cross – Mass Care

During a severe incident of civil unrest which disrupts or stops normal Academy operations, the EOC may need to activate a Mass Care Facility. Operation of a Mass Care Facility will necessitate coordination with the Solano County OA EOC, the American Red Cross and other civil authorities. On-campus coordination of the facility will be the responsibility of the Care and Shelter unit. These plans are based on the presumption that appropriate MOUs are in place.

5.8.8 Emergency Food, Care and Shelter

Those individuals, students or administrators, whose residences are affected by a severe civil unrest or attack, may need to be housed in an alternative location. The TSGB, if available, would be the shelter of choice in this situation. Should access to the campus become blocked for a significant amount of time, rationing of food and water may be required.

Assignment of personnel to safe areas and rooms may be necessary, and other actions such as eating schedules, emergency lighting and protection against intruders may be required. If necessary, Facilities Management will seal boiler tanks and other appropriate water sources for emergency drinking water. The Chief Engineer of the TSGB may activate the ship's water desalinization plant if needed.

5.8.9 Mutual Aid

Requests for aid from State, municipal or other emergency services will be made through the Solano County OA EOC, in accordance with established procedures and requirements of SEMS/NIMS. We also have the option to request mutual aid from other CSU campuses.

In a disaster, our requests for assistance may be a low priority for external agencies. Outside of the Academy gates, there will be competition for emergency services and we should expect outside assistance to be significantly delayed. The Academy's emergency capabilities and resources must be maximized.

5.8.10 Search and Rescue

Search and Rescue teams, disaster service workers and similar functions will be made available for assignment. It should be expected that these teams would consist primarily of trained Academy employees.

5.8.11 Restoration Efforts

Once the safety and welfare of personnel and students is assured, and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration. Completion of restoration efforts by Facilities Management may involve restoration of utilities, electrical and machinery areas, specialized areas such as medical services, information technology, offices and other support facilities. These restoration efforts are essential steps to achieve implementation of the Academic Recovery Plan. Assistance required at this time will include but not be limited to:

- an increase in staff
- emergency food and housing services
- emergency procurement
- provisions for an emergency expenditure of funds

5.8.12 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the "all clear" signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the "all clear" signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations.

5.9 Severe Drought

5.9.1 Threat Assessment

Drought cycles occur every 7-11 years. During periods of drought, emergency response measures will consist of land use planning practices consistent with water conservation goals and various water conservation measures.

Historically, two years of limited rain and snow reduced runoff to streams and rivers to 47 percent and 22 percent for l976 and l977, respectively. An event such as this may create drought conditions that impact normal Academy operations. The local water infrastructure is the major water source for the Academy. Water is used for fire suppression, irrigation and domestic needs. The Solano County Water Agency and Regional Water Quality Agency are available to provide guidance to the Academy with regard to water use, drought conditions, well failure, and conservation needs.

5.9.2 Plan Activation

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.9.3 Operational Response

Facilities Management must take action to coincide with Solano County water conservation plans. Additional measure may be needed for alerting personnel affected by a severe drought. If also may become necessary to reduce or eliminate some campus operations and limit services due to severe drought or well failure.

During drought conditions, Facilities Management will closely monitor water usage and notify the EOC Operations Chief of changing conditions that may result. In the need for implementing water conservation or rationing/restriction plans, the Operations Chief and Planning/Intelligence Section Chief will advise the Emergency Executive when the need for different policy decisions arises.

The Emergency Executive will notify the campus and local community of Severe Drought Conditions at the Academy. The Policy Council Public Information Officer will prepare notifications that include information on conservation or restriction plans and the projected impact these restrictions will have on campus programs and services. Water conservation plans may include mandatory restrictions and rationing. Facilities Management will implement conservation and rationing plans and work with departments to monitor the requirements of the plans.

Campus landscaping will receive the lowest allocation in order to preserve water for maintaining fire fighting capabilities. The risk of fire will be heightened due to the drought causing unusually dry conditions affecting surrounding vegetation. Reclaimed water will also be used to provide fire suppression. Irrigation will be contingent upon

availability and needed reserve for fire suppression and related safety needs of the campus. Some facilities, such as the swimming pool, may have the water allocated for fire suppression and related safety needs of the campus.

5.9.4 Emergency Food, Care and Shelter

If the location/scope of the severe drought impacts the operations of the dining facilities, then an alternative site must be identified for food distribution. If possible, TSGB would serve as the alternative site for meals and/or shelter depending on the capability to import water for food preparation.

Depending on the extended timeframe of the drought, students and administrators may need to be housed elsewhere. Rationing of food and water may be required as well as instituting shifts for meal distribution. Facilities Management will seal boiler tanks and other appropriate water sources for emergency drinking water. The Chief Engineer of the TSGB may need to activate the ship's water desalinization plant to make fresh water should local sources be severely disrupted.

5.9.5 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the "all clear" signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the "all clear" signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations

5.10 Significant Power Outage Response Plan

5.10.1 Threat Assessment

Power outages usually a recurring event caused by a powerful storm knocking down sections of the electrical grid, or can even be caused by human such as a targeted terror attack taking power plants offline. In any situation where there is a power outage, many services are affected including water and fuel pumps, communications, home and building heating, food refrigeration and travel.

Power outages are also unpredictable in their duration as demonstrated in the 2007-2008 winter storms. This severe weather event knocked out power for much of the San Francisco Bay Area and Sacramento Area. The damage to the power grid was so severe that many places of high population density were left without electrical power for over a week.

A major power outage which could significantly affect the Academy's ability to function normally can occur at any time and at any location. The outage itself may not be destructive, but the breakdown of crucial electrical systems can lead to other consequences such as a serious injury, indoor environmental hazards or fire that endangers life and/or property.

5.10.2 Purpose

This section is designed to assist the Emergency Operations Center personnel in dealing with a major power outage at the Academy.

5.10.3 Plan Activation

The Emergency Executive may activate this plan and/or the Emergency Operations Center if warranted by the specifics of the situation. The Public Information Officer will announce activation of this plan and/or the EOC to the campus community using all available notification systems.

5.10.4 Operational Response

This type of emergency may result from natural or unnatural events. In dealing with a major power outage, there are many variables to take into consideration such as time of year, prevailing weather conditions, amount of people affected in residence halls, food storage capabilities, emergency generation capabilities, etc. A thorough evaluation of the situation must be made to determine what areas are in most need.

A decision to evacuate can be made by the Emergency Executive. Evacuations for a power outage can only commence when confirmation is received that the outage will continue for an extended period of time or if other conditions exist that pose a threat to safety. Notification of this decision will be made by available means and will be announced to the campus community as soon as possible.

The Public Information Officer will notify the local media of a campus evacuation and will provide updates based on periodic reports from the Operations Chief.

In all cases where employees and/or students are allowed to remain in buildings, periodic situation checks will be made. If a power outage should occur during the hours of darkness and classes are in session, the faculty should await assistance from police officers or emergency response personnel.

The EOC Director, in consultation with the President or Acting President, will determine if the campus should be closed or classes suspended. The Public Information Officer will notify the campus community of the current status of campus operations using all available notification systems.

Once the safety and welfare of personnel is ensured and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration.

Refer to the Emergency Evacuation Plan for guidelines pertaining to building and elevator evacuations.

5.10.5 Care and Shelter – Resources and Agencies

In the case of a significant power outage, the ability of the California Maritime Academy to accommodate the amount of people needing aid may become greatly limited. In this case, help from outside agencies would be needed to assist. The following sections briefly summarize mutual aid and the help outside agencies can offer in time of need:

5.10.6 Red Cross – Mass Care

During a disaster, the EOC may activate a Mass Care Facility. Operation of a Mass Care Facility will necessitate coordination with the Solano County OA EOC, the American Red Cross and other civil authorities. On-campus coordination of the facility will be the responsibility of the Care and Shelter unit. These plans are based on the presumption that appropriate MOUs are in place.

5.10.7 Emergency Food, Care and Shelter

If the location/scope of the severe power outage impacts the operations of the dining facilities, especially for food storage and food safety, then an alternative site must be identified for food distribution. If possible, TSGB would serve as the alternative site for meals, food storage and/or shelter.

Depending on the extended timeframe of the power outage, students and administrators may need to be housed elsewhere. Rationing of food and water may be required as well as instituting shifts for meal distribution. Facilities Management will seal boiler tanks and other appropriate water sources for emergency drinking water. The Chief Engineer of the TSGB may need to activate the ship's water desalinization plant to make fresh water should local sources be severely disrupted due to municipal pump stoppage.

5.10.8 Mutual Aid

Requests for aid from State, municipal or other emergency services will be made through the Solano County OA EOC, in accordance with established procedures and requirements of SEMS/NIMS. We also have the option to request mutual aid from other CSU campuses.

In a disaster, our requests for assistance may be a low priority for external agencies. Outside of the Academy gates, there will be competition for emergency services and we should expect outside assistance to be significantly delayed. The Academy's emergency capabilities and resources must be maximized.

5.10.9 Search and Rescue

Search and Rescue teams, disaster service workers and similar functions will be made available for assignment. It should be expected that these teams would consist primarily of trained Academy employees.

5.10.10 All Clear Signal and/or Resume Normal Operations

Only the EOC Director may approve announcement of the "all clear" signal. The EOC Director should consult the Policy Council before making this decision. The Public Information Officer will announce the "all clear" signal to the campus community using all available notification systems.

In a longer-term scenario, the Policy Council will determine when normal Academy operations will resume. The Public Information Officer will announce this information to the campus community and keep them updated on the status of campus operations.

6 Recovery and Demobilization

6.1 Demobilization Unit

In accordance with SEMS, the Planning Section will begin to draw up plans for demobilization of both equipment and personnel in anticipation of the emergency ending. To this end, a Demobilization Unit will be formed within the Planning Section.

The goal of the Demobilization Unit will be to provide a plan for the orderly transition from emergency status back to day-to-day operations. The Section Chief of Finance/Administration and Logistics will supervise all requests for reimbursement and recovery.

6.2 Documentation

6.2.1 Finance / Administration Documentation

The Finance/Administration Section personnel will collect the proper pay and time record for all response personnel, and all requests for reimbursement and recovery. The Personnel / Volunteers will collect the overtime and labor information for personnel reimbursement and pay.

Any additional labor and/or equipment costs documentation need to be coordinated with the Logistics section for proper record keeping and then forward such information to the proper Federal and State authorities.

The Finance Section will receive claims against the Academy resulting from the emergency and prepare documentation necessary for claims to be reviewed, investigated, managed and settled.

The Academy Risk Manager and the Finance Section will work together on demobilization efforts and documentation.

6.2.2 Logistics Documentation

The Logistics Section shall be responsible for maintaining accurate records of expended equipment and supplies during the emergency. All documentation for reimbursement and funding needs to be forwarded to the Finance and Administration Section.

6.2.3 Reimbursement Record Keeping

The Planning/Intelligence Section Chief will work with the demobilization unit in order to compile information relating to the costs associated with all reconstruction and facility repairs, including temporary housing, academic and facility's expenses.

The Finance Section will prepare documentation for reimbursement from the appropriate Federal and State agencies in coordination with the Planning / Intelligence Section Documentation Unit.

The documents prepared by the Demobilization Unit will be reviewed and authorized by the Planning Section Chief and made part of the Initial Action Plan (IAP) and will be reviewed as part of each IAP modification during the course of the emergency.

6.3 EOC Emergency Staffing

Individuals on this list may have access to the EOC. However, at various times their assignments may be in field operations within the campus or in the community.

[See Appendix A – Emergency Management Roster & Assignments – NAMES]

6.4 Emergency Preparedness Responsibilities of Academy Departments

Each department is responsible for preparing emergency guidelines, incorporating assigned responsibilities into job descriptions and providing release time for training.
The department guidelines should include:

1) Standardized departmental procedures for reporting emergencies

2) Name of department emergency coordinator(s) who would receive reports of emergencies, notify other appropriate Academy departments, and coordinate evacuation of the office and instructional areas.

3) Evacuation procedures, including guidelines for assisting individuals with disabilities.

4) Clearly marked and well known areas to use as Evacuation Safe Zones.

5) Name of Employee(s) responsible for completing a personnel head count at each safe zone location and then forward that information to Building Monitors.

6) Name of the employee responsible for procuring and maintaining supplies for a building's emergency kit.

7) Department procedures for registering employees for emergency response training such as CPR, First Aid and ICS/NIMS/SEMS.

7) Name of the employee responsible for maintaining lists of department employees trained and certified, providing annual updates of that information to their department manager and Police Services.

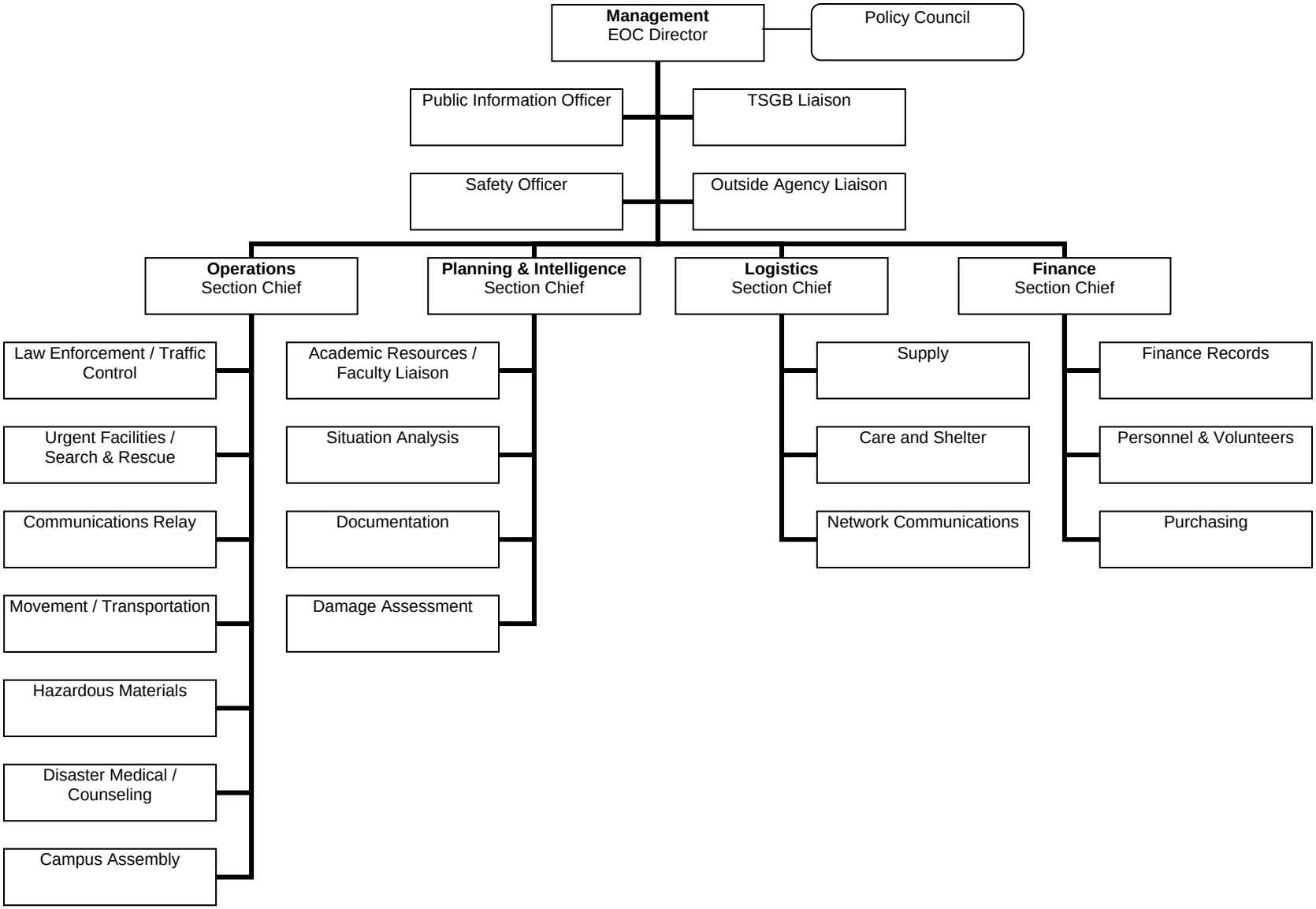
8) Name of the employee responsible for conducting an annual review of department guidelines and updating the information. The annual update will then be forwarded to their department manager and Police Services.

9) Name of employee responsible for conducting an annual emergency procedure review and department guidelines with faculty and staff in their department.

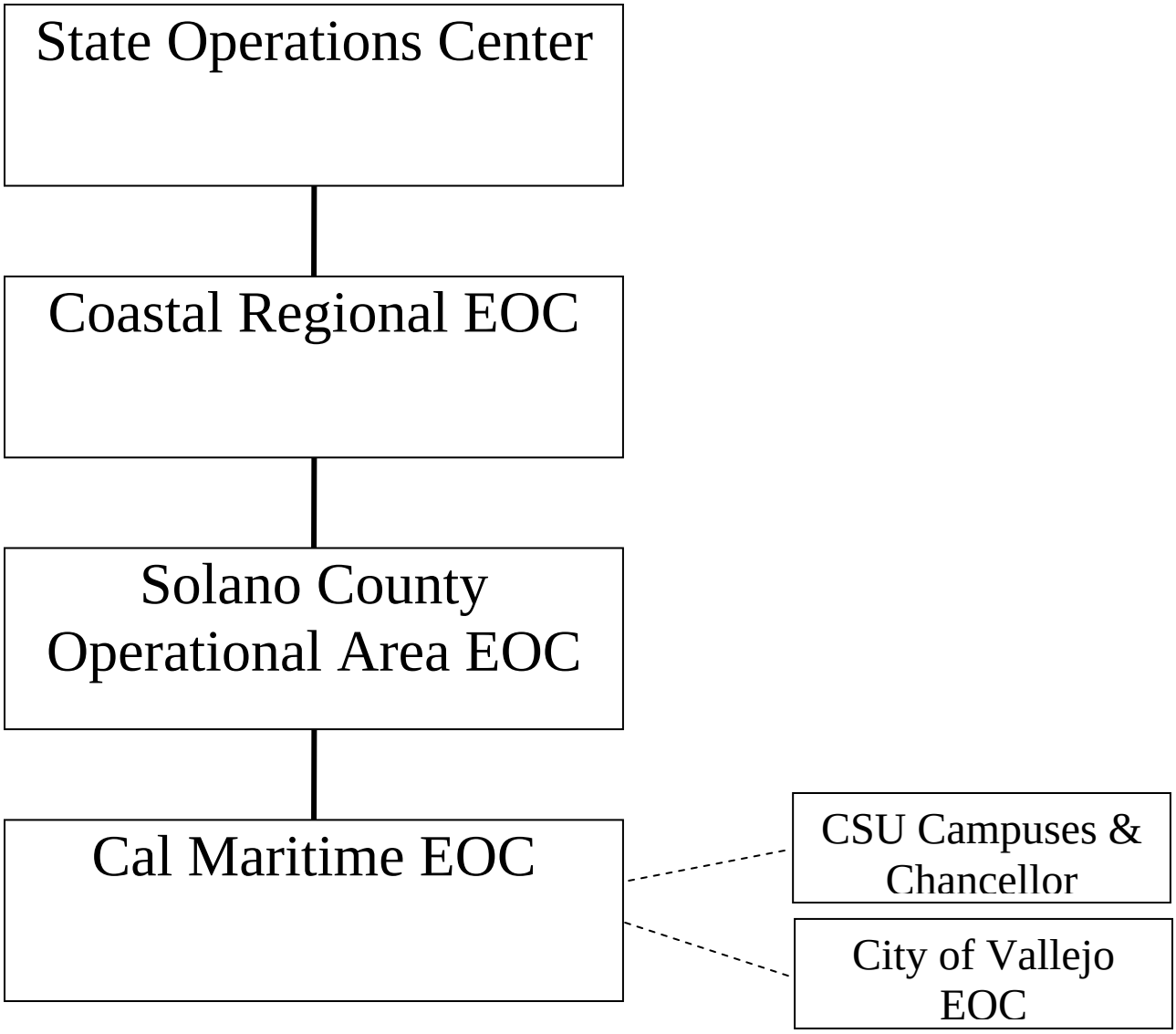
10) Name of the departmental employee who will conduct the new employee orientation in emergency guidelines.

The California Maritime Academy Emergency Preparation Task Force will assist the various departments in developing their own guidelines.

Appendix A – EOC Organization Chart



Appendix B – EOC Reporting Relationships



Appendix C – Emergency Management Roster

CAL MARITIME

Emergency Operations Section Assignments

Assignment/Function	Designee	Title	Phone/Ext.	Alternate	Phone/Ext.
Emergency Policy Group Members					
Emergency Policy Executive	Thomas Cropper	President	1010	Gerald Jakubowski	1020
Emergency Policy Group Member	Gerald Jakubowski	Provost	1020	Steve Kreta	1019
Emergency Policy Group Member	Harry Bolton	TSGB Master	1192	Bill Davidson	1104
Emergency Policy Group Member/ Internal Liaison	Kurt Lohide	Vice President for Administration and Finance	1038	Steve Mastro	1074
Emergency Policy Group Member	Beverly Byl	Vice President for Advancement	1037		
Emergency Policy Group Member	Steve Kreta	Vice President for Academic Affairs	1019		
Emergency Policy Group Member	Nael Aly	Academic Dean	1019	Jim Burns	1217
Emergency Policy Group Member	Deborrah Hebert	Dean of Students	1182		
Emergency Policy Group Member	David Buckey	Commandant	1181		
Emergency Policy Group Member	TBA	Corps of Cadets			
Emergency Policy Group Member	Kevin Sweeney	President Associated Students			
Emergency Policy Group Member	Ingrid Williams	HR Director	1135	Emily Busqueart	1139

CAL MARITIME

Emergency Operations Section Assignments

Assignment/Function	Designee	Title	Phone/Ext.	Alternate	Phone/Ext.
MANAGEMENT SECTION					
Emergency Executive	Kurt Lohide	Vice President for Administration and Finance	1038	Harry Bolton	1192
EOC Director	Chief Roseann Richard	Chief of Police/ Director of Police Services	1175	Bob Brown	1284
Public Information Officer	Bobby King	Director of Public Affairs and Communications	1245		1245
TSGB Liaison	Dan Weinstock	Chief Mate (Alt), TSGB	1239	Dan Lintz	1394
Outside Agency Liaison/Safety Officer	Ralph Brown	Police Lieutenant	1680		
Scribe	TBA			TBD	

CAL MARITIME

Emergency Operations Section Assignments

Assignment/Function	Designee	Title	Phone/Ext.	Alternate	Phone/Ext.
OPERATIONS SECTION					
CHIEF	Bob Brown	Director of Facilities Management	1284	Ralph Brown	1680
Law Enforcement/ Traffic Control	Gary Sabin	Police Sgt.	1176	Steven Daggs	1176
Communications Relay	Susan Reynolds	Front Office	1004	CMERT Members	Radio
Urgent Facilities/ Search and Rescue	Mike Dutkiewicz	Chief Engineer	1122	Ken Sayles	1120
Hazardous Materials	Jason Lacey	Lead Grounds	1128	TBD	1120
Disaster Medical/ Counseling	Joane Keane	Medical Assistant, H.C.	1170	Cathy Coulman	1173
Campus Assembly	James Dalske	Ast. Dean of Students	1070	Mic. Walker	1236

CAL MARITIME

Emergency Operations Section Assignments

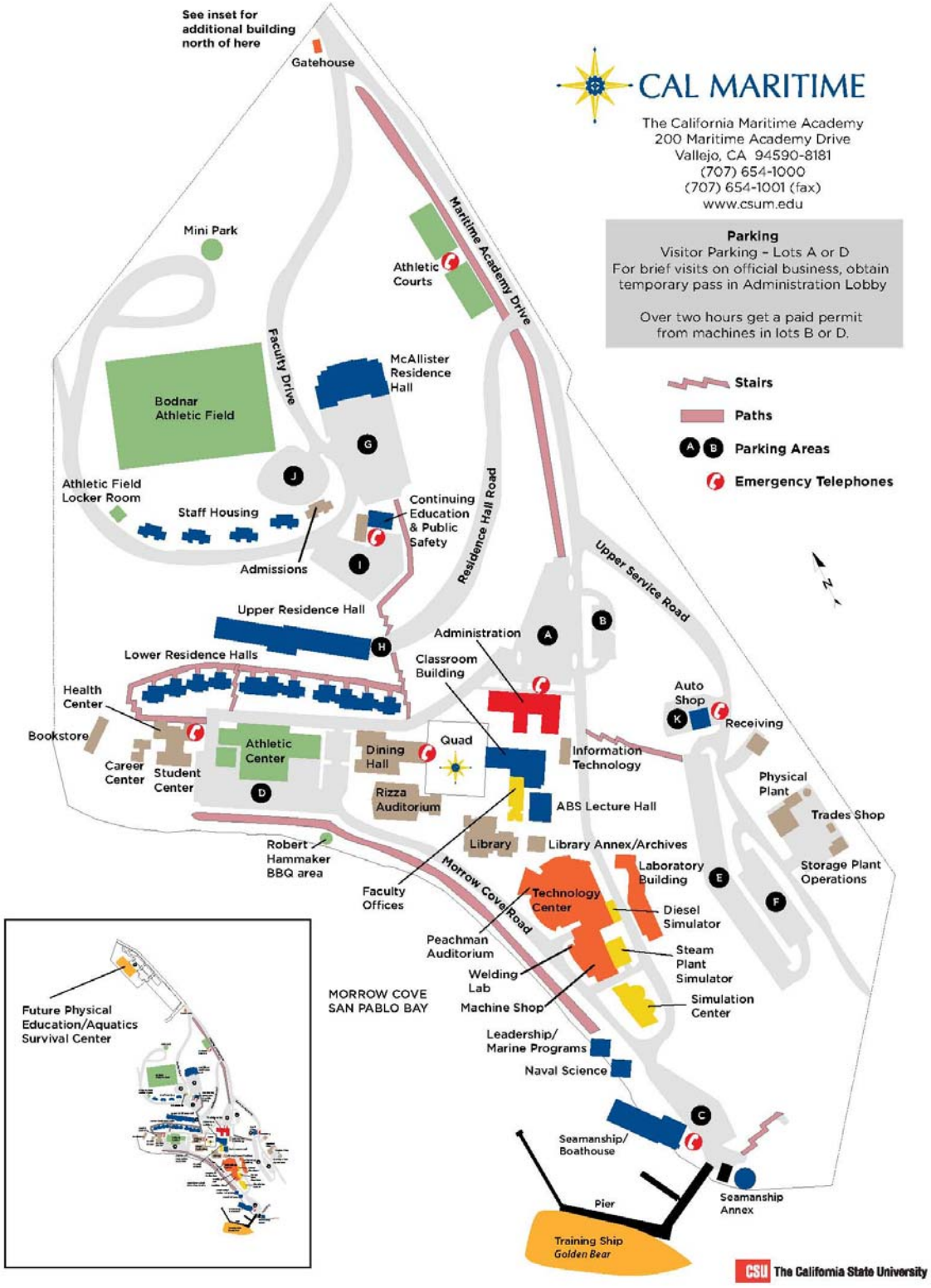
Assignment/Function	Designee	Title	Phone/Ext.	Alternate	Phone/Ext.
LOGISTICS SECTION					
CHIEF	Vineeta Dhillon	Director, Procurement & RM	1086	TBD	
Supply	Vivienne McClendon	Director CET&L	1274	Peg Solveson	1297
Care and Shelter	Diane Rawicz	Auxiliary Operations	1039	Kate Kimble	1406
Network Communications	Chris Zachlod	IT Manager	1728	Walter Abarca	1706
FINANCE / ADMINISTRATION SECTION					
CHIEF	Steve Mastro	Budget Officer	1074	Susan Foft	10
Finance Records	Susan Foft	Accounting Manager	1026	Gay Kvilhaug	1059
Personnel and Volunteers	Emily Busquaert	HR Admin Support	1137		1139
Purchasing		Purchasing	1738		

CAL MARITIME

Emergency Operations Section Assignments

Assignment/Function	Designee	Title	Phone/Ext.	Alternate	Phone/Ext.
PLANNING/ INTELLIGENCE SECTION					
CHIEF	Ken Toet	Controller	1180	Cmd Buckey	1181
Academic Resources/ Faculty Liaison	Evelyn Andrews	Registrar	1233	Debbie Fischer	1201
Situation Analysis	Paul Leyda	Alternate Captain	1256	Dan Weinstock	1857
Documentation	Darian Horne	Academics Administrative Coordinator	1232	Pat Harper	1018
Damage Assessment	Roger Jaeckel	University Planner	1127		

Appendix D – Campus Map



Appendix E – Proclamation of a Campus State of Emergency

CALIFORNIA MARITIME ACADEMY
PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

WHEREAS, the laws of the State of California, the Trustees of the California State University, and the policies and procedures of the California State University system and the California Maritime Academy empower the California Maritime Academy's President (or in his/her absence, the Acting President) to proclaim a Campus State of Emergency, when the campus is affected or likely to be affected by a public calamity, disaster, or emergency; and

WHEREAS, the California Maritime Academy President (or Acting President) does hereby find:

That conditions of peril to the safety of persons and property have arisen within the campus of the California Maritime Academy, caused by: _____
_____
_____
_____
(Describe situation: fire, flood, storm, mudslides, torrential rain, wind, earthquake, tsunami, epidemic, riot, sudden/severe energy shortage, etc.)

commencing at about _____ on the date of _____
(Time) (Day) (Month) (Year)
warranting the necessity for, and proclamation of, a *Campus State of Emergency*;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a *Campus State of Emergency* now exists on the campus of the California Maritime Academy; and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said *Campus State of Emergency* that powers, functions, and duties of the emergency organization of the California Maritime Academy shall be those prescribed by state law, and by the policies and procedures of the California State University and the California Maritime Academy; and,

IT IS FURTHER PROCLAIMED AND ORDERED that this *Campus State of Emergency* shall be deemed to continue to exist until its termination is proclaimed by the President of the California Maritime Academy; and,

IT IS ORDERED that copies of this proclamation be forwarded to the City of Vallejo Director of Emergency Services, the Solano County Operational Area, and to the Office of the Chancellor of the California State University system.

DATED: _____
(Day) (Month) (Year)

BY: _____**, President / Acting President**
(Signature) (circle one)

_____, **California Maritime Academy**
(Print name)