

Emergency Training – Level 2



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Level 2 – Emergency Training

Level 2 Training

- Comply with Federal Law
- Training to handle Type 4 & 5 Incidents

Level 2 – Booklet

Test

- 70% Required on Test

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Class Objectives

After training you should:

- Use ICS to manage an incident.
- Understand leadership and management of an incident.
- Understand how to hold a briefing and transfer command.
- Understand how to set-up and operate an Incident Command Post (ICP).

Participate in a table-top exercise.



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Required Training

Napa Valley College Emergency Training Matrix January 2018		DSW & Emergency Operations Plan	Initial Emergency Response	Introduction to NIMS SEMS	Single Incident Management (ICP)	Multi Incident Management (EOC)	EOC Position	Elected Officials
General Personnel - Personnel who may be tasked to provide support during any emergency /incident effecting the campus or district. 3 Hours	1	X	X	X				
Critical Personnel - Personnel in critical areas (police, facilities, administration, health services, etc.) who have emergency responsibilities. 3 Hours	2	X	X	X	X			
Leadership Personnel - Management and command personnel who work in an Emergency Operations Center. 3 Hours	3	X	X	X	X	X		
EOC Position Personnel - Personnel who operate in a specific EOC area. 2 Hours Per Area	4						X	
Elected Officials - Board of Trustees 1.5 Hours	5							X



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Emergency Thoughts



Semper Gumby

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Emergency Thoughts

Do the most good for the most number of people.

Make the best decisions you can.

You will never have all the information you want.

- Don't fall into analysis paralysis!



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Emergency Thoughts

Keep things simple ...
the emergency will bring
all the chaos you need!

The EOP is a guide
make the ICS structure
FIT the situation.

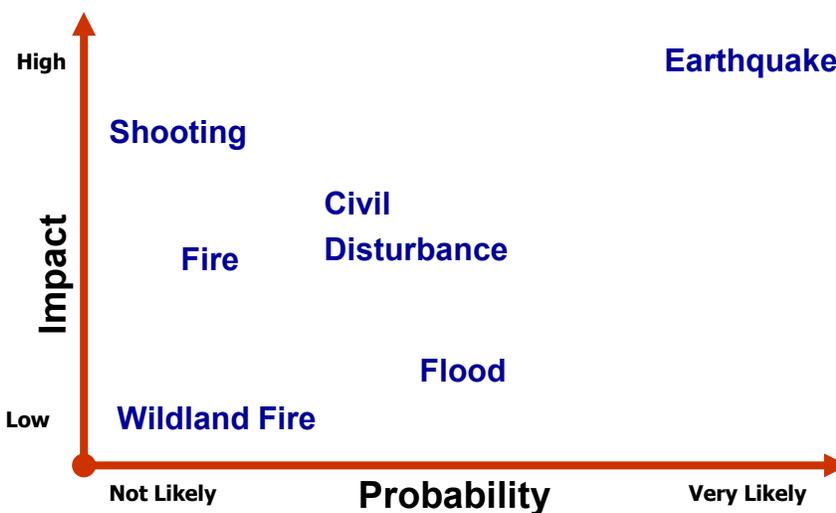
Don't work in solos
but stay in your lane.



“Wait! Wait! Cancel that. ... I guess it says ‘help.’”

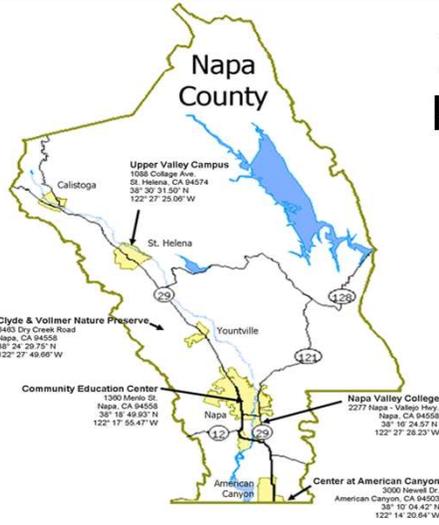
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Threats To College



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Operational Area



Napa County

Upper Valley Campus
1038 College Ave.
25, Helena, CA 94524
38° 30' 31.90" N
122° 27' 25.06" W

Callistoga

St. Helena

Clyde & Vollmer Nature Preserve
6463 Dry Creek Road
Napa, CA 94556
38° 24' 29.75" N
122° 27' 49.66" W

Yountville

Community Education Center
1360 Menlo St.
Napa, CA 94558
38° 18' 49.83" N
122° 17' 55.47" W

Napa Valley College
2277 Napa - Valley Hwy.
Napa, CA 94556
38° 16' 24.57" N
122° 27' 28.23" W

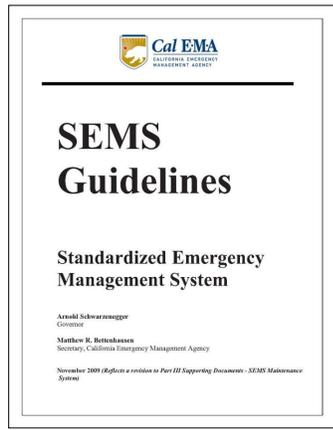
American Canyon

Center at American Canyon
3000 Newell Dr.
American Canyon, CA 94503
38° 10' 04.42" N
122° 14' 20.64" W

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EMERGENCY RESPONSE COMMITTEE

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State Program



Cal EMA
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

**SEMS
Guidelines**

Standardized Emergency
Management System

Arnold Schwarzenegger
Governor

Matthew R. Bates
Secretary, California Emergency Management Agency

November 2009 (Reflects a revision to Part III Supporting Documents - SEMS Maintenance
System)

**Standardized
Emergency
Management
System**

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SEMS

Local government is in charge

All resources within their jurisdiction are theirs

– Irrespective of source

Local command may operate as a joint/unified command



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SEMS Goals

Improve coordination between agencies

Facilitate the flow of information and resources

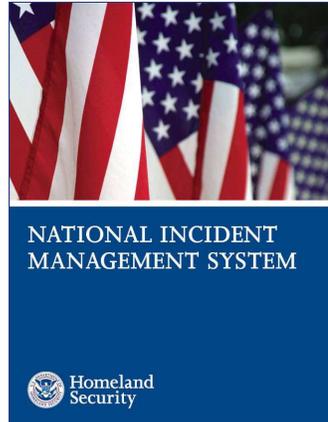
Rapidly mobilize, deploy, use, and track resources

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Federal Program

National Incident Management System



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NIMS

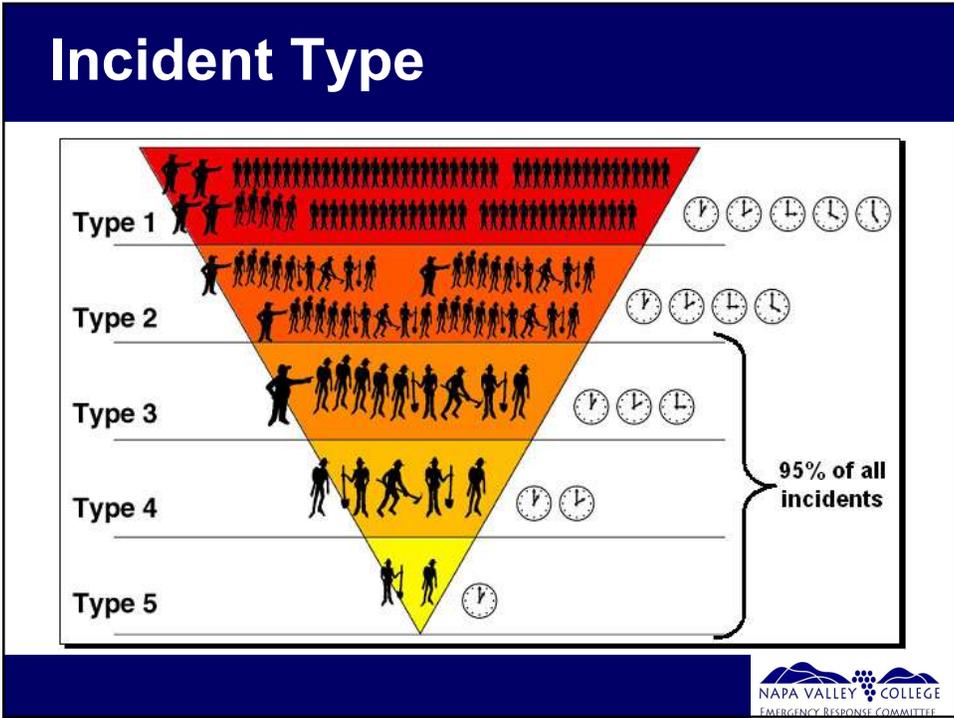
Comprehensive National Approach

Encompasses All Jurisdictional Levels and Functional Disciplines

Uses Multi-Agency Coordination Systems (MACS)



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Leadership vs. Command

MAKE timely decisions.	ACT as the conductor of the orchestra.
COMMUNICATE by specific instructions and asking for feedback.	ENSURE that all parts are being played
EVALUATE effectiveness of the plan.	ENSURE that everyone is using the same sheet of music
ACCEPT the need to modify plans or instructions.	ADAPT the plan when appropriate

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Authority

An Incident Commander's scope of authority is derived:

- From existing laws, policies and procedures, and/or
- Through a delegation of authority from the agency administrator or elected official.

Authority is a right or obligation to act on behalf of a department, agency, or jurisdiction.

Management by Objectives

Incidents are managed by objectives.

Incident objectives are established based on the following priorities:

- Life Safety
- Incident Stabilization
- Property Preservation
- Restoration of Activities

Unity of Command

Under unity of command ...

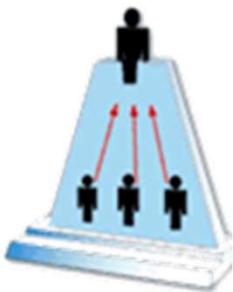
- Personal report to only one supervisor.
- Personal receive work assignments only from their supervisors.

Chain of Command



Span of Control

Span of control is the number of individuals or resources that one person can manage effectively.



Span of control is between three and seven subordinates.

Optimal is **five**



Communications Interoperability



Emergency Services

- Napa County
- State Wide

College

- College Police
- Facilities

Family Service Radios



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Incident Action Plan

SOME COLLEGE

Incident Action Plan

Operational Period

Some Date 0600

To

Some Date 1800

“Declared” incident must have an Incident Action Plan (IAP) that:

- Specifies the incident objectives
- States the activities to be completed
- Covers a specified timeframe
 - Called an operational period.
- May be oral or written

An Incident Actions Plan is a series of forms.

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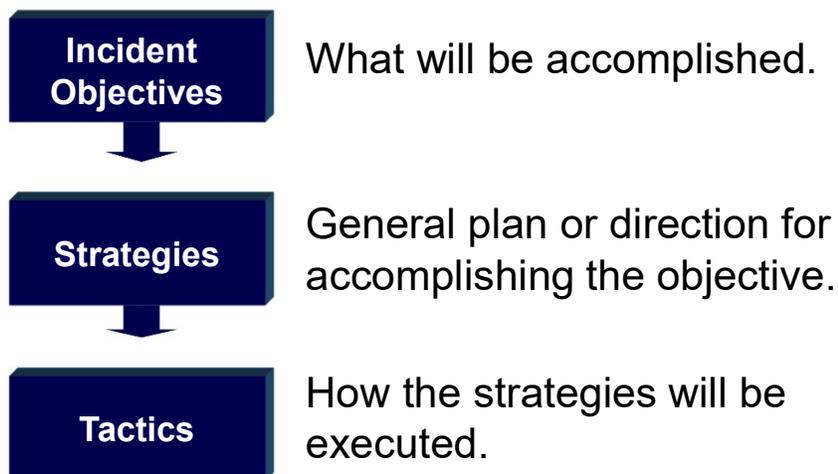
Incident Action Plan

- What do we want to do?
- Who is responsible for doing it?
- How do we communicate with each other?
- What is the procedure if someone is injured?



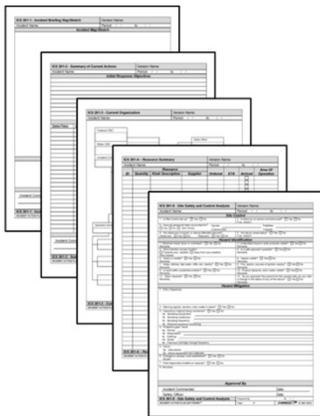
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Objectives, Strategies, Tactics



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Common ICS Forms



ICS 201 - Incident Briefing

ICS 202 - Incident Objectives

- ICS 204 Assignment List
- ICS 205 Communication Plan
- ICS 206 Medical Plan

ICS 213 - General Message

ICS 213 RR – Resource Request

ICS 214 - Activity Log

Recordkeeping

Print or type all entries.

Enter date and time on all forms.

- Use 24 hour (military) time

Fill in all blanks.

- Use N/A as appropriate.

Turn in all forms at end of shift.

Briefing

Conducted at beginning of activity.

Briefing includes the following information:

- Incident summary
- Major events that may have lasting ramifications
- Documentation, including components that are not finalized
- Opportunity to bring up concerns



Recommended but **not** required.

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Briefing Checklist

Situation

- ICS 201 Incident Briefing

Objectives/Execution

Communications

Service/Support

Safety Issues

Questions or Concerns



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Briefing Elements

Complete briefings include clearly stated objectives and the following elements:



Public Information

Information to the public is critical

– If you don't provide it ...the public will make it up!

Public Information Officer (PIO) is responsible for internal and external information

Incident Command System

ICS is used state & county wide to manage disasters and emergencies.

Allows personnel from a variety of agencies to meld rapidly into a common management structure.

Helps avoid duplication of effort.



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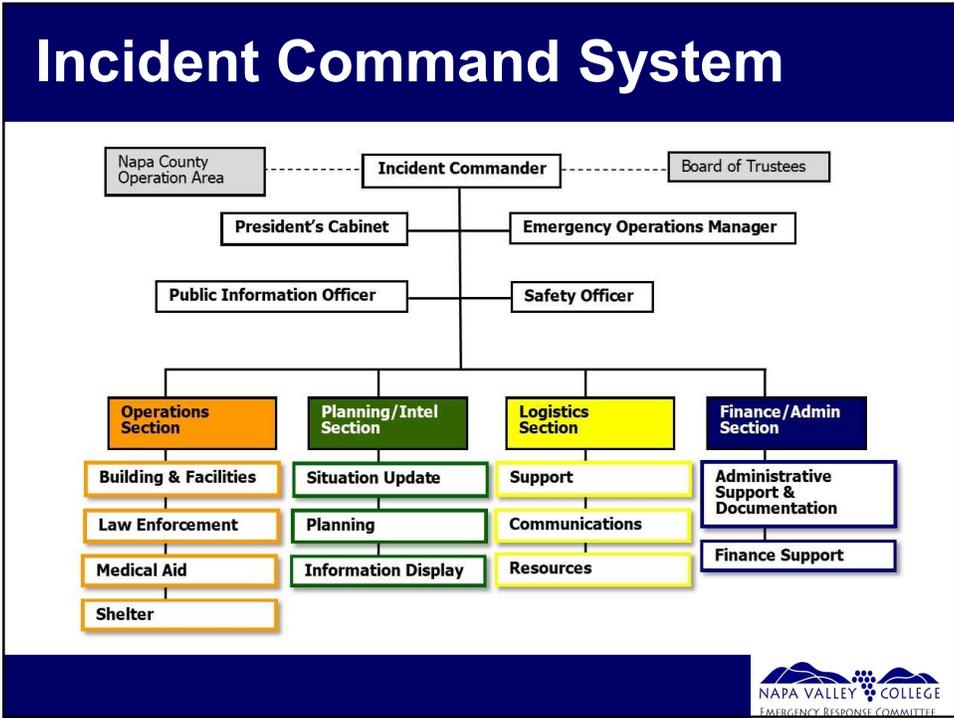
Use of Position Titles

Using specific ICS position titles:

- Provides a common standard for performance expectations.
- Helps to ensures that qualified individuals fill positions.
- Standardizes communication.
- Describes the responsibilities of the position.



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ICS Supervisory Position Titles

Titles for all ICS supervisory levels are shown in the table below:

Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss



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ICS Activation

The Incident Command System can be activated in whole or in part.

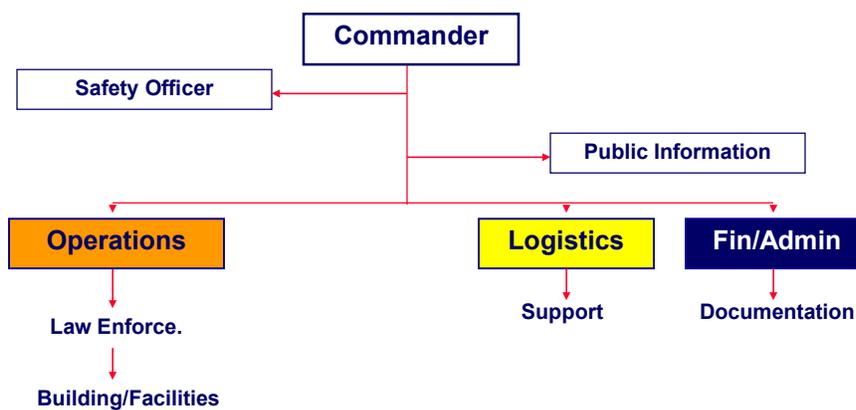
The system is not dependent on any single person.

Each position has an associated checklist which details what persons assigned to each position should do.

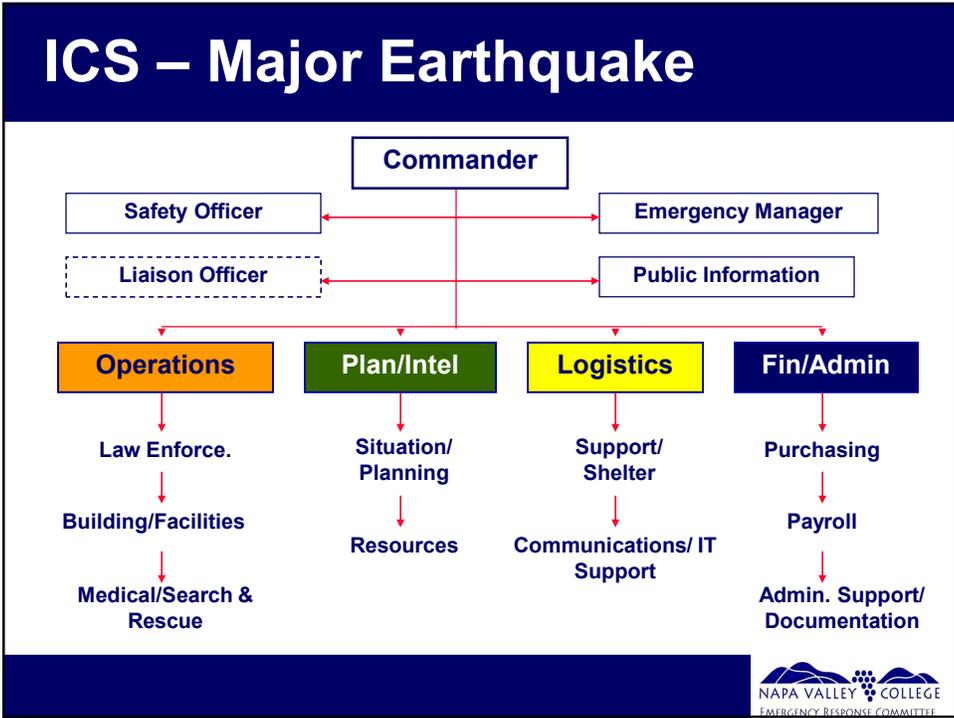


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ICS – Critical Incident



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Position Checklist

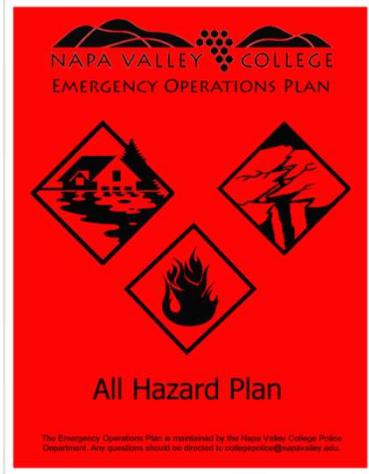
Each position has a checklist

Checklists are in Annex C of the EOP

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Emergency Operations Plan

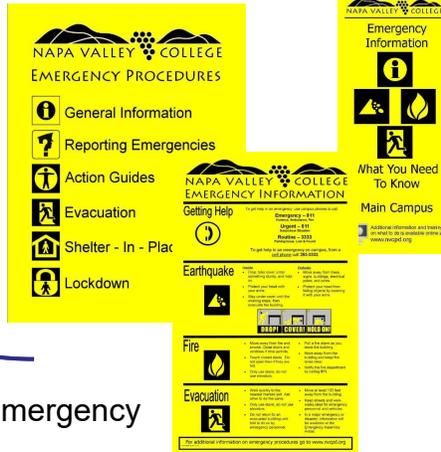
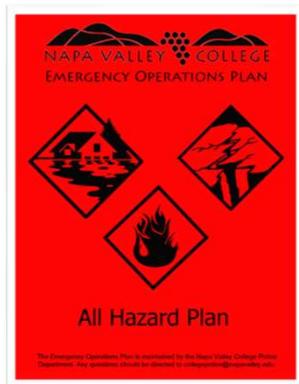


The Emergency Operations Plan (EOP) is the District's plan for how to respond to and recover from major emergencies and disasters.



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Emergency Operations Plan



The EOP is supported by Emergency Procedures & Information



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Emergency Operations Plan

The plan applies to all District properties.

The plan has three major parts:

- Part One: Emergency Plan
- Part Two: Functional Annexes
 - Public and Non-Public
- Part Three: Resources
 - Public and Non-Public



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Plan Assumptions

An emergency can occur at any time.

Emergencies are not predictable ... plans only serve guides.

Out-side help may not be available for as long as 72 hours.



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Plan Priorities

Protect Life

- Provide for the needs of survivors
- Provide public information

Incident Stabilization

Protection of Property

Restore Instruction & Essential Services



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Levels Of Emergencies

Level 1: MINOR TO MODERATE

- Managed from a command post at the scene.
- Managed with existing district resources or limited outside help.
- The EOC is not activated.
- A campus state of emergency is generally not proclaimed.



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Levels Of Emergencies

Level 2: MODERATE TO SEVERE

- Situation involving some or all of the campus
- Cannot be handled with existing district resources; and requires considerable outside assistance.
- The EOC may or may not be activated.
- A campus state of emergency might be proclaimed.



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Levels Of Emergencies

Level 3: MAJOR

- Catastrophic situation involving the entire campus and surrounding community.
- Immediate resolution is beyond the resource capabilities of the district and local resources.
- The EOC is activated.
- A campus state of emergency is proclaimed.



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Activation Of The Plan

By order of the President when:

- The existence or threatened existence of a level 2 or 3 emergency which only affects the district.
- County of Napa declares a local emergency.
- Governor proclaims a state of emergency including the district.
- President declares a national emergency including the College district.



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Chain Of Succession

President is disabled:

- Vice President of Academic Affairs
- Vice President of Administrative Services
- Vice President of Student Affairs
- Chief of College Police
- Senior Director of Facilities Services



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Declaration Of Emergency

Declaration of a campus state of emergency is required:

- The district is the only political subdivision affected
- Certain emergency operations
- Operationally declared by President
- Approved by BOT



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Functional Annexes

PUBLIC

- A – Essential Information
- B – EOC Activation
- C – EOC Position Checklist
- D – State of Emergency
- E – Mutual Aid Agreement
- F – Damage Survey
- G – Care & Shelter
- H – DSW Procedures

NON-PUBLIC

- M – [Redacted]
- N – [Redacted]
- O – [Redacted]
- P – [Redacted]



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Resources

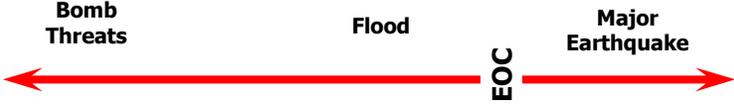
PUBLIC	NON-PUBLIC
ICS Forms	
Maps	
Infectious Disease Outbreak Plan	
Infectious Disease Recovery Plan	
Campus Closure-Reduced or Modified Plan	
Degraded Air Quality Response Plan	



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Emergency Operations Center

EOC is intended to be used in a major disaster, such as a large earthquake.



The management principles can be applied to small & large emergencies.



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Emergency Operations Center

The EOC acts as the focal point for emergency decision making on campus.

College EOC:

- PRIMARY – Room 1538
- ALTERNATE – Room 1340



The EOC does not command on-scene resources.

Incident Command Post



Commands local incident

- Reports to an Emergency Operations Center (EOC)
- Away from noise and confusion



- Out of the present & potential hazard
- When possible, in sight of incident

Check-In

The check-in process helps to:

- Ensure personnel accountability.
- Establish personnel time records.
- Prepare personnel for assignments.
- Locate personnel in case of an emergency.

Check in only at one location.

- Will normally be a staging area.



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Staging Area S

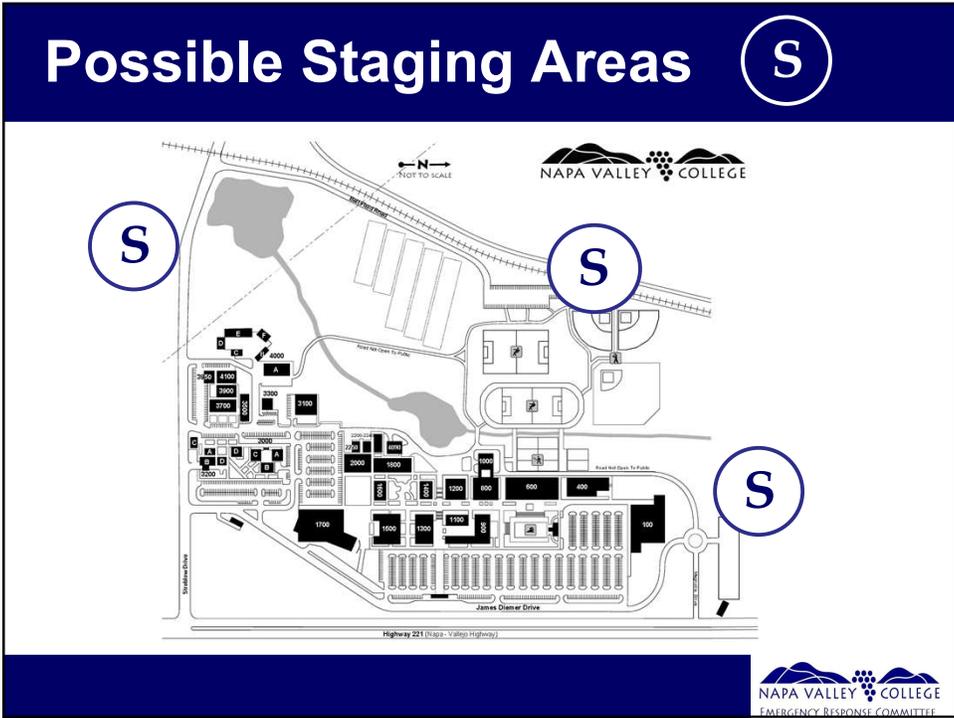
Temporary locations for resources awaiting assignment

Located out of hazardous area

Large enough to accommodate available resources and potential growth



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Exercise Objectives



Determine a location for an Incident Command Post (ICP)



Determine the strategies necessary to achieve command objectives



Develop a list of tasks that need to be complete