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Appendix 5: Threat Assessment and Planned Response

Potential Threats to University of La Verne

Threat Assessment & Planned Response 1 - Civil Disorder

Threat Assessment & Planned Response 2 - Earthquakes

Threat Assessment & Planned Response 3 - Fire

Threat Assessment & Planned Response 4 - Flood

Threat Assessment & Planned Response 5 - Hazardous Materials Incident

Threat Assessment & Planned Response 6 - Utility Failure (Electrical, Water or Gas)

Threat Assessment & Planned Response 7 - Terrorism

Threat Assessment & Planned Response 8 - Aircraft Incident
Part 1: Introduction to the Emergency Operations Plan

The President of the University of La Verne establishes the basic policies that govern the emergency management response, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The University President delegates responsibility to the Executive Vice President, who is designated as the Emergency Operations Executive (EOE). The Incident Commander (IC) is designated by the Emergency Operations Executive (EOE). The Emergency Operations Plan (the Plan), and the command of the Emergency Operations Center (EOC) are under the executive management of the Incident Commander (IC), who delegates functional responsibility to the operations, planning, logistics and finance coordinators to carry out their responsibilities in the EOC.

The Plan is established as a supplement to the administrative policies, procedures and practices followed during normal university operations. When implemented, it serves as the University of La Verne’s emergency operations plan, setting forth the authorities and policies for activation, personnel emergency assignments and operational procedures.

A. Plan Goals and Objectives

The major goals of the Plan are the preservation of life, the protection of property and continuity of academic and business operations.

The overall objective is to ensure the effective management of emergency efforts involved in preparing for and responding to situations associated with emergencies. Specifically this will include:

- Overall managing and coordinating of emergency operations includes on-scene incident management;
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations;
- Requesting and allocating resources and other related support,
- Establishing priorities, and adjudicating conflicting demands for support;
- Activating and using communication systems,
- Preparing and disseminating emergency public information;
- Disseminating community warnings and alerts;
- Managing the movement and reception of persons in the event an evacuation is ordered;
- Collecting, evaluating and disseminating damage information and other essential data;
- Responding to requests for resources and other support,
- Restoring essential services.

B. Plan Format

The format is intended to require minimal time to find guidelines, procedures and supplemental information, once the reader is familiar with the document. This allows for immediate use when required during an emergency.
The format is also intended to be "response ready." Users are encouraged to supplement the Plan with additional materials in order to have complete information for an emergency.

C. Plan Maintenance and Update

The ULV Emergency Plan is designed for efficient update and additions. It is assigned to the Emergency Planning Team (EPT) for ongoing updates and maintenance. The EPT reviews the plan annually and suggests revisions when necessary. Revisions are implemented by the Incident Commander, on an as-needed basis. In addition, the Emergency Planning Group (Management/Command, Operations, Planning, Logistics and Finance) will conduct a thorough annual review of the following items:

- ULV Emergency Response Assignments
- Personnel Directory

These sections are to be updated and distributed every year, or more often when there are significant changes.

This plan is a management plan and it supports and is integrated with site operations. The sections of the plan addressing site procedures can be easily updated with minor modifications when there are changes to the ULV organization, systems and/or new functional positions are added. It does not need to be updated each time site procedures change.

Individuals with emergency assignments are to review their procedures and related information after each activation of the plan, whether simulated drill or actual response. Individual checklists are then to be revised as needed. If additional pages are added, they will only affect the "Part" they are in. The Parts are separate sections and can easily be updated and reprinted as changes occur. Additionally, individual users are encouraged to add supplemental materials to their checklists to create complete "response ready" documents.

D. Level of Emergency Determines Response

The university's partial or total response to an emergency situation will be dictated by the type and magnitude of the emergency. Generally, response to a major emergency will progress from local, to regional, to state, to federal involvement.

For planning purposes, the university has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources:

- **Level 1**
  A minor to moderate incident wherein campus resources are adequate and available.

- **Level 2**
  A moderate to severe emergency wherein campus resources may not be adequate and mutual aid may be required on a larger basis. An EMERGENCY will be proclaimed and a STATE OF EMERGENCY might be proclaimed.
- **Level 3**
  A major disaster wherein resources in or near the impacted area are overwhelmed and extensive city, county, state and/or federal resources are required. The university president will proclaim a STATE OF EMERGENCY.

The Plan provides for a full emergency response by the University for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a Level One disaster occurring on campus would require minimal activation of the plan, where more serious situations would require increased activation.
Part 2: Incident Command

ULV President
Devorah Lieberman

Incident Commander
Stan Skipworth

EOE - Clive Houston-Brown

PIO - Alisha Rosas

Academic Coordinator
Jeff Clark
Operations Section Coordinator
Chip West
Planning Section Coordinator
Jody Bomba
Logistics Section Coordinator
Avo Kechichian
Finance Section Coordinator
Loretta Rahmani
Care Coordinator

Jonathan Reed

Academic Coordinator
Jeff Clark
Operations Section Coordinator
Chip West
Planning Section Coordinator
Jody Bomba
Logistics Section Coordinator
Avo Kechichian
Finance Section Coordinator
Loretta Rahmani
Care Coordinator

Deans from All Colleges
University Librarian
Dean Academic Support & Retention

Security & Communication
Health / Safety & Search / Rescue
Medical

Situation Status
Structural Damage Assessment
Infrastructure Damage Assessment
Building & Utilities
Replacement Facilities

Human Resources

Accounting
Procurement
Transportation
Academic Section Coordinator — Jonathan Reed

University Librarian – Vinaya L. Tripuraneni
- Reports status pertaining to the Library to the emergency.
- Recovery projections (on line and open)
- Book audit

Dean College of Arts & Sciences – Felicia Beardsley
- Reports status pertaining to Arts & Sciences to the emergency
- Resources needed
- Recovery projections when classes can resume

Dean College of Business & Public Management – Abe Helou
- Reports status pertaining to Business & Public Management to the emergency
- Resources needed
- Recovery projections when classes can resume

Dean College of Education & Organizational Leadership – Barbara Poling
- Reports status pertaining to Education & Organizational Management to the emergency
- Resources needed
- Recovery projections when classes can resume

Dean College of Law – Gilbert Holmes
- Reports status pertaining to College of Law to the emergency
- Resources needed
- Recovery projections when classes can resume

Dean Academic Support & Retention– Adeline Cardenas-Clague
- Reports status pertaining to Academic Support & Retention to the emergency
- Resources needed
- Recovery projections when operations can resume

Operations Section Coordinator – Jeff Clark

Security and Communication – Jeff Clark
- Traffic Control
- Crowd Control
- Access Control
- Search/Closure of Buildings/Roads
- Evacuation
- Incident Command Post
- Radio Dispatch
- Telephones
• Cameras
• Notifications

Health & Safety and Search & Rescue – Alex Soto/Jeff Boster
  • HazMat Response/Assessment
  • Fire Safety
  • Building Coordinators
  • Chemical/Biological/
  • Radiological Identification
  • Protective Equipment
  • Locate Trapped/Injured Persons
  • Building Search for Hazards
  • Move injured persons to Medical Triage

Medical – Cindy Denne
  • Triage/First Aid
  • Coordinate Medical Transportation
  • Psychological Trauma Response
  • Coroner/Morgue

Planning Section Coordinator – Chip West

Situation Status – Chip West
  • Collect & Process Information & Intelligence
  • Evaluate & Analyze All Information & Intelligence
  • Prepare Reports

Structural Damage Assessment / Inspections – Robert Beebe
  • Building Inspector Surveys
  • Damage Estimates
  • Recommend Emergency Building Repairs
  • Manage Emergency Repair Contracts

Infrastructure & Technology Damage Assessment / Inspections – Todd Britton
  • Damage Estimates
  • Assessment and Documentation of Damage to Telephone
  and Computer Systems
  • Recommend Emergency Repairs or Replacement

Buildings / Utilities – Jack Ward/Garth Jones
  • Building Safety Inspection/ Assessment
  • Inspect Utilities and Shut Off Lines
  • Building Closures
  • Road Debris Clearances
  • Emergency Lighting
• Restore Utilities

**Replacement Facilities** – Chip West

- Locate operational facilities (on campus and off)
- Locate academic facilities (on campus and off)
- Locate alternate sites
- Prepare long term agreements for these facilities

**Logistics Section Coordinator** – Jody Bomba

**Human Resources** – Sandra Colletti

- Available on- and off-duty personnel
- Volunteer recruitment and assignment
- Maintain payroll records
- Maintain / complete injury, WC and HR related reports
- Establish work schedules

**Finance Section Coordinator** – Avo Kechichian

**Accounting** – Lori Gordien

- Collect, maintain, and process all records, reports pertaining to the emergency.
- Document expenses and costs.
- Audit records.

**Procurement** – Deborah Deacy

- Prepare agreements for facilities, supplies and support prior to incident/event
- Locate, order, process and allocate resources and supplies.
- Maintain records for reimbursement, chargeback, payments, etc.

**Care Coordinator** – Loretta Rahmani

**Student Shelter, Food Service and Transportation** – Juan Regalado, Eugene Shang & Lisa Grater

- Locate and provide student shelter
- Assess available campus facilities for shelter (classrooms, offices, etc.)
- Locate alternate sites
- Locate and provide food, water
- Locate and provide transportation

**Employee Shelter and Food**

- Coordinate the sheltering and feeding of employees
Part 3: The Emergency Response Organization
Assignments and Responsibilities/ Checklists

The University of La Verne has created the Emergency Preparedness Plan that requires the use of six designated functions in conjunction with the Management/Command to serve as the basis for organizing the emergency planning and response. The five functions are:

**Management/Command**

The Management Command Section is headed by the Incident Commander who provides the executive management of the emergency organization. These positions direct, set policy and provide support to the four other Incident Commanded System (ICS) functions. The Incident Commander is supported by the Public Information Officer (PIO).

**Academics**

The Academics Section is the responsibility of the Provost who will direct the academic efforts of all the colleges: Deans from all Colleges, the University Library and Academic Support and Retention.

**Operations**

The Operations Section is the responsibility of the Operations Coordinator who directs the efforts of various operational branches: Campus Security, Communication, Search & Rescue, Medical, Health & Safety and Building and Utility.

**Planning**

The Planning Section is the responsibility of the Planning Coordinator. The Planning Section supports the Operations Section with confirmation of information, action plans and status reports. The Planning Coordinator is assisted by the Situation Status, Structural Damage Assessment / Inspections and Infrastructure Damage Assessment / Inspections Units.

**Logistics**

The Logistics Section is the responsibility of the Logistics Coordinator. The Logistics Section supports the Operations Section with resources. The Logistics Coordinator is assisted by the Procurement, Transportation, Food
Services, Facilities and Human Resources Officers.

**Finance**

The Finance Section is the responsibility of the Finance Coordinator. The Finance Section works closely with other sections to effectively establish the proper documentation for cost recovery. The Finance Coordinator is assisted by the Accounting Units.

**Care**

The Student and Staff Care Section is the responsible Dean of Students. The section will focus on the sheltering and care of the students and staff during the incident. The Care Section will work closely with the procurement and facilities departments.

**A. Management Command**

The Management/Command Section is responsible for overall emergency policy, direction and coordination of the emergency response effort either at the EOC or an alternate command center. The Management Section staff is responsible for interacting with each other and others within the command center to assure the effective functioning of the organization. The various elements within the Management Section are the Emergency Operations Executive, Incident Commander, Public Information Officer, and the Safety Officer.

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**Executive Policy Group**

Members of the Executive Policy Group include:
- University President – Devorah Lieberman
- Associate Vice President – Clive Houston-Brown
• Provost – Jonathan Reed
• Treasurer – Avo Kechichian
• Controller – Lori Gordien
• VP Enrollment Management – Homa Shabahang
• Dean Student Affairs – Loretta Rahmani
• VP University Relations – Myra Garcia
• AVP-Facilities & Space Management - Chip West
• Director Campus Security – Stan Skipworth
• Director Risk Management – Alexander Soto

Management Command

Assignment - Incident Commander - IC
Director of Campus Security – Stan Skipworth

The Incident Commander, referred to as the IC, is responsible for:

• Ensuring the emergency organization follows established policies and procedures,
• Establishing policies and priorities as needed for the use of personnel and resources,
• Overseeing operation of the emergency plan and authorizing deviations of procedures for implementing the plan,
• Adjudicating conflicting demands for support,
• Managing the recovery process.

The Incident Commander is responsible for all incident activities including the development of strategies and tactics and the ordering of and the release of resources.

The Incident Commander has complete authority and responsibility for the conduct of overall operations. This includes activating, directing and managing the EOC, establishing objectives and strategies, approving the action plans developed by EOC staff to implement the objectives and strategies, and approving requests for ordering or releasing resources through mutual aid.

The Incident Commander directs the emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegates tasks, and provides the Emergency Policy Executive (President) with current information on the status of the emergency response.

The Incident Commander is assisted by the staff listed below, who are assigned to essential activities and responsibilities:

Command Support Positions

Assignment - Public Information Officer – PIO
Public Relations Director – Alisha Rosas

The Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources and other matters of interest associated with the emergency.

During an emergency, the PIO will oversee the establishment of a Media Center to provide the rapid
release of accurate emergency instructions and information to the general public and campus community through all available means. The PIO is the point of contact for the public and the news media, coordinating releases for the university and with other agencies and holding news conferences as necessary.

The PIO is also responsible for establishing a Rumor Control Center responding to inquiries from relatives and friends outside the impacted area concerning the university and its students.

Assignment - Safety Officer
   Director Risk Management – Alex Soto
   Safety Specialist - Jeff Boster

The Safety Officer/s are responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety.

The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be outside the scope of the incident action plan.

B. Academics

The Academic Section is responsible for providing support to the Academics of the University. Academic Section assures all academic resources will provide the needed support in the assigned areas to continue the teaching functions of the university through the proper assignment of personnel and resources. The Academic Section is supervised by the Academic Coordinator. The functions under Academics are Deans from all Colleges, the University Librarian and the academic support and retention groups.

Management Command
   Incident Commander
   Section

   Academic Section
   Operations Section
   Planning Section
   Logistics Section
   Finance Section
   Student Care Section

   Deans All Colleges
   University Librarian
   Academic Support & Retention

University Librarian – Vinaya L. Tripuraneni
- Reports status pertaining to the Library to the emergency.
- Recovery projections (on line and open)
- Book audit

**Dean College of Arts & Sciences** – Felicia Beardsley

- Reports status pertaining to Arts & Sciences to the emergency
- Resources needed
- Recovery projections when classes can resume

**Dean College of Business & Public Management** – Abe Helou

- Reports status pertaining to Business & Public Management to the emergency
- Resources needed
- Recovery projections when classes can resume

**Dean College of Education & Organizational Leadership** – Barbara Poling

- Reports status pertaining to Education & Organizational Management to the emergency
- Resources needed
- Recovery projections when classes can resume

**Dean College of Law** – Gilbert Holmes

- Reports status pertaining to College of Law to the emergency
- Resources needed
- Recovery projections when classes can resume

**Dean Academic Support & Retention** – Adeline Cardenas-Clague

- Reports status pertaining to Academic Support & Retention to the emergency
- Resources needed
- Recovery projections when operations can resume

**C. Operations**

The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s). This section includes the response teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions. The Operations Section is supervised by the Operations Coordinator. The coordinator oversees the operational response by functions or branches activated.
to deal with the emergency. Branches activated under Operations may include Campus Security, Communications Dispatcher, Search & Rescue, Medical, Health & Safety, and Building & Utility.

**Assignments and Responsibilities:** Operations Coordinator

Assignment - **Operations Coordinator**  
Assistant Director Campus Security – **Jeff Clark**

The Operations Coordinator initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life & death), and controls problems. Based on information obtained and resources available, the Operations Coordinator will establish appropriate branches to deal with the emergency (see below). The Operations Coordinator is responsible for implementing and managing all Operational activities in accordance with the Plan and supervises the Operations Section. The Operations Coordinator supervises field tactics with other staff members, handles the request for or release of resources, makes situation changes to the Plan as necessary and reports such changes to the Incident Commander.

**Assignments and Responsibilities:** Operations Support

Assignment - **Campus Security and Communications Dispatcher**  
Assistant Director Campus Security – **Jeff Clark**

Campus Security will provide assistance with first priority (life-threatening) tasks: warnings, immediate evacuation of hazardous areas and rescue. In addition, Campus Security will provide for traffic control, access containment and property protection. Campus Security is responsible for providing traffic and crowd control in support of closure plans and protecting critical facilities and supplies. Campus Security assists with the search and closure of damaged buildings and the evacuation of the campus community.

The Communications Dispatcher implements and operates an emergency communications network, handles emergency radio traffic, and makes priority emergency notifications. The Communications
Dispatcher is responsible for managing, controlling and dispatching all tactical radio and data frequencies used in support of the emergency incident.

Assignment – Health, Safety and Search/Rescue
Safety Specialist - Jeff Boster/Risk Manager-Alex Soto

Health and Safety quickly identifies hazardous material problems that will or could impact the emergency response. Health and Safety is responsible for coordinating the containment and cleanup of hazardous materials, identifying unsafe conditions for campus facilities, providing warnings and developing measures for assuring personnel safety.

Search and Rescue is responsible for covering predetermined areas of the campus, in established patterns, rescuing any trapped or injured persons and extinguishing any small fires. Search and Rescue coordinates locating endangered, trapped, disabled and/or isolated persons; gains access to persons in need of assistance or rescue according to the established rescue plans; assists the injured to the First Aid Center or sends for help if the person cannot be safely moved.

Assignment - Medical
Director, Student Health Services - Cindy Denne

Medical is responsible for setting up and staffing the First Aid Center, assisting the injured by providing first aid, and arranging for hospital transportation. Also, if required, Medical should establish a temporary morgue. The Medical Officer is the point of contact for coordinating the response and deployment of counseling and psychology personnel for critical incident stress management.

D. Planning

The Planning Section is supervised by the Planning Coordinator. The Planning Section is responsible for collecting, evaluating, processing and disseminating information; developing the action plan, in coordination with the other section/functions/teams; and maintaining documentation. In addition, the section maintains information on the current and forecast situations and on the status of resources. The functions under the Planning Section are Situation Status, Structural Damage Assessment, Technology & Infrastructure Damage Assessment and Facilities Replacement responsibility.
Assignments and Responsibilities: Planning Coordinator

Assignment - Planning Coordinator
AVP Facilities & Space Management- Chip West

The Planning Coordinator is responsible for planning ongoing operations, supervising Situation Status and Damage Assessment (both structural and infrastructure). The Planning Coordinator provides information needed to understand the current situation, predicts probable course of incident events, assists in preparing alternative strategies and controls operations for the incident and coordinates with other staff members.

The Planning Coordinator directs the collection of information to determine the severity of damage caused by the disaster. The coordinator writes Action Plans for:

- Control and containment of the emergency
- Surveys of facilities and structures and inspections
- The shutdown and restoration of damaged structures

In addition, the Planning Coordinator writes After Action Reports, regularly briefs the Incident Commander and supervises the message flow and Emergency Operations Center (EOC) runners.

During the first few hours of the emergency, the Incident Commander determines if a state of emergency is warranted and authorizes the official request for assistance or notification to appropriate state and federal agencies. The Planning Coordinator supports the management of emergency forces involved with the response to situations associated with emergency.

Types of Intelligence Reporting:

During a disaster there are three types of intelligence reporting. These types are listed under the Planning Coordinator's Checklist and are ranked in order of priority of collection.

- **FLASH REPORTS**: This is the first series of reports submitted from the first responders and field units to the Emergency Operations Center. Generally these are verbal via portable radios.
- **SITUATION REPORTS**: These are more refined reports, which have been confirmed. These reports provide a clearer picture of the total impact and are the basis for establishing priorities. These should be submitted through channels every two hours with updates.
- **DETAILLED REPORTS**: Following situation reports, the Emergency Management team at all levels will require more detailed information, particularly resulting from damage estimates and analysis. These reports may be needed for city, county and state emergency operations centers.
Assignments and Responsibilities: Planning Support

Assignment – **Situation Status**
AVP- Facilities & Space Management – **Chip West**

Situation Status is responsible for collecting, verifying and processing all information and intelligence, evaluating and disseminating information throughout the Section and the EOC, and preparing the Situation Status Report and other reports, as requested. Situation Status maintains the current status of all university buildings, facilities and operations and posts and maintains status boards and other Command Center displays.

Assignment - **Structural Damage Assessment**
Director of Physical Plant Operations & Services – **Robert Beebe**

Structural Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to buildings and facilities, prepare structural damage assessment reports, post and secure unsafe buildings and mark hazardous areas, and recommend building emergency repairs.

Assignment – **Technology & Infrastructure Damage Assessment**
AVP- IT Business Relationships – **Todd Britton**

Technology & Infrastructure Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to telephone and computer systems, prepare infrastructure damage assessment reports, and recommend emergency repairs or replacement. Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs.

Assignment - **Building and Utility**
Facilities Management Supervisors – **Jack Ward/Garth Jones**

Building and Utility will focus on shutting off and/or the restoring essential utilities reducing further hazards; assisting with closing off areas and streets; and clearing debris from roadways and essential areas for emergency equipment and building inspection. Building and Utility is responsible for making safety inspections of all facilities that may have been damaged, initially or later. Also, they are responsible for handling emergency construction or repairs.

Assignment – **Replacement Facilities**
Assistant Director, Capital Planning- **Jeanne Cockrell**

Replacement Facilities will focus on locating operational facilities both on campus and off that will support the needs of the administrative functions of the university. Replacement Facilities will find and secure facilities in support of the academic departments. Facilities could be long and short requirements.
E. Logistics

The Logistics Section is responsible for providing support to the Operations Section. Logistics orders all resources from off-site locations and provides facilities, services, personnel, equipment and materials. The Logistics section is supervised by the Logistics Coordinator. The functions under Logistics are Food Services, Facilities, Human Resources and Transportation.

An additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside of the jurisdiction involved.

Assignments and Responsibilities: Logistics Coordinator

Assignment - Logistics Coordinator
Chief Human Resources Officer - Jody Bomba

The Logistics Coordinator provides all resources and support for the response operation, including procurement, delivery arrangements, and deployment of the resources. Resources may include facilities, transportation supplies, equipment maintenance, food /water /shelter, staffing support, and any services and material in support of the incident.

The Logistics Coordinator ensures that all emergency expenses are tracked, by site, and that complete and accurate records are provided for OES/FEMA Documentation, using the accounting system specified by the Finance Coordinator. In smaller incidents the Logistics Coordinator may also be responsible for financial and cost analysis aspects of the incident.
Assignments and Responsibilities: Logistics Support

Assignment - **Human Resources**

**Employment and Employee Relations Manager – Sandra Colletti**

The Human Resources Officer maintains and provides information to the Incident Commander regarding the status, location and availability of on- and off-duty personnel. The HR officer coordinates with the EOC command to determine staff recall needs, arranges for the recruitment and orientation of any temporary employees, registers and assigns all volunteer workers and technical experts and specialists, initiates and maintains records on use of volunteers. Receives and processes injury reports, compensation claims and other personnel-related matters.

**F. Finance**

The Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements. The Finance section is supervised by the Finance Coordinator. The functions under this section are accounting, OES/FEMA Documentation and Procurement.

Assignments and Responsibilities: Operations Coordinator

Assignment - **Finance Coordinator**

**Treasurer - Avo Kechichian**

The Finance Coordinator set up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster. The Finance Coordinator is responsible for managing and overseeing the processes of OES/FEMA documentation and procurement processes.
Assignments and Responsibilities: Operational Support

Assignment – **Accounting Unit**  
Controller - **Lori Gordien**

The Accounting Unit provides accounting documentation of all emergency expenses, audits all expenditures and records, and supports the OES/FEMA Documentation. This function is keeps time records for all personnel involved in the disaster response and obtains and records all damage cost information, by site.

Assignment - **Procurement**  
Director, Purchasing and Procurement – **Deborah Deacy**

The Procurement Officer orders, receives, stores, processes and allocates all disaster resources and supplies. Conducts the supply process to ensure reimbursement, keeping careful and complete records according to the specified accounting system. Assists with the deactivation process.

**G. Care**

The Student and Staff Care Section is the responsible Dean of Students. The section will focus on the sheltering and care of the students and staff during the incident. The Care Section will work closely with the procurement and facilities departments.

**Management Command**

**Incident Commander**

- **Section**
  - **Academic Section**
  - **Operations Section**
  - **Planning Section**
  - **Logistics Section**
  - **Finance Section**
  - **Student Care Section**
  - **Transportation**
  - **Shelter & Food**

**Student Care Coordinator** – Loretta Rahmani

**Student Shelter, Food Service and Transportation** – Juan Regalado, Eugene Shang and Lisa Grater

The Food Services provides food, water and other support for on-site workers and any shelters under the control of campus. Provides for the support of the Emergency Operations Center (EOC);
sets up and manages a Rest Station for ULV staff and emergency workers. 

The Care Coordinator is responsible for assisting the campus in finding facilities for use as student residences, classrooms or administrative space, if necessary, and for setting up and maintaining campus operational facilities. In addition, Facilities assists Food Services and Transportation with sites for rest and shelter areas.

The Care Coordinator works with Transportation Officer to provide transportation for emergency personnel, medical operations, and evacuation of the impaired. Also provides for the support of the Emergency Operations Center (EOC).

**Part 4: EMERGENCY OPERATIONS CENTER (EOC)**

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**A. EOC Location**

In accordance with standard emergency management system planning, University of La Verne has established the ULV Emergency Operations Center (EOC) in the SSAP, MSS Conference Room. The alternate EOC site is located at Park Campus in the AVP office. As outlined in this plan, the EOC will serve as the center for emergency management and response operations.

**B. EOC Activation**

When an emergency occurs, the Incident Commander will determine if the EOC is to be activated and, if activated, which positions will be staffed for the emergency response. Persons who are assigned as EOC staff should respond in person or call Campus Safety at 4950 or (626) 448-4950 to confirm the EOC is activated. The La Verne City Office of Disaster Preparedness and the Los Angeles County Office of Emergency Services (OES) should be notified whenever the EOC is activated at Level II or greater, to facilitate coordination and (with regard to La Verne City) the process for requesting resources.

Table 1, the EOC Master Log, is maintained to provide a record of all major events, decisions and messages. Copies are to be forwarded to the Situation Status and/or the Incident Commander.

Table 2, the EOC Activation Checklist, provides a checklist for use in the setup and activation of the EOC. It is to be used by the first person to arrive and forwarded to the Incident Commander when completed. Not all steps will be necessary in a partial activation.

**C. EOC Positions and Space Assignment**

This plan is designed to be flexible. The size, staffing and equipping of the EOC will depend on the magnitude and complexity of the emergency. The Incident Commander will determine which positions are needed and notify the appropriate staff. All positions should be prepared to report to and operate from the EOC during a full-scale activation, even though all may not be needed. Staff should be prepared to bring their own radios, cellular telephones and other items necessary to carry out emergency assignments.
D. EOC Access

Access to the EOC is only for authorized ULV personnel. All others must obtain approval for admission from the Incident Commander. All personnel working in the EOC are to sign in and out on the EOC Roster, which will be located at the entrance door.

E. EOC after Action Reports

1. Requirements and Regulations
   The After Action Report will provide the reporting process to document and review the training drill or event.

2. Functions of After Action Reports
   An After Action Report serves the following important functions:
   - Source for documentation of response or drill activities.
   - Identification of problems/successes during emergency or training operations.
   - Analysis of the effectiveness of components.
   - Describes and defines a plan of action for implementing improvements.

3. Responsibility for After Action Reports
   The university official in command (or designee) of the emergency or exercise will be responsible for completing the After Action Report. Other members of the organization may also be required to complete reports respective to their assignment. The university official will distribute the report as needed.

4. Contents of After Action Reports
   A. After Action Report Outline
      i. Introduction and Background
      ii. Type/location of Event / Drill / Exercise
      iii. Description of Event / Drill / Exercise
      iv. Chronological Summary of Event / Drill / Exercise
      v. Include a summary, conclusions, the field response, and other local, operational area response.
      vi. Interacting Systems, Agencies, and Programs:
          Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating entities (utilities, American Red Cross, university departments, etc.); telecommunications and media interactions.
      vii. Improvements, Conclusions, Recommendations:
          As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for
viii. Training Needs
ix. Recovery Activities (Business Continuity Plans)
x. References: Maps, charts, training materials, etc.

B. AFTER ACTION REPORT SUPPORTING DOCUMENTS

Many types of documentation might be included. Some recommended types include the following:
- Action plans written during operational activities or training exercises.
- Unit activity logs and journals
- Written messages
- Function and position checklists
- Public information and media reports
- Other forms or documents used during an emergency or training exercise.

Part 5: Glossary

- **Action Plan**
  A plan prepared in an emergency operations center (EOC), unified command center, or field command post, containing the emergency response objectives of a specific level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

- **American Red Cross**
  A federally charted volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

- **Building Evacuation Teams:**
  Building/Floor Leaders are trained in emergency response and play a vital role in the campus safety structure and in building evacuations. A Department Safety Coordinator is appointed by each campus department. (They, in turn, may assign one or more floor monitors for each floor their department occupies.) In addition, a Building Safety Coordinator is appointed for certain campus buildings. In an emergency situation on campus, the Building/Floor Leaders in your area assist in:
  o Evacuating the building.
  o Guiding building residents to a designated emergency assembly area.
Contacting department supervisors to account for employees. Know the Building Evacuation Team in your building, along with your assigned assembly area. If these are unknown, contact Jeff Boster, Safety Specialist with Campus Safety at 4723.

- **Care and Shelter**
  A function that provides food, clothing, and housing needs for people on a mass care basis.

- **Checklist**
  A list of actions taken by an element of the emergency organization in response to a particular event or situation.

- **Contamination**
  Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

- **Contingency Plan**
  A sub or supporting plan that deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

- **Decontamination/Contamination Control**
  - *Radioactive Materials:* The reduction or removal of radioactive material from a structure, area, person or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated and letting the material stand.
  - *Other Hazardous Materials:* Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment such as diking.

- **Emergency (Federal definition -- see also Local Emergency and State of Emergency)**
  Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

- **Emergency Management**
  The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

- **Emergency Operations**
  Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

- **Emergency Operations Center (EOC)**
  A centralized location from which emergency operations can be directed and coordinated. The primary EOC is located in SSAP MSS Conference Room. The alternate EOC is located at Campus West located in the AVP office.
• **Emergency Plans**
  Documents that describe principles, policies and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of government agencies, mobilization of resources, and public information.

• **Incident Command Post**
  An on-scene operations (police, fire, medical) location for assembly of necessary staff and equipment. A field command post may be established, if appropriate, at or near the scene of the emergency by the responding supervisor or officer focusing initial efforts directly on control of the emergency. The field supervisor at the command post will identify resources needed at the scene and communicate these needs to the Emergency Operations Center (EOC).

• **Field Treatment Site**
  Site designated by emergency officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

• **Hazardous Material**
  A substance or combination of substances that, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

• **Hazardous Material Incident**
  Any release of a material (during its manufacture, use, storage, or transportation) that is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

• **Incident Command System (ICS)**
  The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

• **Local Emergency (State definition)**
  The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.
**Major Disaster (Federal) -- see also Emergency**
Any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

**Media**
All means of providing information and instructions to the public, including radio, television, and newspapers.

**Mitigation**
Pre-event planning and other actions, which lessen the effects of potential disasters.

**Mutual Aid**
A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

**National Warning System**
The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

**Office of Emergency Services (OES)**
Part of the Governor's office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within California.

**Operational Area**
An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county.

**Plan**
As used by OES, an emergency management document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

**Public Information Officer**
An official responsible for releasing information to the public through the news media.

**Search**
Systematic investigation of an area or premises to locate persons trapped, injured, immobilized or missing.

**Standard Operating Procedures**
A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.
• **State Emergency Plan**
  The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

• **State of Emergency**
  According to Section 8558 (b) of the Emergency Service Act, a State of Emergency means: "Other duly proclaimed existence of conditions of disaster or of extreme peril or the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infection or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a 'state of war emergency,' which conditions, 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 or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

• **State of War Emergency**
  According to Section 8558 (a) of the Emergency Services Act, a "State of War Emergency" means the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

• **Volunteers**
  Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.
Part 6: Forms

Table 1: EOC Master Log Record all major events / decisions / messages. Forward copies of this log to Situation Status and / or the EOC Manager.

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Event / Decision / Message</th>
<th>Staff</th>
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<tbody>
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Table 2: EOC Activation Checklist Please follow this list to set up the EOC. The first person to arrive is responsible for setting up the EOC. Forward this checklist to the EOC Manager when completed.

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<th>NAME:</th>
<th>DATE:</th>
<th>TIME:</th>
<th>EVENT:</th>
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**EOC ACTIVATION:**

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<tr>
<th>EMERGENCY POWER:</th>
<th>TELEPHONES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>Partial</td>
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</tbody>
</table>

**SET UP AND TEST COMMUNICATIONS**

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<td>Land Line Telephones</td>
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<td>Satellite Phones</td>
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<td>Computers</td>
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<tr>
<td>Set Up Tables</td>
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<td>Campus Maps</td>
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<td>EOC Log</td>
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<td>Message Board</td>
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<td>Posting Board</td>
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**NOTES:**
Appendix 1: Emergency Communications and Notification

A. ULV EMERGENCY COMMUNICATIONS

The Director of Campus Security has the primary responsibility to promptly notify the campus community when warranted by an emergency situation.

Notification of the campus community will normally be accomplished through the Campus Security and the EOC. It will involve a warning that an emergency exists and the issuance of appropriate instructions.

The Campus Security is the primary point on campus for receipt of warnings from local and state officials.

In an emergency such as earthquake, flood, or power outage, people may experience confusion and anxiety about what has happened or is happening. ULV emergency communications procedures include the following:

- In an emergency, the university is committed to providing official emergency information as quickly as the situation allows.
- In the first few minutes after an emergency, official information will likely be unavailable and phone service may be interrupted.
- The best source of information will be the Emergency Operations Center (EOC). The EOC Public Information Officer will provide accurate and current information for dissemination to faculty, staff, students, and the public.
- In the event of an emergency, the university will communicate information via the following, as possible:
  - Emergency Notification System, ULV ALERT, SMS, email, & telephone
  - Emergency Information Line: 1-855-858-2537 - ULV ALERT
  - Phone trees
  - The local TV and radio media sources
  - Campus Security vehicle public address system
  - Police, Parking, and Physical Plant portable radios
  - Campus telephone voicemail system
  - Campus message signs/Emergency Blue Phones

B. PHONE TREES

- When phone systems are operational, an effective way of providing emergency information to a large number of people is through the use of phone trees. The university needs your help and requests that each department, division, and college develops and use a phone tree to communicate information in an emergency. Administrators, managers, and supervisors should use the phone tree to notify their staff or faculty as necessary.
• A simple organizational chart format works well. Divide the department, division, or college into small groups (preferably no more than 10) with one person designated as the primary caller for the group. Designate an alternate primary caller as well. Primary callers should keep their phone tree available at all times in case they happen to be off campus at the time of the emergency.

• Phone tree information should include work phone, home phone, and cellular phone.

• Depending on the nature of the incident, if the phone system is operational, and when safe, the primary caller will activate his/her phone tree. The primary caller should ensure only confirmed information is relayed to people on their list. The primary caller should update the people on their list as new information is obtained.

• Phone trees should be provided to the responsible persons in each department, division, or college as well as the Operation Section Coordinator.

• Phone trees will be checked and updated each January and July and redistributed.

• Phone trees will be kept confidential.

Appendix 3: Emergency Plan Activation

When an emergency situation arises, the Emergency Operations Executive/Incident Commander (EOE/IC) should activate the Plan. S/he will retain control of the Emergency Operations until relieved by a higher-ranking member of the Campus Safety or the Emergency Operations Director. University personnel and equipment will be utilized to provide priority protection for:

- Life safety
- Preservation of property
- Restoration of academic and business operations

The manner in which university personnel and equipment will be used will be determined by the Plan under the direction of the EOE/IC.

The EOE/IC will immediately appoint available individuals, with appropriate skills, to fill each of the Emergency Operations Center positions: Operations, Planning, Logistics, and Finance.

The President or acting president of the university will be responsible for notifying the EOE/IC to deactivate the emergency operations response when s/he deems it appropriate.

• Activation During Business Hours
When an emergency situation such as those envisioned by the Plan occurs during university business hours, the following should take place:
Campus Safety Officers will:

- Immediately call the Campus Safety Director and advise of the emergency situation.
- Then notify EOC representatives, and advise them where to report.

*If Telephone Services ARE NOT Operational:*

- As they become aware of a major emergency situation at the University of La Verne, EOC representatives and members of the Executive Policy Group will immediately report to the EOC.

**Activation During Non-working Hours**
There is a significant chance that an emergency situation such as those envisioned by the Plan may occur before or after regular university business hours, or on a holiday or weekend when the university is closed.

While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and staff until officials can be notified. Until that time, however, the individuals assuming the most responsibility will members of the Campus Security. Officers will follow guidelines and checklists in the Plan, while simultaneously notifying members of the EOC and Executive Policy Group of the situation.

The EOC Representatives and Executive Policy Group should report to the EOC.

**Appendix 4: ULV Evacuation Procedures**

**A. PREPARING FOR AN EVACUATION**

- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

**B. DURING AN EVACUATION**

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
Follow instructions from emergency personnel or Building Evacuation Team.
Check doors for heat before opening. (Do not open door if hot.)
WALK — do not run. Do not push or crowd.
Keep noise to a minimum so you can hear emergency instructions.
Use handrails in stairwells; stay to the right.
Assist people with disabilities.
Move to your assembly point unless otherwise instructed.

If relocating outside the building:

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your building safety coordinator.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.
- Whenever the fire alarms/strobes are activated, occupants MUST evacuate the building and reassemble at your designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. DO NOT USE ELEVATORS!!!!
- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, Building/Floor Leaders will move through the building and order the occupants to evacuate.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
- Building Evacuation Teams are responsible to assist and direct building occupants in assigned areas to the fire exit stairwell and confirm that all occupants have evacuated the areas. The building safety coordinator will report to an authorized emergency responder that their area is clear. Authorized emergency responders are members of the Police/Fire department or Evacuation Team wearing orange vests. Try to remain calm, and give clear evacuation instructions. Keep existing groups together.
- Building Evacuation Team Members are responsible to work with departmental chairs and directors to identify any ULV employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Area of Rescue.” The escort should remain with the disable person at the landing to provide additional assistance. The building safety coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.
- Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The faculty
member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

C. EVACUATION OF DISABLED PERSONS

A. Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons below:

B. Non-ambulatory persons

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible. Instead, use an emergency evacuation chair.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with their wheelchair as soon as it is safe to retrieve it.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, plasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?
C. Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide"; offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

D. Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

1. Write a note describing the emergency and nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
2. Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

D. "SHELTER-IN-PLACE" PROCEDURES

During certain emergency situations, particularly chemical, biological or radioactive material releases and some weather emergencies, you may be advised to “shelter in place” rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems. Most university buildings' ventilation systems are controlled centrally by Physical Plant.
- Drink bottled, stored water, not water from the tap.
- If possible, check for additional information via the main university Web page, http://www.ulv.edu, and/or monitor radio or television for further details.
- Do not call 911 unless you are reporting a life-threatening situation.

When the "all clear" is announced:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.
E. ASSEMBLY POINTS

See Rally Point Table

F. VEHICLE EVACUATION PLAN

One goal of Campus Safety in the event of a campus closure/evacuation is to direct vehicles off campus in a safe and controlled manner. The following traffic management plan will be implemented, although it should be noted that several variables may come into play that could alter the specific application of the plan. Pre-eminent among these factors are:

- the nature of the emergency
- the immediate impact of the emergency upon ULV
- the timing of the emergency
- the staffing available to implement the plan.

Appendix 5: Threat Assessment and Planned Response

This section provides a description of hazards to the University of La Verne, their estimated probability, and the planned response for each potential threat. The purpose is to describe the area at risk and the anticipated nature of the situation that could result should the event threaten or occur. Any single incident or a combination of events could require evacuation and/or sheltering of the population (transient and residential).

Potential Threats to University of La Verne

University of La Verne is at potential risk for a number of threats. The following threat assessments identify and summarize the potential hazards that could impact the university and outline ULV's planned response to each:

Threat Assessment 1: Civil Disorder
Threat Assessment 2: Earthquake
Threat Assessment 3: Fire
Threat Assessment 4: Flood
Threat Assessment 5: Hazardous Materials Incident
Threat Assessment 6: Utility Failure (Electrical, Water or Gas)
Threat Assessment 7: Terrorism
Threat Assessment 8: Aircraft Incident

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<tr>
<th>Threat Assessment &amp; Planned Response 1 - Civil Disorder</th>
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<td><strong>Threat Assessment</strong>: A riot or civil disturbance that threatens the safety of persons or destruction of property will immediately require a law enforcement mutual aid response because of the current staffing available in the Campus Safety Department.</td>
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<tr>
<td><strong>Planned Response</strong>: The incident will be assessed for an appropriate response and activation of the EOC. If time is available, immediate requests for mutual aid will be made through approved channels. Attempts will be made to identify and meet with organizers of the event. If the riot or major civil disturbance is an instantaneous reaction, all efforts will be made to protect lives and property until resources arrive to more effectively manage the emergency.</td>
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</table>
Threat Assessment & Planned Response 2 - Earthquakes

Threat Assessment ULV is within the probable area of strong ground motion and is likely at some point to experience a major earthquake involving possible landslides, ground rupture and damage to bridges, overpasses and/or trolley line, which may affect transportation and communication routes. These are some of the fault zone located within 30 miles of ULV and the possible magnitude of the earthquake which could occur on them.

San Jose Fault

TYPE OF FAULTING: left-lateral strike-slip; minor reverse component possible
LENGTH: about 18 km
NEARBY COMMUNITIES: Claremont, La Verne, Pomona
LAST SIGNIFICANT QUAKE: Feb. 28, 1990; Ml5.4;
No surface rupture found
MOST RECENT SURFACE RUPTURE: Late Quaternary
SLIP RATE: between 0.2 and 2.0 mm/yr
INTERVAL BETWEEN MAJOR RUPTURES: unknown
PROBABLE MAGNITUDES: Ml6.0 - 6.5
OTHER NOTES: The San Jose fault dips steeply to the north.

Sierra Madre Fault

TYPE OF FAULTING: reverse
LENGTH: the zone is about 55 km long;
total length of main fault segments is about 75 km, with each segment measuring roughly 15 km long
NEARBY COMMUNITIES: Sunland, Altadena, Sierra Madre, Monrovia, Duarte, Glendora
MOST RECENT SURFACE RUPTURE: Holocene
SLIP RATE: between 0.36 and 4 mm/yr
INTERVAL BETWEEN SURFACE RUPTURES: several thousand years (?)
PROBABLE MAGNITUDES: Mw6.0 - 7.0 (?)
OTHER NOTES: This fault zone dips to the north. It was not the fault responsible for the 1991 Sierra Madre earthquake.

Cucamonga Fault Zone

TYPE OF FAULTING: thrust
LENGTH: about 30 km
NEAREST COMMUNITIES: Claremont, Upland, And Cucamonga
SLIP RATE: between 5 and 14 mm/yr
INTERVAL BETWEEN MAJOR RUPTURES: estimated at roughly 600-700 years
PROBABLE MAGNITUDES: Mw6.0 - 7.0
MOST RECENT RUPTURE: very recent Holocene
OTHER NOTES: Typical ground rupture per major event estimated at 2 meters. Slip rate (and thus recurrence interval) is somewhat disputed. If fastest slip rate is assumed, surface rupture interval may be as short as 150-200 years. This zone of faulting dips to the north.
The Cucamonga fault zone is part of the same fault system, marking the southern boundary of the San Gabriel Mountains, as the Sierra Madre fault zone. Sometimes it is included as part of the Sierra Madre fault zone, as is the San Fernando fault zone far to the west; here we refer to each as separate fault zones, as it is not clear that rupture may progress from one to another. Perhaps the best way to rectify the difference in nomenclature is to refer to the Cucamonga fault zone, Sierra Madre fault zone, and the San Fernando fault zone as the Sierra Madre fault system.

Red Hill Fault Zone
**Whittier Fault Zone**

**TYPE OF FAULTING:** right-lateral strike-slip with some reverse slip  
**LENGTH:** about 40 km  
**NEARBY COMMUNITIES:** Yorba Linda, Hacienda Heights, And Whittier  
**MOST RECENT SURFACE RUPTURE:** Holocene  
**SLIP RATE:** between 2.5 and 3.0 mm/yr  
**INTERVAL BETWEEN MAJOR RUPTURES:** unknown  
**PROBABLE MAGNITUDES:** Mw 6.0 - 7.2  
**OTHER NOTES:** The Whittier fault dips toward the northeast.

**Raymond Fault Zone**

**TYPE OF FAULTING:** left-lateral; only minor reverse slip  
**LENGTH:** 26 km  
**NEAREST COMMUNITIES:** San Marino, Arcadia, And South Pasadena  
**MOST RECENT MAJOR RUPTURE:** Holocene  
**SLIP RATE:** between 0.10 and 0.22 mm/yr  
**INTERVAL BETWEEN MAJOR RUPTURES:** roughly 4500 years (?)  
**PROBABLE MAGNITUDES:** Mw 6.0 - 7.0  
This fault dips at about 75 degrees to the north. There is evidence that at least eight surface-rupturing events have occurred along this fault in the last 36,000 years.  
The exact nature of the slip along the Raymond fault has been a subject of debate for quite some time. The fault produces a very obvious south-facing scarp along much of its length, and this has made many favor reverse-slips as the predominant sense of fault motion. However, there are also places along this scarp where left-lateral stream offsets of several hundred meters can be seen.  
The matter will not be conclusively resolved until the Raymond fault ruptures at the surface, but some new light was shed on the debate in late 1988, when the Pasadena Earthquake occurred. Apparently located on the Raymond fault, the motion of this quake was predominantly left-lateral, with a reverse component only about 1/15th the size of the lateral component. Curiously enough, this corresponds very well with a scarp height of about 30 meters (reverse slip) versus a left-lateral stream offset of about 400 meters (lateral slip), which are found along the scarp of the Raymond fault south of Pasadena.  
If the Raymond fault is indeed primarily a left-lateral fault, it could be responsible for transferring slip southward from the Sierra Madre fault zone to other fault systems.

**San Gabriel Fault Zone**

**TYPE OF FAULTING:** primarily right-lateral strike-slip  
**LENGTH:** roughly 140 km  
**NEARBY COMMUNITIES:** Castaic, Saugus, Sunland  
**MOST RECENT SURFACE RUPTURE:** Late Quaternary west of intersection with the Sierra Madre fault zone; Quaternary east of that intersection; Holocene only between Saugus and Castaic  
**SLIP RATE:** 1 mm/yr to 5 mm/yr
INTERVAL BETWEEN MAJOR RUPTURES: unknown
OTHER NOTES: Slip rate and recurrence interval probably vary significantly along the length of the San Gabriel fault zone. The western half is probably much more active than the eastern half. Dip is generally steep and to the north.

Clamshell-Sawpit Canyon Fault Zone

TYPE OF FAULT: reverse
LENGTH: 18 km
NEAREST COMMUNITIES: Sierra Madre, Monrovia
MOST RECENT SURFACE RUPTURE: Late Quaternary
OTHER NOTES: This fault dips to the north at about 40 (at the surface) to 50 (at depth) degrees. The Sierra Madre earthquake of 1991 probably originated on the Clamshell - Sawpit Canyon fault. Though a sizable earthquake, the depth of this quake prevented the rupture from reaching the surface.

San Antonio Canyon Fault Zone

TYPE OF FAULTING: left-lateral strike-slip
LENGTH: 20 km
NEARBY COMMUNITIES: Mt. Baldy, Alta Loma
MOST RECENT SURFACE RUPTURE: Late Quaternary
OTHER NOTES: The small branch to the west near the southern end of the San Antonio fault is known as the Evey Canyon fault. The San Antonio fault probably cuts and offsets the Stoddard Canyon fault.

Stoddard Canyon Fault Zone

TYPE OF FAULTING: left-lateral strike-slip
LENGTH: 18 km
NEARBY COMMUNITIES: Alta Loma, Lytle Creek
MOST RECENT SURFACE RUPTURE: Quaternary
OTHER NOTES: Also called the South San Antonio fault, this north-dipping fault is one of many in a complex system of branching faults north of the Cucamonga fault zone, none of which appear to have been active in Holocene times. The largest of these is the Icehouse Canyon fault, which branches off to the north of the Stoddard Canyon fault. The Stoddard Canyon fault is probably cut and offset by the San Antonio fault to the west, but the intersection of these two faults is buried, and the exact relation is unclear.

San Jacinto Fault Zone

TYPE OF FAULTING: right-lateral strike-slip; minor right-reverse
LENGTH: 210 km, including Coyote Creek fault
NEARBY COMMUNITIES: Lytle Creek, San Bernardino, Loma Linda, San Jacinto, Hemet, Anza, Borrego Springs, Ocotillo Wells
MOST RECENT SURFACE RUPTURE: within the last few centuries; April 9, 1968, Mw 6.5 on Coyote Creek segment
SLIP RATE: typically between 7 and 17 mm/yr
INTERVAL BETWEEN SURFACE RUPTURES: between 100 and 300 years, per segment
PROBABLE MAGNITUDES: Mw 6.5 - 7.5

San Andreas Fault Zone

TYPE OF FAULT: right-lateral strike-slip
LENGTH: 1200 km
550 km south from Parkfield; 650km northward
NEARBY COMMUNITY: Parkfield, Frazier Park, Palmdale, Wrightwood, San Bernardino, Banning, Indio
LAST MAJOR RUPTURE: January 9, 1857 (Mojave segment); April 18, 1906 (Northern segment)
SLIP RATE: about 20 to 35 mm per year
INTERVAL BETWEEN MAJOR RUPTURES: average of about 140 years on the Mojave segment;
recurrence interval varies greatly -- from under 20 years (at Parkfield only) to over 300 years
PROBABLE MAGNITUDES: Mw 6.8 - 8.0 (Information provided and approved by Dr. L. Abbott, SDSU
Geology Department.)

Planned Response: The following summarizes the major operations in response to an earthquake. When a
major earthquake occurs, the campus notification system will be initiated by the Campus Safety or a
designee. Full or partial activation of the ULV Emergency Operations Center (EOC) will depend upon
damage to the university and potential hazards. When the EOC is activated, a direct line to the county- or
city-wide EOC will be maintained.

Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical
and electrical hazards and resource requirements. Assessment teams will continue until all campus
buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be
provided to injured persons. Food and temporary shelter may be provided until the campus is restored to
normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken.
Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to
be evacuated. Students, faculty and staff will be notified of the necessity to evacuate. Any evacuation will
be coordinated with the La Verne City Emergency Operations Center and/or Los Angeles County
Emergency Operations Center.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided
for disabled persons and children.

Threat Assessment & Planned Response 3 - Fire

Threat Assessment: Moderate vegetation and structure fires are a significant hazard and concern
for the campus. The main campus is bounded by residential areas on the north and west sides and
to the east are the downtown business district and light industrial area. The southern side of
campus is bordered by the Southern Pacific railroad tracks.

Planned Response: The campus relies on the La Verne Fire Department (LVFD) for primary fire
services. In the event that a fire is reported on campus or in the immediate surrounding area, a
Campus Safety officer will be dispatched to the scene to confirm the report. If fire is confirmed,
Campus Safety will initiate LVFD call-out. The Campus Safety Officer on the scene will establish
an Incident Command Post and begin the process of managing the incident until relieved by
LVFD command. If the fire is an imminent threat to life or structure, the EOC may be activated in
a Level II emergency mode.

Threat Assessment & Planned Response 4 - Flood

Threat Assessment: Flooding in the university area will typically be the result of torrential rains.
Water damage will probably be confined to basement and ground floor areas and for short periods
of time. However, flooding of parking areas and public streets may isolate areas of the university
for longer periods of time. Usually there will be advance warning as water rises. Close
coordination with local authorities and constant vigilance of areas will be necessary to minimize
danger to persons, damage to property or loss of equipment. One of the greatest hazards will be electrical grounding of equipment and power lines. Explosions could occur from extinguished gas flames or weakened boilers.

**Planned Response:** The following summarizes the major operations in response to flooding. Since advance warning of flooding conditions can usually be anticipated, the EOC will be activated if conditions warrant determining the necessary action to be taken. When required, all faculty, staff and students except those necessary to assist in the emergency will be evacuated if time permits. Prior to this evacuation, freeway and street conditions will be ascertained and announced by campus and local radio stations. Shutdown procedures of the areas that may be affected by flooding are of primary consideration to prevent fire, explosion and electrical hazards. Any area flooded or evacuated will be sealed off by barricades or Campus Safety personnel to prevent injury to persons, pilferage and interference with emergency operations.

Injured or ill persons will be treated at the Student Health Center or, if necessary, taken to hospitals. Under more severe conditions, outside ambulance service may be impossible to request; therefore, other means of evacuating serious cases will be considered.

Once the dangerous conditions have been reduced, immediate attention will be turned to minimizing damage or loss to property and equipment by water. Protective sand bags will be used where feasible. Teams will be organized to remove material and equipment to safety. Other personnel will be assigned to provide early warning of rising water in various areas of the university. Damage assessment will be continually reported to the EOC.

In extreme cases of flooding where outside areas are affected and travel disrupted, it may be necessary for some persons to remain at the university for an unusual length of time. Lodging, food service, and lighting will be required.

When the water has subsided and the threat of further flooding diminishes, repair operations will receive primary consideration. Completion of this work may involve restoration of public utilities, electrical and machinery areas, specialized areas such as the computer areas, the switchboard area and other support facilities. Material and equipment removed must be returned to its original location. In addition to an increase in manpower, assistance required at this time may include food services, emergency procurement and provisions for emergency expenditure of funds.

**Threat Assessment & Planned Response 5 - Hazardous Materials Incident**

**Threat Assessment:** Los Angeles County is considered to be an urban area with multiple risks of hazardous materials emergencies. The county has large industrial complexes normally associated with a high incidence of hazardous materials emergencies. When a hazardous material emergency occurs, multiple HazMat resources will be drawn upon.

Hazardous materials are also found on campus but generally in small quantities. An accidental release of such materials would pose a threat to individuals only in the immediate vicinity. Such a release could occur because of fire, explosion, earthquake, aircraft accident or flood.

**Planned Response:** Off-Campus Incident

A major hazardous materials release in close proximity to the university could require sheltering or evacuation of all or part of the campus. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; shut down heating, air conditioning and exhaust systems; and seal any openings, as feasible. If circumstances permit, the campus population may be directed to
designated shelters. Assistance will be provided for disabled persons and children.

If time permits, evacuation may be the most appropriate protective action to take. Evacuation would most likely occur on notification from county or city officials responsible for managing the incident. The implementation of this protective action at ULV will be closely coordinated with the county or city EOC to ensure the timely integration of the traffic flow from the university campus into the routing designated by the county / city.

The ULV EOC Incident Commander will instruct the community to leave campus through specific routes. One or more egress routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within the campus and at the access/egress control points. An estimate will be made of the number of people/cars leaving the campus. This estimate will be reported to the county / city EOC.

Priority use of available campus transportation resources will be allocated first to the disabled and student living on campus without transportation. If additional transportation resources are needed, they will be requested through the county / city EOC. The ULV EOC Incident Commander will confirm campus evacuation with the county / city during the evacuation for the purpose of judging the progress and at the end to ensure completion. Perimeter and security control of ULV will be established. The area will be checked to ensure that everyone is evacuated.

**Planned Response: On-Campus Incident**

An on-campus incident is unlikely to require the evacuation of more than a small area of the campus. Individuals in the hazardous area will be warned and directed to leave the area. Campus Safety personnel will establish an appropriate perimeter around the incident. The ULV Environmental Health and Safety Director will be notified and will be responsible for advising on further actions. Any injured, exposed, or ill persons will be treated at the scene by paramedics and/or transported to a hospital.

**Threat Assessment & Planned Response 6 - Utility Failure (Electrical, Water or Gas)**

**Threat Assessment:** Electrical utility failure most often occurs during major storms and is generally a result of problems unrelated to events on campus. Electrical utility failure can have a significant impact on valuable research projects and the conduct of class schedules. If the utility failure is water, the effect on the campus could become very significant in a short period of time. A water failure could present a health problem that would require activation of the EOC and coordination with City and County Public Health. Disruption of natural gas utilities could have significant impacts on campus functions. Utility failures can shut down electricity around campus, water in the bathrooms and food services. Any and all these could result in suspending classes and campus closure.

**Planned Response:** In the event of an electrical utility failure, the EOC will be activated to an appropriate level to restore electricity. If the electrical failure will influence class scheduling, the university EOC may activate to manage the emergency. In the event of a water utility failure, the first step in the campus response will be assessment of the extent of water failure and period of time the campus will be without water. If it is determined that the campus will be without water for 12 hours or more, the university EOC may activate. An immediate action plan will include notifications to the campus community and surrounding communities to minimize health hazards until water utilities are restored. In the event of a gas utility failure the type of disruption, planned or unplanned, will dictate the type of response. In an unplanned disruption that creates an immediate threat to life, structure or other property, the Campus Safety Department and La Verne Fire Department will be dispatched to manage the threat. An EOC activation will manage the
process of restoring gas utilities to their normal state.

**Threat Assessment & Planned Response 7 - Terrorism**

**Threat Assessment:** Terrorism continues to present a threat at the federal, state and local levels. However, terrorists do not distinguish between official and civilian targets, so the potential danger to University of La Verne has increased. Terrorism could potentially result not only in a disruption and/or temporary suspension of classes but could also affect services, infrastructure and life at the University of La Verne.

**Planned Response:** The campus relies on the Homeland Security Threat Advisory to assess the threat level and response during normal circumstances. An initial response to a specific and credible threat could include (but is not limited to) cancellation of classes, suspension of services and temporary restriction of access to campus or facilities. Additionally, all faculty staff and students and may be asked to show an ID to get into buildings, living residences or access points and may be required to carry ID at all times. In the event of a terrorist incident, campus officials will coordinate with city, state and federal authorities and follow Homeland Security guidelines and response measures.

**Threat Assessment & Planned Response 8 - Aircraft Incident**

**Threat Assessment:** University of La Verne is located in the close proximity of three airports: Ontario International Airport (15 miles east), Cable Airport (7 miles east) and Bracket Field (.5 miles south). While ULV does lie within the flight paths of some aircraft, this is not a primary path of air transit and therefore does not present an overall high level of danger to the university. Still, an aircraft crash could occur on campus without notice. The extent of the incident would dictate the level of response.

**Planned Response:** If the crash site involves major injuries or death on campus, the EOC will activate to manage the incident. Fire and rescue units will be activated and a Field Command Post will be established.