

UC-CSU Annual Emergency Managers Meeting Minutes
October 23-24, 2003
Cal Poly San Luis Obispo

Thursday, October 23

I. Incident Action Planning – Dick Staley, Santa Clara Valley Water District

“Capt. Edward Smith” used the event of the foundering of the RMS Titanic in the North Atlantic to illustrate EOC incident action planning concepts. A list of incident facts and situation status were presented and breakout groups were asked to develop overall EOC goals (operational priorities), and corresponding objectives for incident management, planning/intelligence, operations, logistics, and finance/administration.

Lessons Learned:

- Need to focus on specific problems – solutions – mitigation measures
- Need to focus first on fully defining problem and situation status
- Emergency response is dependent on good planning and problem definition
- Priority on “life safety” or “saving lives” is too generic – need to focus on specific context – what do you need to do to save lives in this situation?
- Time is of essence in emergency operations – need to make decisions quickly
- Need to define measurable goals over specified operational period
- Expedited access to and utilization of limited resources is essential
- Need to quickly assess and prioritize threats/obstacles to EOC/operational goals
- Need to identify and implement expedited mitigation measures to achieve goals
- Mitigate threats/obstacles by preparing/adopting/implementing EOC operational period action plans
- Need to establish and maintain planning/intelligence and resource management information systems
- Need to establish and maintain effective public information communications capability
- Logistics must mobilize resource procurement as needed to meet operational priorities
- Finance must enable logistical support as needed to meet operational needs

II. UC & CSU Breakout Sessions – Bob Charbonneau, UCOP

(UC) administrative items/updates including:

- Updates of emergency manager list/campus emergency contact info
- Annual emergency preparedness status report
- Review UCOP EPS emergency preparedness web page resources/links
- Review UCOP notification protocol for campus emergencies
- Status of draft systemwide policy on emergency preparedness (need to follow up with UCOP Business & Finance)

- EOC management software was discussed – no one recommended any of the commercially available software due to high (ongoing) costs and poor applicability to campuses; UCR & UCSB have developed their own software
- SHSAS – State Homeland Security Assessment & Strategy program was explained and discussed
- UC Berkeley has installed a campuswide alerting and warning system consisting of network of building rooftop-mounted sirens; for more information go to www.berkeley.edu/oep

III. WMD (Weapons of Mass Destruction) Session – State & Federal Agencies

1. State Homeland Security & Emergency Management Overview – Mike Guerin, Chief – OES Law Enforcement Branch

- State view of UC/CSU campuses as potential targets, mutual aid responders, Op Area members, specialized campus resources
- Emergency preparedness recommended focus on following five likely scenarios/incidents: hazmat releases/spills; violence/active shooter incidents; multi-casualty incidents (MCI); bombing incidents; and natural disasters
- Focus on these five scenarios/incidents will prepare campuses for any terrorist acts/incidents
- Campuses are NOT likely targets of international terrorists, but have been targets for environmental activists (e.g. ALF/ELF)
- UCPD has more experience/expertise in dealing with civil disobedience/crowd control than most police depts
- Sacramento is now in transitional period to new administration (new dept heads)
- State agency actions since 9/11 summary (CHP, CNG, FBI JTTFs, DOJ CATIC, DFG, DHS, OES)
- Overview of Federal DHS (Dept Homeland Security) issues and status
- State OHS (Ofc Homeland Security) focus on grants, first responders, prevention; note Director Vinson announced retirement at end of year
- OHS management – Deputy Directors Giorgi, Dayton, Levy
- Terrorism funding – FEMA, OJP, HHS source agencies; more latitude being sought in uses for grants; \$540M to state first responders
- State agency leads: CHP (security); DOJ (CATIC/criminal intel); OES (consequence mgmnt and situational intel)
- State Warning Ctr – combining CHP ENTAC & OES Warning Ctr; pending arrival of FBI analysts
- CATIC (Cal Anti-Terrorism Info Ctr) – unclear future; OHS-DOJ discussions
- OES role – coordinate state disaster response; provide guidance to local govt on terrorism response
- OES resources – communications vans; OASIS trailers; mobile command posts; inter-operable radio equipment (black boxes); handheld VHF radios/repeaters
- State/OES budget outlook is unclear; disarray due to change in governor; OES budget cuts significant

- OES State Terrorism Response Plan – annex to state emergency plan; roles and responsibilities; organization; integrates FBI plans; currently being updated
- SSCOT – State Strategic Committee on Terrorism – short-term recommendations; minimize state vulnerabilities; move toward mid and long-term measures
- S-TAC – State Threat Advisory Committee – responds to threats or incidents to determine nature, jurisdiction, actions in progress
- OES Local Planning Guidance on Terrorism Response – org charts SEMS/ICS; roles and responsibilities; sample local govt plan
- CSTI – OES Specialized Training Institute, San Luis Obispo – courses in terrorism and emergency management
- Terrorist act initial response – notifications to local law, fire, EMS, and FBI; situation assessment; responder safety; immediate life safety assessment; implement ICS; establish perimeter
- Continued response – coordination with Fire, Hazmat, EMS; evacuations?; stabilize crime scene; traffic and crowd control; public information; criminal investigation; health issues
- SEMS – ICS; integrated planning; multi-disciplinary; communications
- Mutual Aid systems – statewide hierarchy; flow of resource requests/assistance; multi-agency coordination
- Continuity of Gov't Operations (COG) – “business continuity” for gov't agencies
- An OES reference CD was provided that includes: anti-terrorism documents (federal docs, reference docs, after-action reports, etc); emergency management documents; ICS forms; OES Law Enforcement Info Bulletins; State mutual aid plans; search & rescue documents; State emergency plans; and mutual aid maps

2. Bob Nickel, FBI – Los Angeles (WMD Coordinator) – WMD Update

- FBI OSC (On-Scene Coordinator) – command post liaison for federal assets
- JTTFs (Joint Terrorism Task Forces) – four regional: SF, Sac'to, LA, San Diego conduct credible threat assessments – advise State SSCOT
- WMD Coordinators – each FBI office
- FBI lead federal agency for crisis management – measures to identify, prevent, and/or resolve terrorist threats/acts
- Hazmat trained evidence collection teams
- Expertise with chem/bio incidents (i.e. anthrax, ricin, etc.)

3. Lisa Pepin, Federal Dept Homeland Security - Ofc Domestic Preparedness – Federal ODP Terrorism Programs Review

- ODP three major branches: Training & Technical Assistance; Exercise Development & Support; Equipment Acquisition grants; for general overview, see <http://www.ojp.usdoj.gov/odp/>
- Training info - see <http://www.ojp.usdoj.gov/odp/ta/training.htm>
- Equipment grant program this year focuses on radiological monitoring equipment
- Five training centers: Fort McClellan Ctr. for Domestic Preparedness (CDP) – live chem. agents; New Mexico Inst. Mining & Technol (NMIMT) – high explosives; LSU Academy Counter-terrorist Education – law enforcement; Texas

- A&M Natl Emergency Response & Rescue Training Ctr (NERTC) – WMD courses; DOE Nevada Test Site Natl Exercise, Test, Training Ctr (NTS) – rad/nuclear, live agent simulants, and explosives field exercises
- Potential for UC partnership with ODP if UC has unique and specific proposal
- Lisa: 202-353-3720 or lisa.pepin@dhs.gov

4. Rick Linson, Captain, CHP Sacramento HQ – State Warning Center

- State Warning Center (SWC - Sac'to) – combine OES/CHP functions of notifications and tactical alert center
- New terrorist evaluation capability for local law enforcement via FBI liaison at SWC – patrol officers can request FBI check on suspect thru Dispatch; Dispatch calls SWC (916-845-8931) – SWC runs check thru FBI Counter-Terrorism Warning Ctr in DC – FBI confirms not a person of interest or requests suspect be detained for further questioning by JTTF or document enforcement stop and forward info to JTTF (goal make this determination in 20 minutes)

Friday, October 24

I. EM Program Audits & Accreditation – Valerie Quigley, LBNL

- EMAP = Emergency Mgmt Accreditation Program – voluntary process based on collaboratively developed national standards. See <http://www.emaponline.org/>
- EMAP stds linked to NFPA 1600 Std. (see below)
- Need for accreditation driven by high expectations for emergency services and increased levels of destruction caused by disasters; terrorism concerns heighten need to strengthen core capabilities; mechanism needed to independently evaluate EM programs/structure before a disaster
- Benefits of accreditation include providing EM professionals a way to assess their program against established national standards; provides discipline and accountability in regularly reviewing, maintaining, and documenting compliance with standards and best practices; provides common structure for review and analysis amongst public sector programs nationwide; provides clients/stakeholders with evidence of their program's compliance with national standards
- Insurance benefits – from a risk management perspective, adherence to national standards will satisfy the necessary “standard of care” and may allow a facility to qualify for “highly protected risk” status
- JCAHO – Joint Commission on Accreditation of Healthcare Organizations emergency management standards for medical centers are generally in line with EMAP and NFPA standards. See <http://www.jcaho.org/news+room/press+kits/emergency+prep.htm>
- NFPA 1600 Standard on Disaster/Emergency Management & Business Continuity – for background, see <http://www.davislogic.com/NFPA1600.htm>

- NFPA site to purchase standard (subscribers may view it):
http://www.nfpa.org/Codes/NFPA_Codes_and_Standards/List_of_NFPA_documents/NFPA_1600.asp
- NFPA 1600 is currently being revised; new standard to be issued Spring 2004
- EMAP/NFPA Emergency Management Program Standards:
 1. EM program written policy
 2. EM coordinator/manager
 3. EM program management support/advisory-planning mechanism
 4. Periodic program assessment
 5. Complies with applicable regs, laws, authorities
 6. Hazard Identification and Risk Assessment
 7. Hazard Mitigation program
 8. Resource management capability (methodology/process)
 9. Plans – emergency operations; mitigation; recovery
 10. SEMS/ICS
 11. Communications and warning systems/process & procedures
 12. EM Standard Operating Procedures (SOPs)/procedures
 13. EOC facilities and logistics/resource inventories
 14. Training of emergency responders
 15. Exercises – evaluation and corrective actions
 16. Crisis communications and public education/awareness
 17. Fiscal program support and administrative procedures
 18. Mutual Aid (to be added in revision of standard)

II. Emergency Manager Professional Development – Fred Lynch, UC Riverside

- Why important? Knowledge, respect, credibility; competence to accomplish tasks; gives you the “edge” in planning, grants, response, recovery
- Trends & Direction: Special knowledge (FEMA \$, WMD issues); Partnering/relationships (comprehensive EM; Op Areas, Local Govt, OES, FEMA); Accreditation (IAEM); Assessment (EMAP, NFPA 1600)
- National Fire Academy (NFA) – Management Science curriculum (fire service communication; organization theory in practice; interpersonal dynamics); Public Education curriculum (effective public education programs; community education leadership; developing fire and life safety strategies)
<http://www.usfa.fema.gov/fire-service/nfa/nfa.shtm>
- NFA Eligibility: “any person with substantial involvement in fire prevention and control, EMS, fire-related emergency management, or allied professions.” Selection based on impact applicant will have on the quality of fire protection in the local community and potential for use of skills acquired.
- FEMA Emergency Management Institute (EMI) – Professional Development Series certificate: principles of EM; emergency planning; exercise design; leadership and influence; decision-making and problem solving; effective communication; developing volunteer resources.

<http://training.fema.gov/EMIWeb/IS/>

- EMI Independent Study Program – emergency program manager – orientation; emergency preparedness; orientation to community disaster exercises; ICS – basic; professional in EM
- Nat'l Emergency Response & Rescue Training Ctr (NERRTC): WMD/terrorism awareness for emergency responders; WMD threat and risk assessment; ICS; Basic EMS concepts for WMD (internet); Public Works planning for response to WMD/terrorism incident
<http://teexweb.tamu.edu/nerrtc/>
- Community Emergency Response Team (CERT) – nationally recognized program; FEMA-provided course materials – basic firefighting, search & rescue, disaster first aid, team building; on-campus or useful at home
<http://training.fema.gov/EMIWeb/CERT/>
- IAEM (Int'l Assoc of Emergency Managers) Certification (CEM) – 3 yrs EM experience; three references; education (4-yr degree or applicable experience); training – 100 hrs of EM plus 100 hrs general mgmnt; management essay; multiple-choice exam; re-certification every 5 yrs (100 hrs of Cont Ed and six professional contributions) – individual membership \$150
<http://www.iaem.com/index.shtml>
- CESA – California Emergency Svcs Assoc – Southern, Coastal, Inland chapters; provides educational programs on disaster preparedness, mitigation, response, recovery – individual membership \$50
<http://www.cesa.net/>
- Business Recovery Managers Assoc.
<http://www.brma.com/>

III. UC Berkeley Business Resumption “QUAKE 2003: From Response to Resumption” – Tom Klatt & David Mann, UC Berkeley

- Planning, training, and exercise program developed jointly by campus EM and Business Resumption teams occurred on June 5, 2003
- Simulated aftermath of major earthquake on Hayward Fault focused on sustained campus response – exercise begins 48 hrs after quake and involves EOC and seven Dept Ops Ctrs (DOCs): Police, Physical Plant, Health Svcs, EH&S, Capital Projects, Residential & Student Svcs, Info Systems & Technology
- Objectives: achieve understanding of disaster management process; practice sustained emergency operations; update business resumption planning in seven key operational depts.
- Opportunities: assess operational relationship between DOCs and EOC; practice transition from emergency response to business resumption; assess communications between EOC and DOCs
- Web site contains pre and post-exercise information including scenario info; general feedback comments; areas that need improvement; well dones; etc.
<http://obr.berkeley.edu/quake2003.html>

IV. UC Roundtable Discussion – All Participants

- EMAP/NFPA program standards were explained and discussed in detail
- Nuances and potential problems/pitfalls and difficulties in adoption were discussed; stressed need to provide some flexibility in implementation for each campus as programs vary widely in structure, oversight, etc.
- UCSD tentatively agreed to host next year's annual meeting

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