

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

EMERGENCY OPERATIONS PLAN (EOP)

For suggestions or questions about the plan, please contact the MCCCD District Director of Public Safety or Local College Public Safety Director

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1. Federal

- a. Homeland Security Presidential Directive 5 (HSPD 5): National Preparedness, December 17, 2003.
- b. Homeland Security Presidential Directive 8 (HSPD 8): National Preparedness, December 17, 2003.
- c. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended by Public Law 100-707.
- d. Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, Emergency Planning and Community Right-to-Know (Promulgated as Public Law 99-499).
- e. Comprehensive Environmental Response, Compensation, and Liability Act of 1980, Public Law 96-510.
- f. 40 CFR Parts 300 and 355. Final Rule: Extremely Hazardous Substances List and Threshold Planning Notification Requirements (52 FR 13378 April 22, 1987).
- g. Presidential Decision Directive 39. US Policy on Counter-Terrorism, June 21, 1995.
- 2. State of Arizona
 - a. Executive Order 2005-08 Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in Arizona.
 - b. Chapter 2, Title 26, Arizona Revised Statutes, as amended.
 - c. Chapter 1, Title 35, Arizona Revised Statutes, as amended.
 - d. Arizona Revised Statutes, 36-2208 through 36-2210.
 - e. State of Arizona Emergency Response and Recovery Plan, as updated.
- 3. Maricopa County
 - a. Maricopa County Emergency Management Resolution of 2002.
 - b. Maricopa County Emergency Operations Plan (EOP), as updated.
- 4. Maricopa County Community College District
 - a. Letter of Promulgation, as updated.
 - b. Delegation of Emergency Policy Executive Responsibilities, as updated.
 - c. MCCCD Emergency Operations Plan, as updated.

BASIC PLAN

I. MISSION

To provide response to and expeditious recovery from an emergency that would cause hazardous conditions to life and property at any site of the Maricopa County Community College District.

II. PURPOSE

The purpose of the MCCCD Emergency Operations Plan (EOP) is to provide emergency functions using the existing organization, response plans and resources to the maximum extent possible. A function of MCCCD is to provide for the health, welfare, and safety of its faculty, employees, students and visitors in the event of a natural disaster, man-made incident, or national emergency.

This plan seeks to mitigate the effects of a hazard, prepare for emergencies that will preserve life and minimize damage, respond during disasters by providing necessary and appropriate emergency functions, and to establish a recovery system that will return the campus and its operations to its normal operating state.

Existing MCCCD resources, response plans and standing operating procedures will handle and resolve the majority of events locally. The District EOP will be activated only when an emergency exceeds available college level response capabilities and resources.

III. FORMAT

The EOP is written to be in compliance with the National Incident Management System (NIMS) which is a command and control system that provides a consistent nationwide approach for private and public sector organizations to work effectively together to mitigate, prepare for, respond to, and recover from crisis incidents, regardless of cause, size, or complexity. It provides for interoperability and compatibility among private and public sector capabilities, and includes a core set of concepts, principles, terminology, and technologies covering the Incident Command System; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources

IV. SCOPE

The scope of the EOP is restricted to emergency operations in response to an emergency that directly or indirectly affects MCCCD and its campus, faculty, staff, students, and visitors.

V. OBJECTIVES

The objectives of the EOP are as follows:

- 1.Protect the lives and property of faculty, staff, students and visitors by establishing functional guidance that provides the procedures necessary for immediate response of MCCCD agencies and departments to an emergency.
- 2. Establish a mutual understanding of authorities, functions, and responsibilities.
- 3. Provide instructions and guidance to MCCCD personnel for emergency response.
- 4. Identify the District's role for mutual aid to and from local, state, and federal agencies.

5. Provide for the orderly restoration of business operations, academic and residential programs.

VI. SITUATION AND ASSUMPTIONS

A. Situation

Possible natural hazards to each campus include floods, fires, and severe storms. There is also the threat of a terrorism incident such as a nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, major transportation accident or civil disorder.

- 1.Campuses are vulnerable to the adverse effects of natural, man-made or technological disasters that may result in loss of life, property damage and social disruption.
- 2. Transportation of hazardous substances and other toxic chemical materials nearby or to a campus, as well as the storage and use of these substances at a campus, provide a potential for a disaster.
- 3.Localized flooding, due to thunderstorms during the "monsoon season" (July through September) and more general flooding from winter storms (December through February), provides a potential natural hazard to each campus. Flooded road crossings and localized flooding are possible.
- 4. Windstorms, with wind speeds up to tornado strength (called micro bursts), frequently occur in conjunction with the monsoon season thunderstorms. Straight-line winds also represent a significant hazard.
- 5. The proximity of each campus to major transportation routes makes them particularly vulnerable to transportation-based accidents including aircraft, trains and buses.
- 6. There are a large numbers of facilities with varied uses (e.g., science facilities, sport arenas, etc) that raises the potential for building fires.
- 7.A Weapons of Mass Destruction (WMD) event or attack could occur through accident, miscalculation, irrational act, unplanned escalation of a conventional war, or as a deliberate act.
- 8.Workplace violence perpetrated by faculty, students, or visitors is a potential threat to each campus.
- 9. The use of MCCCD facilities for high profile events raises the potential for an emergency due to civil disturbances and or terrorism.
- 10. Multiple crisis events can occur on separate campuses that are related or non-related calling for the coordination of District –wide resources and coordination among numerous jurisdictions.
- **B.** Assumptions
 - 1. MCCCD may be subject to a variety of natural, man-made or technological disasters in the future and has the primary responsibility for emergency actions within each campus. It will commit all reasonably available resources to save lives, minimize injury to persons and minimize damage to property and the environment.
 - 2. Emergencies may occur at any time with little or no warning. In some instances, increased readiness actions and warning may allow tasks to be completed in advance.

- 3. It is possible that federal assistance may not be available for up to 72 hours following the occurrence of a major emergency. MCCCD and local emergency response services will initially carry out response and short-term recovery operations on an independent basis until federal assistance arrives, if required.
- 4. MCCCD may not be physically capable of handling all requests for assistance immediately due to the nature of the emergency. Members of the campus must be self-sufficient for the first 24 hours of a major emergency.
- 5. In the event an emergency occurs before or after regular District hours, on a holiday or weekend when most departments are closed, the structure of the plan remains the same; however, its implementation may vary depending upon available resources and staffing. Until the time that authorized officials can be notified, the highest-ranking individuals who are available at the time of the disaster will assume responsibility.
- 6. Local MCCCD officials recognize their responsibility for providing for the safety and well being of District personnel and will assume their functions in the implementation of the EOP. Proper implementation of this plan will reduce or prevent emergency related losses.

VII. CONCEPT OF OPERATIONS

A. General

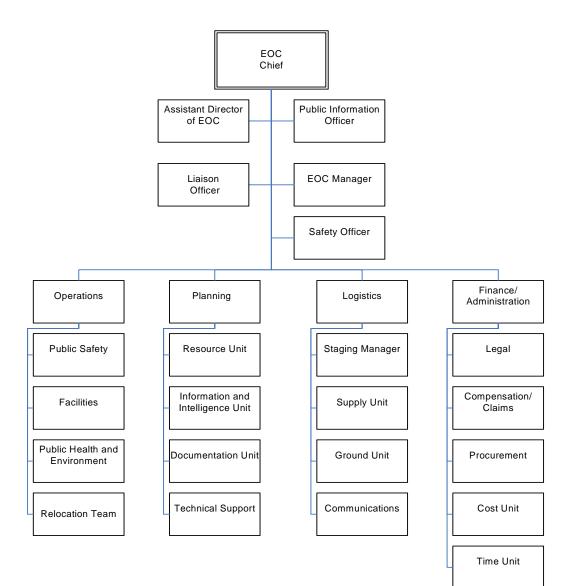
1. To ensure that the Emergency Operations Plan continues to be a living document, the Chancellor has established the Maricopa Emergency Management System consisting of the District Director of Public Safety, District Risk Manager, and District Communicator and ad-hoc personnel from Facilitates Planning, Information Technology and Human Resources personnel to develop the Emergency Operations Plan.

The Emergency Management System group will be charged with the following duties and responsibilities:

- a. This plan shall be reviewed annually by the Emergency Management System group, after all drills and exercises, any major incidents, and training to maintain up to date procedures.
- b. Establish policy and procedures for a training schedule to be developed to provide for special needs District wide community members.
- c. Establish policy and procedures to help assist non-English speaking District wide community members during an actual emergency.
- d. Establish policy and procedures for drills and training to be conducted throughout the year to test the effectiveness of the plan and promote familiarity with the Incident Command System (ICS).
- e. Establish policy and procedures to insure that after each drill, all participants will be debriefed to assimilate lessons learned. Strengths and weaknesses will be addressed to update the plan.
- f. Develop a method to insure that after each off-site, non-college training, participants will share participation materials and any insights with members of the Emergency Management System group.
- g. Insure that each college will complies with the National Incident Management System (NIMS), ICS and the Higher Education Act.
- h. Ensures that each college has provided to staff and students an Emergency Response Guide that provides instructions on how to respond to specific events as determined by the college.

- i. A National Oceanic and Atmosphere Administration (NOAA) capable radio with battery power back up will be placed at the District Support Service Center where it can be monitored for emergency messages 24 hours.
- j. Provisions for off-college emergencies will be addressed in this plan (e.g., college vehicle accidents, field trips, off college athletics).
- k. Provide for support and coordination for emergencies that occur at colleges and all District sites.
- 1. A copy of this plan will be filed with the offices of the District Risk Management office, District Director of Public Safety, Facilities, Marketing & Public Relations and all local City jurisdictions that house MCCCD sites.
- c. The MCCCD Chancellor or his/her designee serves as Emergency Policy Executive and is responsible for directing District-wide emergency operations. The MCCCD Chancellor may designate an alternate Emergency Policy Executive at any time prior to or during an emergency.
- d. The appropriate designee (e.g., District Director of Public Safety, Risk Manager, Crisis Communicator, etc.) based on the nature of the emergency, serves as the Emergency Operations Center (EOC) Chief and acts as the principal advisor to the Emergency Policy Executive during emergency operations. The EOC Chief will work in unified command if there is more than one agency with incident jurisdiction or when incidents are across political jurisdictions. The EOC Chief is responsible for directing the activities of the MEMS Group in response to an emergency and reports directly to the Emergency Policy Executive.
- e. A line of succession for the Emergency Policy Executive, EOC Chief, Command Staff and General Staff has been defined in the event primary personnel are unavailable. Refer to Annex A-Direction & Control, Appendix 5 Line of Succession.
- f. The MEMS Group, led by the EOC Chief, is responsible for directing emergency functions to coordinate resources and provide support to campus operations during and after a disaster. The MEMS Group consists of two (2) sub-groups, the Command Staff and General Staff:
 - a. The Command Staff consists of the EOC Chief, Assistant Chief of the EOC, EOC Manager, Liaison Officer, Public Information Officer and Safety Officer.
 - b. General Staff reports to the EOC Chief and includes those Section Directors and designated representatives assigned to assist in carrying out the tactical functions of the Operations, Planning, Logistics, and Administration/Finance.
 - c. Additional Incident Command System positions (e.g., Information & Intelligence, Joint Information Center, Legal Counsel etc.) may be required to be implemented depending on the nature and scale of the emergency. The EOC Chief will implement additional positions as required.
 - d. Primary and alternate members have been defined for each role within the MEMS Group.

Emergency Operations Center Organization



EOC Positions				
Title	Primary	2 nd	3rd	
EOC Chief				
Command Staff				
Assistant Chief				
EOC Manager				
Public Information				
Officer				
Liaison				
Safety Officer				
General Staff				
Operations				
Planning				
Logistics				
Finance /Administration				
Support Staff				
Operations				
Public Safety				
Facilities				
Public Health and				
Environment				
Relocation Team				
Planning				
Resource				
Information and				
Intelligence				
Documentation				
Technical Support				
Logistics				
Staging Manager				
Supply				
Ground				
Communications				
Finance/Administration				
Legal				
Compensation/Claims				
Procurement				
Cost				
Time				

- g. Heads of MCCCD departments and divisions are responsible for emergency functions as specified in the EOP. Existing MCCCD departments will perform emergency functions closely related to those they perform routinely. The efforts that would normally be required for those functions will be expanded to accomplish the emergency functions required in a major emergency.
- h. Most emergencies follow some recognizable build-up period during which actions can be taken to achieve a state of maximum readiness. With that in mind, increased readiness action levels have been

defined to permit the MEMS Group to take timely actions to achieve a state of maximum readiness. There are three increased readiness action levels within the EOP and include the following:

- a. Condition 1 is used to represent normal and routine emergency procedures that do not involve more than a majority of the college and has limited coordination with external agencies.
- b. Condition 2 is used to denote the use of emergency procedures and response that involve a majority of a college and coordination with external agencies. College(s) resources are capable of handling the incident. The EOC Chief will maintain communications with the local college(s).
- c. Condition 3 is used to refer to a situation that presents a greater threat than "Condition 2" and requires major involvement by several agencies and college departments. The EOC Chief will coordinate the District resources in support of the college(s) affected and may or may not activate the EOC. If the EOC is opened, the EOC Chief may only summon members directly affected.
- d. Condition 4 is used to signify that a major emergency has occurred or is imminent and requires a coordinated response from the MEMS Group and outside agencies. The MEMS Group and EOC will be activated and coordinated by the EOC Chief.
- i. Designated personnel have been authorized to activate the MEMS Group and EOC in the event of an emergency. Refer to Annex A-Direction & Control, Section III-Execution for a list of persons authorized to activate the EOC and MEMS Group.
- j. The EOC is activated when an emergency triggers a "Condition Level" that mandates a closely coordinated effort on the part of the MEMS Group. A primary and alternate EOC are available in the event of a disaster. Refer to Annex A-Direction and Control, Section I-Situation & Assumptions for primary and alternate EOC locations.
- k. The MEMS Group will take the necessary actions to coordinate resources and provide support for a limited emergency occurring within college's jurisdiction. When conditions of a major emergency are present or are imminent and a need for outside assistance can be anticipated, the EOC Chief will make requests for assistance to the Emergency Management department of the appropriate City or the Maricopa County Emergency Manager When the emergency exceeds that City or County's capabilities to respond, the County will request assistance from the State of Arizona. The Federal Government will provide assistance to the State as needed relative to the nature and scale of the emergency.
- The Emergency Policy Executive will proclaim a Local Emergency, as defined in Section 26-311, Arizona Revised Statutes, when an emergency situation is, or is likely to be; beyond the control of MCCCD emergency response services and the combined efforts of other agencies and departments are considered essential for an effective response. When outside assistance is required from other political jurisdictions or from organized volunteer groups, it will be requested and used only as an adjunct to existing District emergency services.
- m. The Incident Action Plan will be used to direct the overall coordination of resources and support strategy and specific action plans for a specified operational period during an emergency. The Command Staff and General Staff will develop the Incident Action Plan. Refer to Forms section for the Incident Objectives and Incident Action Plan templates.

- n. Memorandum of Understanding (MOUs), Mutual Aid Agreements (MAA), Intergovernmental Agreements (IGA) and Automatic Aid Agreements (AAA) will be utilized when effective response to the disaster is beyond the capabilities of District resources requiring outside agencies and private sector organizations to respond.
- o. The Basic Plan and Annex A provide guidance for handling all types of emergencies, while the remaining annexes deal with specific types of emergencies and related topics. This plan will be reviewed annually by the Maricopa Emergency Management System Group and updated as required.
- p. Volunteers will supplement the Maricopa Emergency Management System Group as needed.
- q. The EOC Chief will hold an After Action Review to evaluate the performance of the Maricopa Emergency Management System Group in response to the emergency including the situation, response and overall effectiveness.
- B. Phases of Emergency Management.

This plan follows the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) which uses a command and control system that provides a consistent nationwide approach for private and public sector organizations to work effectively together to mitigate, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The plan uses a functional and hazard specific approach that includes the appropriate emergency functions within each hazard annex. The plan accounts for activities before, after, and during emergency operations; and deals with the four major phases of emergency management:

- 1. Mitigation: Activities designed to prevent occurrence of an emergency, reduce vulnerability to a hazard, or lessen the severity of adverse impact upon the population. Mitigation efforts often take the form of risk analysis, education, engineering and enforcement.
- 2. Preparedness: Programs, systems or activities that exist prior to an emergency that enhance response and readiness. Planning, training and exercising (disaster drills) are examples of activities under this phase.
- 3. Response: Response actions taken immediately before, during, or directly after a disaster occur; to save lives, minimize damage to property, and to enhance the effectiveness of recovery. This phase encompasses all aspects of the actual response during an emergency including warning, evacuation, rescue, direction and control, plus other similar operations.
- 4. Recovery: Recovery is both a short-term and a long-term process. Short-term operations seek to restore vital services to the campus and provide for the basic needs of the students by seeking restoration of vital services, such as food supply, temporary shelter, and utilities. Recovery planning should include a review of ways to avoid future emergencies and to improve preparedness and response.
- C. Organization
 - 1. The emergency response organization is primarily made up of the Maricopa Emergency Management System Group and of field forces from specified departments.

- 2. All MCCCD faculty and staff are included in the campus emergency response organization. Individual departments will conduct operations under the control of their respective directors or supervisors.
- 3. The emergency response organization for each contingency will be tailored to ensure an effective response to that particular emergency.
- 4. Volunteer organizations, duly registered with the Maricopa Emergency Management System Coordinator, are authorized to augment the campus emergency response organization.

D. Tasks

The following tasks apply to all major emergencies. Specific tasks for each hazard have been documented in the appropriate hazard annexes.

- 1. Annexes to this plan have been prepared which outline the emergency functions performed by the campus departments, divisions, and agencies in controlling the various emergencies that might occur within the campus.
- 2. Those departments that are emergency-oriented in their normal operations will be involved in all emergencies and will be responsible for developing and maintaining their own standing operating procedures (SOPs). Other departments may be required to assist by furnishing personnel and/or logistical support.
- 3. The Emergency Policy Executive has primary authority and responsibility in an emergency to implement emergency powers in accordance with ARS 26-311. The Emergency Policy Executive has the authority to declare a state of increased readiness at any time based on available information and impending conditions. This includes:
 - a. Making emergency policy decisions.
 - b. Implementing curfews in all or portions of the District.
 - c. Suspending regular academic programs and activities.
 - d. Restricting access to buildings, streets, or other public areas.
 - e. Calling upon regular or auxiliary law enforcement agencies.
 - f. Requesting supplemental aid, and procuring mitigation funds.
- 4. The appropriate designee will serve as the EOC Chief and act as the primary advisor to the Emergency Policy Executive overseeing the following functions:
 - a. Activate the EOP, Maricopa Emergency Management System Group and EOC when emergency conditions warrant a coordinated response.
 - b. Work in unified command if there is more than one agency with incident jurisdiction or when incidents are across political jurisdictions.
 - c. Implement the policies and decisions of the Emergency Policy Executive.
 - d. Coordinate development of incident objectives to base the creation of the Incident Action Plan.
 - e. Review and approve the Incident Action Plan to communicate the overall incident objectives for resource allocation and support activities.
 - f. Inform outside agencies upon notification of the emergency.
 - g. Direct and control emergency, resource allocation and support functions.
 - h. Request outside agency assistance when necessary.

- i. Disseminate emergency public information on a regular basis.
- j. Authorize evacuation orders and making rules for ingress and egress to affected areas.
- k. Manage the business recovery effort.
- 1. Establish guidelines for the preservation of vital campus records.
- m. Conduct an After Action Review of the situation, response and overall effectiveness.
- 5. The Incident Commander (IC) at the scene will:
 - a. Establish command at the scene.
 - b. Use the Incident Command System to respond to the emergency.
 - c. Work in unified command if there is more than one agency with incident jurisdiction or when incidents are across political jurisdictions.
 - d. Hold a briefing to transfer command to capture all essential information for continuing safe and effective operations.
 - e. Establish an Incident Command Post to centrally direct emergency response efforts. Advise the EOC of the location of the Incident Command Post.
 - f. Recommend activation of the EOC to the Emergency Policy Executive and/or EOC Chief, if the emergency requires it.
 - g. Establish and maintain contact with first responders and the EOC, if activated.
 - h. Support the development and implementation of the response (see individual college EOP) Incident Action Plan
 - i. Support the development and implementation of the EOC Incident Action Plan.
 - j. Control resources to protect life and property.
 - k. Execute tasks to address the requirements of the emergency.
 - 1. Communicate status and needs to the EOC on a regular basis.
- 6. The Safety Officer (SO) will:
 - a. Obtain briefing from EOC Chief.
 - b. Coordinate with the on-scene Incident Commander.
 - c. Coordinate with other Sections to identify potential safety concerns.
 - d. Work in unified command if there is more than one agency with incident jurisdiction or when incidents are across political jurisdictions.
 - e. Develop a plan that addresses safety issues and solutions for employees, contractors, visitors and responding outside agencies.
 - f. Have emergency authority to stop and/or prevent unsafe acts during incident operations.
 - g. Ensure that personnel accountability procedures are being utilized during the incident.
 - h. Support the development and implementation of the Incident Action Plan.
 - i. Forecast outcome in conjunction with the Planning Section.
 - j. Apprise EOC Chief and the Command Staff of all safety concerns.
- 7. The Information & Intelligence Officer will: manage internal information, intelligence, and operational security requirements supporting incident management activities.
 - a. Coordinate information and intelligence gathering efforts with internal and external parties.
 - b. Safeguard the information and intelligence gathered, restricting access to those with a need to know.
 - c. Distribute information and intelligence to the personnel who need it to perform their missions effectively and safely.
 - d. Support the development and implementation of the Incident Action Plan
 - e. Coordinate efforts with the MEMS Group.

- 8. The Liaison Officer (LNO) will:
 - a. Obtain briefing from EOC Chief.
 - b. Coordinate with the on-scene Incident Commander.
 - c. Work in unified command if there is more than one agency with incident jurisdiction or when incidents across political jurisdictions.
 - d. Serve as the point of contact for representatives of cooperating and assisting agencies.
 - e. Coordinate with representatives from cooperating and assisting agencies.
 - f. Coordinate with other Sections to provide the resources to cooperating and assisting agencies needed to support incident operations.
 - g. Support the development and implementation of the Incident Action Plan.
- 9. MCCCD Public Safety will:
 - a. Provide representatives for assignment to the MEMS Group at the EOC, if required.
 - b. Provide on-site direction and control of local emergencies.
 - c. Work in unified command if there is more than one agency with incident jurisdiction or when incidents across political jurisdictions.
 - d. Receive and disseminate warning of imminent and actual hazardous conditions.
 - e. Direct and maintain control over evacuation of persons from affected areas.
 - f. Provide prompt and accurate information from field forces to the MEMS Group.
 - g. Provide security for the EOC, vital emergency facilities, and essential District buildings.
 - h. Provide traffic control at emergency sites.
 - i. Provide ingress and egress routes for first responder vehicles responding to the emergency.
 - j. Support the development and implementation of the Incident Action Plan, if required.
- 10. The City Fire Department will:
 - a. Provide representatives for assignment to the MEMS Group at the EOC, if required.
 - b. Provide on-site direction and control of local emergencies and hazardous materials releases.
 - c. Work in unified command if there is more than one agency with incident jurisdiction or when incidents across political jurisdictions.
 - d. Conduct rescue operations.
 - e. Provide emergency medical response.
 - f. Support the development and implementation of the IAP, if required.
- 11. The Public Information Officer (PIO) will:
 - a. Provide representatives for assignment to the MEMS Group at the EOC.
 - b. Disseminate emergency public information via radio, TV, media briefings, campus Internet sites and other available channels.
 - c. Disseminate updated status and information to faculty, employees, students and visitors on a regularly scheduled basis.
 - d. Participate in the Joint Information Center (JIC), if required.
 - e. Support the development and implementation of the Incident Action Plan.
 - f. Prepare and maintain supporting Standing Operating Procedures (SOPs) to this procedure.
 - g. Coordinate communication efforts with the MEMS Group.
- 12. The Facilities Management Department will:
 - a. Provide representatives for assignment to the MEMS Group at the EOC.
 - b. Provide current road information.

- c. Assist MCCCD Police in traffic and area control, perimeter security and in rescue and evacuation missions.
- d. Maintain emergency facilities, to include backup power sources and sanitation.
- e. Perform emergency repairs to curtail further damage.
- f. Provide support to rescue operations.
- g. Provide debris clearance and removal support for college roads.
- h. Provide potable water supplies.
- i. Procure and provide lights for night operations.
- j. Maintain a resource list of all appropriate vehicles and tools and ensure that they are available to support emergency operations.
- k. Support the development and implementation of the Incident Action Plan.

E. MEMS Group Responsibilities

MEMS Group positions listed after each function indicates normal responsibility assignments.

- 1. Warning & Status: Public Information Officer
 - a. Compile and prepare emergency information for the employees, students, and visitors in case of an emergency.
 - b. Disseminate emergency public information as requested using radio, TV, media briefings, Internet and printed media distribution channels.
 - c. Receive and disseminate updated warning and status information to faculty, employees, students and visitors on a regular basis.
 - d. Arrange for media representatives to receive regular briefings on the status of MCCCD during extended emergency situations.
 - e. Secure printed and photographic documentation of the disaster situation.
 - f. Handle unscheduled inquiries from the media and the public.
 - g. Participate in the Joint Information Center, if required if there is more than one agency with incident jurisdiction or when incidents across political jurisdictions.
 - h. Prepare and maintain the Communications Plan to support the EOP.
 - i. Coordinate efforts with the MEMS Group.
- 2. Voice & Data Communications: Information Technology
 - a. Establish and maintain an Emergency Communications System.
 - b. Coordinate the use of all District public and private communications systems necessary during emergencies.
 - c. Manage and coordinate all District emergency communications operations in the EOC, once activated.
 - d. Prepare and maintain supporting Standing Operating Procedures (SOPs) to this procedure.
- 3. Evacuation: MCCCD Public Safety
 - a. Work in unified command if there is more than one agency with incident jurisdiction or when incidents are across political jurisdictions.
 - b. Define responsibilities of District departments and private sector groups.
 - c. Identify high hazard areas and number of potential evacuees.
 - d. Coordinate evacuation planning to include:
 - 1. Movement control (MCCCD Public Safety/City Police).
 - 2. Safety/health/medical requirements (City Fire).
 - 3. Fire inspection of reception and care shelters (City Fire).

- 4. Location of reception and care shelters (Student Life).
- e. Support the development and implementation of the Incident Action Plan.
- f. Coordinate efforts with the MEMS Group.
- 4. Fire & Rescue: City Fire Department
 - a. Work in unified command if there is more than one agency with incident jurisdiction or when incidents across political jurisdictions.
 - b. Assess incident situation.
 - c. Coordinate elements of the District Emergency Operations Plan.
 - d. Participate in the initial briefing of the Command Staff and General Staff.
 - e. Support the development and implementation of the Incident Action Plan.
 - f. Determine information needs and inform Command Staff of personnel requirements.
 - g. Assist with coordination of District staff activity.

The basic Emergency Operations Plan for the Maricopa Community Colleges is periodically updated and published. For more information, contact the District Public Safety Office.