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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 8-1 [CALEA 46.1.2]**

SPECIAL OPERATIONS ALL HAZARD PLAN

SUBJECT: Handling of Critical Incidents, Natural and Man-Made Disasters and Civil Disturbances.

PURPOSE: To provide guidance to Department staff regarding response considerations when the Incident Command System (ICS) is utilized during field response to critical incidents. Also, this Department Order augments and provides supplemental considerations regarding natural and manmade disasters, civil disturbances, as a supplement to the University's *Emergency Operations Plan* and other critical incidents that are not previously discussed in other Department orders, policies, or procedures.

POLICY: It shall be the policy of this Department to respond to planned and unplanned, disasters or emergencies that occur on this campus, or our sphere of influence, when requested, in a professional and informed manner utilizing ICS as incorporated in both California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

I. DEFINITIONS:

- A. **Emergency Situation:** An actual or potential condition that poses an immediate threat to life or property.
- B. **Critical Incidents:** Situations, generally of an emergency nature, that result from disaster, both natural and man-made, that includes civil disturbances, earthquakes, floods, pandemics, explosions, riots, disorders, violence from dissident gatherings and marches, rock concerts, political conventions, labor disputes, and terrorist activities.
- C. **Exercise:** Gathering of individuals inclusive of government and private sector persons, to develop plans, practice simulated implementation, and to discuss each agency's role in handling critical incidents. This could include table top, functional, and/or full field exercises.
- D. **Incident Commander:** The most experienced or senior Department member in-charge at a field command post during an emergency or critical incident. Incident Commanders may also be referred to as the Officer-in-Charge. [CALEA 12.1.2b]

- E. Incident Command System (ICS): A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property, and environment. There are five major components: command, operation, planning, logistics, and finance and administration.
- F. National Incident Management System (NIMS): A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across all functional disciplines.
- G. Standardized Emergency Management System (SEMS): An organizational framework and guidance for emergency operations at each level of the State's emergency management system. Provides the umbrella under which all response agencies may function in an integrated fashion. Required by the State of CA for managing response to multi-agency and multi-jurisdiction emergencies.
- H. Unified Command: A procedure used at incidents which allows all agencies with geographical, legal or functional responsibility to establish a common set of incident objectives and strategies, and a single Incident Action Plan. Unified Command procedures assure agencies that they do not lose their individual responsibility, authority, or accountability.

II. ADMINISTRATION

- A. The Emergency Management Coordinator, in coordination with the Command Staff, is the principal planner and advisor on critical incidents to the Chief of Police. [CALEA 12.1.2b, 46.1.1]
- B. The CSU Fullerton Emergency Operations Plan (EOP) shall serve as the primary guide for planning the campus response to critical incidents. The plan will be reviewed annually by the Emergency Management Coordinator and updated as needed. A record of reviews and changes to the plan will be documented at the beginning of the plan.
 - 1. Copies of the complete EOP are maintained in the Chief's Office, the Emergency Management Coordinator's Office, Dispatch and the Emergency Operations Center (EOC). Electronic copies are distributed to all members of the Emergency Operations Center team, and other key campus and community responders, as needed. The introduction and basic plan is posted on the campus emergency preparedness website.
 - 2. The electronic copy of the EOP is kept up to date in the Emergency folder of the police Department's Administration files.
- C. The Police Department's General Orders Manual supplements the EOP and is available in the Chief's Office, Command Staffs' Offices, Dispatch, the Sergeants' Office and the Briefing Room.

- D. Copies of the operational orders in the Emergency Operations Plan and the Police Department's General Orders Manual, are to be kept in a binder in the Watch Commander's vehicle.
- E. The Department will conduct a documented quarterly inspection for operational readiness of equipment designated for use in support of EOP and General Orders established in this chapter. [CALEA 46.1.8]
- F. All affected department and University personnel will receive documented annual training on the Emergency Operations Plan. This training will be conducted as exercises, tabletops, drills and actual events where the plan is utilized. [CALEA 46.1.9]

III. COMMAND:

- A. The Command Function, whether utilizing a single Incident Commander or functioning as part of a Unified Command Team is responsible for the overall management of the emergency, the development and implementation of strategic goals and objectives, and for approving the ordering and release of University or mutual-aid resources during an emergency. [CALEA 12.1.2b]
- B. The Command Function has the responsibility for operating and coordinating all emergency operations within the campus' jurisdiction utilizing SEMS, NIMS and ICS, and provides [CALEA 12.1.2b]:
 - 1. A liaison with nearby jurisdictions and appropriate State and Federal agencies; and
 - 2. The effective operation and coordination of the Incident Command Post (ICP).
- C. When the Chief of Police, Command Staff, the Emergency Management Coordinator, or, in their absence, the on-duty Watch Commander has determined an emergency or critical incident is about to occur or is occurring, he or she will implement the procedures outlined in one of several "first responder checklists." In addition to other resources, the checklists identify tactical teams and other specialized units that may be needed. The recall of all necessary and available Department personnel may be directed. All available staff who receives notification is expected to respond to the designated staging area for briefing, equipment issue, and assignment. [CALEA 46.2.1a, 46.1.3c]
- D. The Incident Command System, pursuant to SEMS and NIMS regulations, shall be implemented during incidents which require multiple agencies or multiple jurisdictional involvement, whether they are single discipline (e.g. all fire services or all law enforcement) or multi-discipline. [CALEA 46.2.1c, 46.1.3a]
- E. Establishing the ICS would therefore be required whenever an emergency incident involves more than one response agency to assure coordination. However, identified members of the California State University, Fullerton Police Department, may implement ICS when deemed necessary by the Chief of Police,

Command Staff Watch Commander or Emergency Management Coordinator.
[CALEA 46.2.1c, 46.1.3a]

F. The criteria for ICS activation are as follows [CALEA 12.1.2b, 46.2.1c, 46.1.3, 61.3.2c]:

1. Any unusual or emergency occurrence or incident that requires a multiple agency response to the University.
2. Major on-campus incidents, when directed by the Chief of Police, Command Staff, or Watch Commander, such as large planned events, commencement activities, concerts, etc; or, unplanned events that cause or have the potential to cause a major disturbance on campus, terrorist events, or a safety concern to the campus community or our sphere of influence. Some additional examples of these incidents include, but not limited to, the following:
 - a. Unplanned events:
 - 1) Officer involved shooting.
 - 2) Civil Disorder.
 - 3) Active Shooter.
 - 4) Hostage situation.
 - 5) Aircraft accident.
 - 6) Hazardous material spills.
 - 7) Fires and Explosions.
 - b. Planned events:
 - 1) Dignitary visits.
 - 2) Large sporting/Concert event.
 - 3) Parades or marches.
 - 4) Commencement.
 - c. Disasters and major emergencies:
 - 1) Earthquake.
 - 2) Flood.
 - 3) Pandemic.

G. When ICS is activated a Safety Officer position will be activated and will be responsible for maintaining the safety of all affected personnel, to include developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations.
[CALEA 46.1.3g]

1. One Safety Officer will be assigned for each incident. Public health, radiological, or hazardous material support personnel may be assigned by the Safety Officer, as needed.
2. When the Incident Command Post is activated, the Safety Officer will report to the ICP to provide overall safety oversight.

H. The Incident Commander will begin the incident action planning of the event by making immediate and necessary staff assignments.

1. The *Emergency Operations Plan* will serve as the primary guide to planning responses to critical incidents, natural and manmade disasters, as well as civil disturbances.
 2. The Incident Commander assigned to any critical incident shall utilize the “Unusual Occurrence Checklist” as a reference to document notifications and actions taken during any unusual occurrence.
- I. As time permits, the Incident Commander will then begin implementing the ICS organization specific to the incident. Not all incidents require all sections listed below; however, in a full ICS incident, these sections would be required to be activated at some point [CALEA 46.1.3a]:
1. Command Section (Incident Commander).
 2. Operations Section.
 3. Planning and Intelligence Section.
 4. Logistics Section.
 5. Finance/Administration Section.
- J. Supervisors or patrol officers may find that they may personally be required, due to staff shortages or assignments, to perform all duties listed above until such time as sufficient personnel have arrived.
1. All sworn personnel will be issued copies of all forms needed to begin the basic planning of an emergency or critical incident until relieved. Copies of all ICS documents are available in an ICS binder.
 2. Each unit leader will be responsible for completing all applicable ICS forms for their respective teams.
 3. Each unit leader will be responsible for completing all applicable ICS forms for their respective teams.
 4. An ICS binder will be placed in the following locations:
 - a. Watch Commander’s Vehicle
 - b. Dispatch
 - c. Emergency Operations Center (EOC)
 - d. Briefing Room
- K. At the time personnel are notified to respond for deployment they will be advised of the staging area location where they are to report. [CALEA 46.1.3e]
1. The University Police Station/EOC will be utilized as the primary assembly area. An alternate assembly area could include a field command post.

2. All personnel must be accounted for to let the Incident Commander know what resources are available and to track billing of personnel.
- L. In incidents where ICS has been set up, a command post with an identified chain of command will be established with all participating agencies having equal input; however, the final authority rests with the California State University, Fullerton Incident Commander for actions taken on University property. [CALEA 46.1.3b]
1. Consideration may be given to utilizing the Watch Commander vehicle as a mobile command vehicle, or the establishment of a command post in a location closer to the reported incident. The Emergency Operations Center may be considered if the EOC team has not been also activated for the incident.
 2. All available communications equipment, radio frequencies, unit designators, and etc., will be identified and employed as needed (including joint-use equipment).
 3. Available situational maps for the incident location will be obtained as soon as practical. In those instances where no maps are available, the Incident Commander will direct that a map be prepared by the person most knowledgeable of the area and/or situation.
- M. The Chief of Police is responsible for coordinating operations with any on-site emergency management personnel.
1. The Emergency Management Coordinator will normally be delegated the responsibility for liaison with emergency management personnel.
 2. The campus EOC Team (*personnel trained in support functions related to emergency management*) will be activated when required and directed to report to the Emergency Operations Center.
 3. The Chief of Police, or the Emergency Management Coordinator, when functioning as the EOC Manager, will supervise the team and make assignments.
- N. In the field, mutual-aid support and agency liaison will be coordinated through the assigned Liaison Officer. [CALEA 46.1.3d]
1. When utilizing resources from other agencies, the Liaison Officer will have the ultimate responsibility to identify and report the names of personnel and the type of equipment used by the other agencies, to the Finance/Administrative Section.
 2. When practical, the integrity of individual agency personnel from mutual-aid resources will be maintained. This is normally accomplished by providing specific unit assignments to other agency personnel.

- O. The request for any federal law enforcement or National Guard assistance, or any form of military support, will be made by the Chief of Police in consultation with the University President, and will adhere to California State Government Code, Sections 8555-8561. [CALEA 2.1.4, 46.1.3d]
1. Assistance from federal sources shall be of last resort and only requested after regional resources are incapable or available.
 2. Requests for Martial Law will be made by the Chief of Police in consultation with the University President. The Governor of the State of California will make the final determination if Martial Law will be declared.
- P. The senior member of each unit assigned a task will, upon conclusion of the incident complete an after-action report which will be forwarded to the incident Plans Section for inclusion into the overall incident after-action report. The overall after-action report will be completed by a responsible person identified by the Chief of Police or Incident Commander. [CALEA 46.1.3h]
- Q. There shall only be one central point for information release on any incident. The responsibility falls upon the Incident Commander who shall conduct all briefings, or delegate that authority to a single responsible person. [CALEA 46.1.3f]
1. When activated, a Public Information Officer (PIO) will be identified and will perform those duties in accordance with General Order 1-5 Media Relations.
 2. The PIO will be kept informed in an effort to control rumors, and facilitate community relations through periodic media releases as appropriate.
 3. The use of the University internet web site, local television and radio, newspaper or social media can also be used to accomplish rumor control.
 4. Press conferences will be conducted by the PIO in an area established by the Incident Commander.
- R. When dealing with casualties or the potential for casualties, immediate consideration must be given to the safe evacuation of casualties, as well as the removal of any deceased persons.
1. Coordination must be maintained with emergency medical personnel and any Coroners representative's on-scene.
 2. A location for triage as well as a temporary morgue needs to be identified as soon as practical after the incident occurs.

3. An accounting of all casualty information will be maintained and relinquished to the Orange County Coroner's Office, unless otherwise directed by that office.

IV. OPERATIONS:

- A. The Operations Section, which includes on-scene field response personnel, assists in formulating and interpreting strategy established by the Incident Commander; and implements it tactically according to the Emergency Operations Plan, University operating guidelines, and the provisions within this document.
- B. The Operations Section Chief, a member of the general staff, activates and supervises organizational elements in accordance with the Incident Action Plan, and is responsible for coordination of all CSUF response elements for the duration of the incident, as well as directs its execution and requests additional resources as needed. The Operations Section Chief also directs the preparation of unit operational plans and requests for releases of resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander and the Planning and Intelligence Section Chief.
- C. Access Controls and Evacuations: When an area is considered unsafe or is to be evacuated, a perimeter will be set up and access controls will be established.
 1. Access controls may be established prior to an evacuation in order to limit the number of persons in a hazardous area or to facilitate an evacuation.
[CALEA 46.1.4a]
 2. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through, or remain within controlled areas.
[CALEA 46.1.4a]
 3. Various personnel and devices will be required to control access, such as the following [CALEA 46.1.4a]:
 - a. Control point(s),
 - b. Personnel to direct traffic and staff control points,
 - c. Patrols within and outside the secured areas,
 - d. Two-way radios to communicate with personnel inside and outside of the secured area,
 - e. Signs to control or restrict traffic,
 - f. Adjacent highway markers indicating closure of area, and
 - g. Markers on surface roads leading into the secured area.
 4. Evacuations [CALEA 46.1.4b]
 - a. University Police will have primary responsibility for safe and orderly evacuation of the University. The Emergency Management Coordinator may assist the Law Enforcement Coordinator (Watch Commander) in constituting and briefing the evacuation teams (Police, Community Service Officers, Parking Officers, Parking

Student Officers, Environmental Health and Safety Staff, CERT members and Building Marshals).

- b. The Law Enforcement Coordinator or Officer in Charge, upon notification of an impending critical incident, will immediately begin constituting the evacuation teams as identified above and establish a staging site near the EOC for personnel deployment and information. The Law Enforcement Coordinator or Officer in Charge will:
 - 1) Determine which team members can initiate evacuation procedures from their work area;
 - 2) Establish evacuation teams and assign them to specific evacuation zones;
 - 3) Assign team leaders, confirm radio call signs;
 - 4) Ensure that all team leaders know who is assigned to their team; and
 - 5) Ensure that all personnel are briefed thoroughly on their areas of responsibility
 - 6) Know what posture will be used to gain compliance from individuals to be evacuated.
 - 7) Ensure that a communications plan is put into effect for the teams and that dispatch is briefed on the evacuation procedures to be used.
 - c. Evacuation Team Leaders, once selected will:
 - 1) Marshal their individual teams and ensure all members understand their responsibilities and area to be covered,
 - 2) Assign team members to evacuation assignments on specific buildings or floors within their area of responsibility.
 - 3) Ensure that all team members have a working flashlight and adequate communications capability, and
 - 4) Confirm the method for transporting their specific teams to their area of responsibility
 - d. Evacuation Team Members will respond to the University Police Station or stay at their workstation, as determined by the Law Enforcement Coordinator or Officer-In-Charge. After receiving a briefing from the Evacuation Team Leader on the current situation and the exact evacuation procedures to be used, the Team Members will ensure they have an operational flashlight; that they know what team they are assigned to and who their Team Leader is, and that they ask questions to avoid confusion.
- D. The University Police will be responsible for public facility security of the University unless otherwise directed by the Chief of Police, his/her designee, or the Incident Commander. [CALEA 46.1.4c]
1. Since University Police personnel are familiar with the buildings on campus, once a building, sector, or other location is secured, other

- agencies may be used to maintain the building, sector, or other location's security until relieved.
2. Community Service Officers will be utilized for low-risk duties, such as security control of the Incident Command Post and the Emergency Operations Center.
- E. During emergency situations, University Police will assign traffic control responsibilities to the Parking and Transportation Services Department. [CALEA 46.1.4e, 61.3.2c]
1. Parking Service Officers and Auxiliary personnel will be utilized for low-risk traffic control duties.
 2. In dangerous situations sworn University or other agency staff will be used.
 3. Traffic control plans will be identified and followed in an effort to ensure vehicles are not allowed into incident areas.
- F. The Incident Commanders must understand that transportation of staff to or from incident locations may be limited by terrain, building collapses, etc.
1. When able, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
 2. Due to the limited amount of Department vehicles, vehicles will be occupied to the maximum safe capacity based on incident requirements.
 3. The number and types of vehicles and staff will be governed by the incident size, terrain, distance from where staffs are based, and the type and number of staff required to contain the incident.
 4. Alternate modes of transportation such as Metrolink, OCTA Buses, privately owned automobiles, other agency vehicles, or other vehicles assigned to the University may be used as required.
- G. All prisoners will be transported in authorized police vehicles unless otherwise directed by the Incident Commander or Operations Section Chief. General Order 3-9 (Detainee Transportation) provides additional details on the transport of prisoners and General Order 3-4 (Arrest Procedures) and General Order 8-6 (Mass Arrests) address processing and confinement information. [CALEA 46.1.4d]
1. Plans must consider the use of a court and prosecutorial liaison if required.
 2. When available, a Deputy District Attorney of the Orange County District Attorney's Office, or an Assistant City Attorney for the City of Fullerton should be requested to respond to the command post.

3. The Incident Commander will identify those responsible for approving and processing all reports.
- H. The Incident Commander must ensure that all staff understands their legal authority in emergency or critical incidents incidents. Section 409.5 of the California Penal Code defines the authority given to peace officers to close disaster areas, as well as exclusion from police command post areas, and unauthorized entry into disaster areas.
- I. The post-incident investigation duties will be assigned by supervisors within the chain of command and at the direction of the Operations Section. These duties will be identified based on the type of incident being handled. [CALEA 46.1.4f]

V. PLANNING and INTELLIGENCE

- A. The Planning and Intelligence Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.
 1. The Section Chief, a member of the general staff, is also responsible for:
 - a. Assembling information on alternative strategies,
 - b. Providing periodic predictions on incident potential,
 - c. Reporting significant changes in incident status,
 - d. Compiling and displaying incident status information and
 - e. Overseeing the preparation of the incident demobilization plan.
 2. Under SEMS guidelines, the Intelligence function is performed by this Section.
- B. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.
- C. The Planning and Intelligence Section Chief conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so directed by the Incident Commander. The Planning Section Chief activates and supervises units within the Planning Section. [CALEA 46.1.5a]
 1. The Incident Action Plan is prepared by the Planning and Intelligence Section, with input from the appropriate Sections and Branches of the Command Post.
 2. The level of detail required in an Action Plan will vary according to the size and complexity of the response.
 - a. For an incident that is readily controlled, a written plan may not be necessary.
 - b. Large and/or complex incidents require a written Action Plan to coordinate the large number of activities and should be revised as needed throughout the response.

3. The Incident Commander may direct that a written Incident Action Plan be developed for any incident.
 4. The Plan must be accurate and completely transmit the information gathered during the planning process.
 5. The plan must be prepared and distributed prior to the Operations Shift Briefing.
 6. A plan should be prepared for each operational period.
 7. A planning process has been developed as part of the Incident Command System to facilitate the development of an Action Plan in an orderly and systematic manner.
- D. Situation Analysis will be needed to gather, organize and disseminate information and intelligence regarding incident status. This function is also responsible for the evaluation, analysis, and display of that information for use by the Incident Command Post staff. [CALEA 46.1.5b]
- E. Establish a protocol that will allow for the immediate de-escalation of the reported incident. De-escalation procedures shall include [CALEA 46.1.5c]:
1. Post-occurrence duties (i.e., equipment used, injuries reported, and cost factors determined;
 2. Continued contact with court and prosecutor's office;
 3. After-Action Report and review; and
 4. Critical Incident Stress Management De-briefing.

VI. LOGISTICS:

- A. The Logistics Section is responsible for providing facilities, services, and materials in support of the emergency incident.
1. The Logistics Section Chief, a member of the general staff, ensures that the logistics functions that support the response are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support.
 2. The Logistics Section Chief reports to the Incident Commander on all matters pertaining to Section activities.
- B. The Logistics Section provides logistical support to all other Sections within the Incident Command Post; activates and supervises the Service and Support Branches and the Units within the Logistics Section and participates in development and implementation of the Incident Action Plan.
- C. The University Police, as well as the University as a whole, has a limited amount of equipment available in the event of an emergency or critical incident.
1. Logistics staff must communicate field needs to the appropriate on or off-campus personnel to ensure equipment needs are met.

2. The Chief of Police, Command Staff, and Emergency Management Coordinator all possess Department credit cards that are available for use to rent or purchase any equipment needed in an emergency or critical incident.
- D. To assist with communications for critical incidents the Command Post will be established and an additional Dispatcher will be called in to assist with communications coordination. [CALEA 46.1.6a]
1. All responding personnel will either be issued radios on the Department frequency or will provide the Communications Center with a radio for monitoring of their radio traffic.
 2. The Incident Commander will designate which radio frequencies will be utilized by different assisting components.
- E. The Logistics Section will procure transportation for staff to/from incident locations may be limited by terrain, building collapses, etc. [CALEA 46.1.6b]
1. When able, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
 2. Due to the limited amount of Department vehicles, vehicles will be occupied to the maximum safe capacity based on incident requirements.
 3. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from where staff is based, and the type and number of staff required to contain the incident.
 4. Alternate modes of transportation such as other agency vehicles, privately owned automobiles, or other vehicles assigned to the University may be used as required.
- F. Medical Support will be provided for by the activation of the Medical Unit by responding Paramedics, contracted EMS Services or a staff physician from the Student Health and Counseling Center. [CALEA 46.1.6c]
1. A medical plan will be put in place to directly support the needs of the Incident Command Post Staff and all field responders.
 2. Individuals tasked with this role will first obtain information on any injuries that occurred during initial response operations, identify and coordinated planning with the Safety Officer and determine:
 - a. Level of emergency medical activities performed prior to activation of the Unit.
 - b. Number and location of aid stations.
 - c. Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.

- d. Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
 - e. Additional Medical supplies needed.
- G. Supplies [CALEA 46.1.6d]
1. The University Police, as well as the University as a whole, has a limited amount of equipment available in the event of an emergency or critical incident.
 2. The established Logistics Section must communicate field needs to the appropriate on campus dept or EOC when established or to off-campus personnel to ensure equipment needs are met.
 3. The Chief of Police, Command Staff, and Emergency Management Coordinator all possess University procurement credit cards that are available for use to rent or purchase any equipment needed in an emergency or critical incident.
- H. Specialized teams participating in the critical incident response, such as the Orange County Bomb Squad, the O.C. Joint Hazard Assessment Team (JHAT) consisting of SWAT, Bomb Squad and Haz-Mat personnel, and the Orange County Fire Authority/FEMA Task Force will be responsible for providing and maintaining any specialized equipment needed for the response. [CALEA 46.1.6e]
- VII. FINANCE AND ADMINISTRATION:
- A. The Finance Section is responsible for all financial and cost analysis aspects of the incident. This includes maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services used during incident activities.
1. The Finance Section Chief, a member of the General Staff, also has major responsibility for preparing documentation for cost reimbursement in the event of a federally declared disaster.
 2. The Finance Section Chief activates and supervises units within the Finance Section.
- B. A Compensation Branch position responsible for personnel time recording will be activated when required. This function will [CALEA 46.1.7a]:
1. Ensure that an audit trail is maintained covering the billing, invoice payments, and documentation of labor and services used during emergency incident activities.

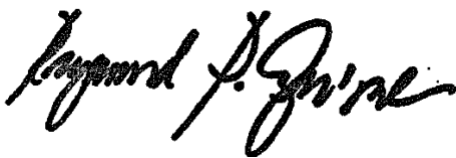
2. Track and record personnel time, ensuring all obligation documents initiated at the emergency incident are properly reported, prepared and completed.
- C. Additional resources will be provided through the Procurement Branch, which is responsible for developing a procurement plan to ensure that goods and services are procured to meet the needs of the emergency incident. [CALEA 46.1.7b]
1. The Procurement Branch, working closely with the Logistics Section will implement the procurement plan and perform all incident ordering.
 2. The Procurement Branch also manages the emergency incident petty cash funds.
 3. Due to the requirement for legal input, if possible, this Branch's function will be coordinated with University General Counsel and Information Technology Services.
- D. Expenses will be recorded in order to maintain an audit trail covering the billing, invoice payments, and documentation of services used during emergency incident activities ensuring all obligation documents initiated at the emergency incident are properly reported, prepared and completed. [CALEA 46.1.7c]
- E. Injuries and liability issues arising from injuries, property damage, or deaths occurring during an emergency incident will be handled by the Compensation Branch Coordinator, who is responsible for administering financial matters. As a part of this responsibility, the Compensation Branch is responsible for gathering evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the University. [CALEA 46.1.7d]

F.

REVIEWED BY:

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