

EvCC Emergency Management Plan

ANNEX #07 – Campus Incident Response Teams

1. INTRODUCTION

The purpose of this annex is to establish and maintain a Campus Incident Response Team (CIRT),

2. BUILDING CAPTAINS – CONCEPT OF OPERATIONS

- A. Each EvCC Building will have at least one designated “Building Captain” that will coordinate Emergency Management activities for the building or section of the building.
- B. In addition to the Building Captains there may be “Floor Wardens” assigned that will be responsible for all emergency management activities on a particular floor.
- C. In the event of an isolated emergency or building wide event the “Building Captains” and “Floor Wardens” will assist with managing the incident.
- D. If there is a request to form C-CIRT Teams the Building Captains and Floor Wardens may respond to the team assembly point after Building Level emergencies have been stabilized.
- E. If there are life threatening events the Building Captain needs to report their status to the C-CIRT Team Leader and/or Security as soon as possible.

3. GENERAL RESPONSIBILITIES

- A Building Captain
 - 1. Review and advise the Director of Security on the contents of the EvCC Comprehensive Emergency Management Plan (CEMP) and the individual building’s Protective Action Plan.
 - 2. Assists with assuring that all building staff, including evening instructors and students, understands their responsibilities regarding emergency management procedures.
 - 3. Assists with coordinating building evacuations or other protective actions as necessary.
 - 4. Assists Floor Wardens and Zone Coordinators during training and drills.
 - 5. Reports building/evacuation status information to EvCC Emergency Operations Center (EOC) when activated, Campus Security, and/or the EvCC Incident Command Post.

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6. Provides briefing to arriving fire or police Incident Commander when required.
7. Attends Protective Action Plan Team meetings when required.
8. Attends post-evacuation debrief meetings as required.

B Floor Wardens (FW)

1. Assume Building Captain Responsibilities according to line of succession if a Building Captain is not available.
2. Carry out evacuation and/or protective action operations according the Building Protective Action Plan (PAP).
3. Assist by coordinating with Zone Coordinators to account for building occupants following evacuations or other protective actions.
4. Report floor evacuation routes or other protective action status to Building Captains.

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4. BUILDING CAPTAIN / C-CIRT TRAINING STANDARDS

TABLE #001 – Campus Response Team Training

<i>EM ID</i>	<i>Course Title</i>	<i>HRS</i>		<i>Level - 1 Respond</i>	<i>Level -2 Tech</i>	<i>Level – 3 Bldg. Capt.</i>	<i>Level – 4 Manager</i>
EM100	FEMA IS-100HE: Introduction to ICS	2	Once – Online		Core Training		
	First Aid	4	Repeat Annually		Core Training		
	CPR	2	Repeat Annually		Core Training		
	Automatic Defibrillator	1	Repeat Annually		Core Training		
	Team Training & Safety Meetings (2 hrs each)	8	Attend 4/year		Core Training		
	FEMA IS-35 Safety Module	2	Annual (Online)		Core Training		
	C-CIRT Module-A	6	Repeat (every 3 years)		Core Training		
	C-CERT Module-B	6	Repeat (every 3 years)		XX	XX	XX
	C-CERT Module-C	6	Repeat (every 3 years)			XX	XX
	FEMA IS-55: Household Hazardous Materials	1	Once (Online)		XX	XX	XX
EM101	FEMA IS200: Basic ICS	2	Once (Online)		XX	XX	XX
EM102	FEMA ICS300: Intermediate	24	Once				XX

NOTES:

- (1) FEMA Courses identified with an “IS” in the title are no-cost, independent study training. The link for these courses is: WWW.TRAINING.FEMA.GOV/IS/CRSLIST.ASP . When completed, forward copies of the certificates to the EM&P office for credit.
- (2) All of the online classes may be taught in a classroom setting

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TABLE #002 – CIRT I-Bags (Individual Issue Kits)

<i>Item</i>	<i>Quantity</i>	<i>Description</i>
Safety Vest	1 vest	CIRT Team Vests
Leather Gloves	1pr	
Hard Hat	1 hat	Typically ratcheting but may provide standard.
Eye Protection	2 sets	Provide 2 sets of wrap around bobbles. If requests, also provide a set that will fit on glasses.
Medical Gloves	4 sets/each size	Provide four set of gloves for each size.
Filter Mask	3 sets/ each size	Provide three sets of HEPA grade filter masks for each size.
Mask – CPR	1 each size	
Flashlight	1 small light	
Triage Tape	1 roll/ each color	
Gauze, 4"x4"	Supply	
Coban Wrap (4"x5yds)	Supply	
Adhesive Tape	Supply	
Sanitary Wipes	Supply	Alcohol & Betadine Wipes
Tissue Packs	Supply	
CIRT I-Bag	1 bag	Provide one standard bag for individual issue

NOTES: Most items will be re-packed into zip-lock type bags

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TABLE #003 – CIRT Equipment Distribution

<i>Item</i>	<i>Description</i>	<i>Standard</i>
I-Kits	Individual issue standard response kit. Primarily contains personal PPE and minimum First Aid equipment	1 per qualified individual 1 per each security vehicle 5 extra per C-CIRT Team
Response Kits	Standard First Aid and emergency supplies	1 per C-CIRT Team
ICS Kits	Standard ICS Kits	1 per Response Zone
MCI Kit	Standard MCI Kits	1 per Campus Planning Areas
Rescue packs	Standard Rescue Packs	1 per Response Zone
Spill Kit – Cleanup	Cleanup kits with supplies for low hazard spills	1 per Response Zone
Spill Kit – Hazardous	Specialized kits for managing high hazard spills	Hazardous Zones
Shelter Kits	“Orange Buckets” to provide minimum support during a shelter event.	1 per class and work area
Portable Radios	C-CIRT Portable Radios	2 per C-CIRT Team
Base Station Radios	Base station radios. The radios will be able to be relocated as needed	3 radios (Security, Presidents Office, EOC)
MSDS Manuals	MSDS Manuals for all hazardous products	1 set in each identified work area
AED	Automatic Defibrillators	Minimum of one per building
Emergency Instructions	Instructions specific to each location	Each classroom and assembly area
Operations Manual	Manual providing detailed response instructions for Campus Responders	Available to campus wide on internet site
Emergency Guidebooks	Flip style books providing simplified emergency response instructions	Each class room, assembly area, and work area.