



By state law, all staff and faculty are designated as “Disaster Service Workers” and are subject to services assigned to them by the Emergency Response Management Team. (Government Code, Chapter 8, Section 3100).

THE EMERGENCY INFORMATION OFFICER (EIO)

Each building on campus has one or more staff persons assigned as an **Emergency Information Officer**, and each has been provided a two-way radio with which to communicate during a major disruption of normal building operations. In the initial moments after a major disruptive event, each building’s **EIO** functions as a primary line of communication between staff and the District’s Emergency Response Management team.

Roles and Responsibilities during and following a major disaster or disruptive event:

1. Make sure that you and those around you are safe.
2. Quickly assess the health and condition of students, faculty, staff and visitors in your ‘immediate’ area.
3. Make a quick visual damage assessment of your building and other property/equipment in your area.
4. Report to (and receive direction from) the **CRISIS ACTION TEAM, THE EOC, OR OTHER OFFICIAL EMERGENCY RESPONSE GROUP** disaster related information.
 - a. In the most expedient manner available (radio, phone, runner, etc) whatever works.
5. Stand by to disseminate information relayed to them from the **EOC, the Crisis Action Team** or the **PIO (Public Information Officer)**.
6. Prepare to assist in response and recovery activities as needed and directed by EOC Command Staff or the Crisis Action Team

Emergency Information Officers will be transmitting these reports over a single frequency. It is imperative that all **EIOs** familiarize themselves with their radio’s operation, and understand the **procedures described** - and follow the **reporting order** listed - on the following page(s).

EMERGENCY INFORMATION OFFICER ASSIGNMENTS & REPORTING ORDER

	By Building: Transmit your report in the following order		Emergency Information Officers
1	PA	Performing Arts Center (Main House, Stage, Box Office)	Greg Hinrichsen
2	PA	Performing Arts Center (VT, Music, Speech, Recording Arts)	Bob Slack
3	LI	Hayden Library	Lanette Granger
4	LB	Liberal Arts/Business	Judi Kemp
5	PC	Professional Center	Gus Brooks
6	TC	Technology Center	Lynn Jamison
7	MA	Mathematics/Sciences	Cynthia Audelo/Steve Odrich
8	PS	Physical Science	Chris Pagano
9	PE	<i>Physical Education TBD</i>	<i>Andrew Wheeler</i>
10	HH	<i>Hayden Hall TBD</i>	<i>Trip Horton</i>
11	ED	Educational Development Center 1st floor	Carol Cone
12	ED	Educational Development Center 2nd floor	Gerald Helm
13	ED/IC	Child Development Center 1st floor & Infant Center	Mickie Allen
14	CI	Center for Innovation	Lari Kirby
15	SS-1	Student Services Building 1 st floor	Tedd Goldstein
16	SS-2	Student Services Building 2 nd floor	Lucinda Over
17	CC	Handy Campus Center	Adrienne Thompson
18	TE	Technology Engineering	Marti DeYoung
19	AP	Adapted Physical Education Center	Steve Hartman
20	AC	Art Center	Mike Hillman
21	IS	Information Systems	Glenna Johnson
22	LS/LH	Life Science & Lecture Halls	Kateri McKinney
23	RP	Reprographics (Print Shop)	Rocky Reynolds
24	LL	Lifelong Learning Center	Debra Vanschoelandt
25	CS	Campus Safety	Kalia Mullin
26	P2/ES	Earth Science/FLS	Juan Garcia
27	DT/AA	Diesel Technology & Automotive Annex	Jeremy Clark
28	TD	Technician Development	Dennis Korn
29	FH/GH	Field House & Gate House	Cliff Wurst
30	GR	Golf Range	Lauri Stoner

EMERGENCY INFORMATION OFFICER ASSIGNMENTS & REPORTING ORDER

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31	Roam	Construction Sites	Gary Gilde
32	AD	Administration —Under Renovation	See “Construction Sites”

Citrus College Emergency Operations Plan

EMERGENCY INFORMATION OFFICERS (EIOs)

EMERGENCY RADIO COMMUNICATION PROCEDURES

GENERAL

Your Motorola UHF radio is for use during major emergencies only. In the event of a major emergency, a Crisis Command Center will be activated in the Facilities Compound to receive radio reports from designated emergency information officers across the campus. Since these reports will be transmitted over a single frequency, it is imperative that all emergency information officers follow the reporting order and protocols described below and familiarize themselves with their radio's operation.

RADIO OPERATION

1. Your radio comes with a charger. Locate the charger where it is easily accessible, plug it into an outlet and place your radio into the charger. Be sure the radio is OFF while in the charger and the channel selector is set to **1-Tactical (Emergency)**.
2. Radio batteries should last at least two years.
3. The SP50 radio will beep once when turned on.
4. The MON and OPT buttons on the front of the radio are non-functional.
5. A fully-charged radio should operate up to ten hours when removed from the charger.

COMMUNICATIONS PROTOCOL

1. In the event of a major emergency, remove your radio from its charger and turn it on by rotating the top right knob clockwise (this is also the volume knob).
2. Refer to the reporting order list below and wait your turn to report. When it is your turn to report, depress the transmission button on the left side of the radio and hold it down as you speak.
3. Clearly say your name and location, then "to command center." Release the transmission button.
4. Wait for the command center to reply " _____ (*Your name*) _____, we copy you."
5. Once again depress the transmission button on the side of the radio and begin your report, remembering to release the button when you expect a reply.

WHAT TO REPORT

1. Collect the information you need to report by walking the building yourself with radio in hand or enlisting the help of colleagues.
2. Some critical (if any) information you should report could include:
 - Number and location of injured individuals
 - Number and location of trapped individuals (check elevators)
 - Location of fire

Section Two – Organizational Chart –

- Location of gas smell
 - Location of electrical sparking
 - Building damage
 - Blocked entrances or stairways
 - Successful evacuation of entire building
3. Make your report as clear, concise and brief as possible. Remember, others are waiting to transmit their reports.