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## DEOP Acronyms and Abbreviations

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>BES</td>
<td>Building Emergency Staff</td>
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<tr>
<td>BSEC</td>
<td>Building Supervisor for Emergency Conditions</td>
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<td>DEOP</td>
<td>Departmental Emergency Operations Plan</td>
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<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
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<tr>
<td>IC</td>
<td>Incident Commander</td>
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<tr>
<td>ICS</td>
<td>Incident Command System</td>
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<tr>
<td>LSO</td>
<td>Laboratory Safety Officer</td>
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<tr>
<td>SEMS</td>
<td>Standardized Emergency Management System</td>
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<tr>
<td>SEOC</td>
<td>Satellite Emergency Operations Center</td>
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</table>
I. Roles & Responsibilities

A. Scope of Response Duties

During an emergency or disaster, the mission of the Entomology Department is as follows:

- Support the campus response to the emergency/disaster by providing and disseminating information as required.
- Plan for and support resumption of instruction and research at the earliest supportable time.

B. Role in UCR Emergency Management Organization

As defined in the Campus Emergency Operations Plan (EOP), the Emergency Management Organization includes all departments, organizations and people who have direct responsibilities for public safety, security, or protecting UCR assets and resources.

The Entomology Department fulfills a planning support role during and following an emergency.

- The Department is represented in the Chancellor's Emergency Management Policy Group.

C. Department Response Priorities

Not applicable.

D. Reporting

The Department will coordinate its activities with the campus Emergency Operations Center (EOC) during an emergency through the Situation Assessment and Damage Assessment Units in the Planning & Intelligence Section.
II. Organization

A. Line of Succession

During an emergency, it is important that a clear chain of command be maintained, no matter the availability of particular individuals.

The senior Department official available on campus at the time of the emergency is in charge of the Department and responsible for directing its response and support activities as set out in this Plan. Seniority is determined by position title, and is listed here in descending order:

- First responders should notify by telephone one of the four employees from the Emergency Response Telephone List in the order listed:

  1. Financial and Administrative Officer
  2. Department Chair
  3. Department Vice Chair
  4. Department Student Affairs Committee Chair

Alternatively, first responders can contact the Financial and Administrative Officer by radio.

B. Recall & Notification

During Business Hours

If an emergency occurs during normal business hours, Department personnel will be notified as follows:

The first person from the list above who receives the notification will be responsible for pressing into service any staff or faculty whose labs are affected by the emergency. Each faculty member will be responsible for contacting all members of his or her laboratory.

Depending on the nature of the emergency, the first person will also notify the Department Laboratory Safety Officer (LSO). If appropriate, our LSO will send out general informational emails to all department employees by means of our five main "List Serve" addresses and/or the FAO can post information on the Department web site.

Outside Business Hours

If an emergency occurs outside normal business hours, the Department will be notified in the following manner:

- First responders should notify by telephone one of the four employees from the Emergency Response Telephone List in the order listed:

  1. Financial and Administrative Officer
  2. Department Chair
  3. Department Vice Chair
4. Department Student Affairs Committee Chair

The first person from this list that receives the notification will be responsible for contacting others on the list. The FAO will contact the Chair, who will contact the Vice-Chair, who will contact the Student Affairs Committee Chair. These four will contact faculty members as designated on the current phone tree. Each faculty member will be responsible for contacting all members of his or her laboratory.

Depending on the nature of the emergency, that first person will also notify the Department Laboratory Safety Officer (LSO). If appropriate, our LSO will send out general informational emails to all departmental employees by means of our five main “List Serve” addresses and/or the FAO can post information on the Departmental web site.

Notes:

The Departmental Personnel Specialist will provide updated telephone and email lists to the four departmental individuals on the Emergency Response Telephone List.

The FAO will periodically remind all department employees of these procedures so they will know how they can expect to receive information in case of an emergency.

A copy of the Entomology Department’s Emergency Response Telephone List is posted prominently in various locations throughout the department and an updated list is sent to the UCR Police, EH&S, and Physical Plant whenever there are changes.

C. Field Organization

Not Applicable.

D. Shifts

Not applicable.

E. EOC Representatives

Not applicable.

F. Supplemental Personnel

Not applicable.
III. SEOC Operations Guide

Not applicable.
(Intentionally blank)
IV. Logistics

A. Special Financial Procedures

The Department will follow normal financial procedures during and after an emergency.

- Purchasing requests will be approved in the normal way, with the Department Purchasing Specialist in charge.

- There are normally 3 people who have authority to obligate funds: the Department Purchasing Specialist and two Administrative assistants who report to him. That structure would remain the same during an emergency.

- Since there are no campus-wide special accounts or category codes at this time, all emergency expenses should be charged to A01859 19900 44 NKAZ NKSOS (the project code NKSOS will identify any expense as being related to emergency operations.)

- Procurement card limits may be raised. If that is required, the Chair or FAO will request such from Purchasing.

- Entomology does not currently recharge other departments for services.

B. Special Administrative Procedures

Timekeeping

Department staff will be asked to record any emergency related work on their time sheets in the far left section "Hours Worked by Fund Source". The project code NKSOS should be entered at the top of the column in which hours worked is recorded.

- Each individual will be asked to accurately record time worked that is directly related to emergency operations. It is inevitable that there will be some areas where it is difficult to distinguish whether work is directly related to an emergency, but we expect there to be discussions between employees and supervisors and emergency responders that will help clarify gray areas.

- Emergency work carried out in different locations will be tracked on Time Records as described above.

- Office workers’ and field workers' time will be tracked by the same method.

- Managers and exempt staff will be tracked using the same method.

- If we use contractors or temporary workers, we will charge their costs to A01859 19900 44 NKAZ NKSOS. Again the project code NKSOS will identify all emergency operations.

Records management

The collection, organization, management, and storage of the emergency-related documentation generated during and after an emergency will depend on the type of emergency. If we are still able to process transactions electronically, then our normal record management and retrieval systems will be used. If electronic systems are unavailable but we are still able to perform work in the main
Entomology building, then the FAO’s office, Room 166, will be the central collecting point for all records, which will be organized in such a way as to make them easily accessible, based on the nature of the emergency. If we are unable to work in the main building, an alternative location will be selected and the departmental employees will be notified according to our notification plan.

- The FAO is in charge of emergency records management.
- The timing of the collection process (every hour, once a day, as needed, at the end of the emergency, etc.) will depend on the type of emergency, but normally would be every hour or more often.
- The records will be stored in the FAO’s office if available.
- Health records and other sensitive data will be kept by the Payroll Personnel Specialist in Room 171 of the main Entomology building.
- We will capture and retain electronic data (email, electronic documents, digital photos, etc.) in a routine manner if the campus infrastructure is intact. Otherwise there will be a gap in our ability to capture and retain such items. The building has a generator, but it is only available for technical equipment and not for administrative computers. Email may be available through wireless devices, but recharging such items will become an issue.

C. Emergency Communications

Not applicable.

D. Supplies, Equipment and Services

Not applicable.

E. Department Support

The Department will attempt to support its own emergency operations with supplies and staffing.

General campus support

During an emergency, the Department will attempt to maintain all normal services.

If normal services cannot be maintained during an emergency, the FAO and the Chair will determine which normal Department services will be suspended and the duration of the suspension. This decision will be coordinated with the Policy Group through the EOC Planning & Intelligence Section.
V. Operation- and Situation-Specific Procedures

- During and after an emergency, the Entomology department will work toward emergency relocation of classes; use of nontraditional instructional spaces; use of alternative scheduling (nights/weekends/etc.), if such efforts are necessary.
- The Entomology Insectary and Quarantine Facility maintains a separate “Emergency Plan” that is overseen by the Insectary and Quarantine Officer. That plan is appended.
VI. Plan Approval & Maintenance

A. Approval and Distribution

This Department Emergency Operations Plan (DEOP) establishes policies and procedures for the Entomology Department.

Following is the sequence of events this DEOP will undergo before it is officially approved:

- The Entomology Department will undertake drafting and internal coordination of the Department Emergency Operations Plan.
- Emergency Management Task Force (EMTF) will review the Departmental plan.
- The Dean of the College of Natural and Agricultural Sciences will review and approve the final plan.

The Entomology Department will distribute this Plan and familiarize its staff with the contents. It will be made available on the Department website at www.entomology.ucr.edu for the general campus community to become familiar with it. Printed copies will be sent to the following:

- All Principal investigators
- The Financial and Administrative Officer
- The Entomology Department Safety Committee members
- Environmental Health & Safety (2 copies) (for EOC and Alternate EOC).

B. Maintenance and Revision

The DEOP is a living document and will be reviewed and modified on a regular basis.

The Department will review the DEOP at least in the following circumstances:

- After any Departmental or campus-wide emergency exercise
- After any actual emergency that affects the Department
- After any major change in state or federal law affecting the Department’s operations
- After one year has passed since the last review

Minor changes may be made by the Department and distributed without requiring subsequent review by the EMTF and approval by the Dean of the College of Natural and Agricultural Sciences. Changes of this sort might include:

- New titles for positions
- Name changes for departments referenced in the Plan
Changes to phone numbers or addresses

"Major" and "minor" changes are clearly subjective measures, and the ultimate decision to seek re-appraisal rests with the Entomology Department Chair. Examples of major changes include:

- Substantive revisions to reporting or organizational structures
- Changes to more than 15% of the Plan at one time

In addition, the Department will seek EMTF review and the Dean of the College of Natural and Agricultural Sciences re-approval of the DEOP if more than three years have passed since the last major review.

The Department will distribute updated versions of the DEOP as outlined previously.