



**UCSB
SANTA CRUZ ISLAND RESERVE
EMERGENCY OPERATIONS PLAN:**

STAFF OPERATION MANUAL

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Department Safety Representative

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Alternate DSR

2022

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Name	Organization	Phone	Call Sign
Dr. Jay Reti	SCIR	805-550-5341	965
Dr. Lyndal Laughrin	SCIR	805-451-4038	945
Brian Guerrero	SCIR	805-448-2705	966
Matt Levash	SCIR	805-315-1881	967
Marion Wittmann	SCIR	805-448-8259	
UCSB Emer. Operations Center	UCSB	888-488-8272	
Scott Meyler	TNC	908-763-6140	940
Andrew Yamagiwa	TNC	559-618-1488	941
Amy Parks	TNC	941-730-7294	943
Jennifer Baker	TNC	805-698-4671	946
John Knapp	TNC	805-291-6168	948
Caitlin Praetorius	TNC	805-798-5438	9410
Satellite Phone	TNC	480-768-2500 then 881623462732	
Ventura Office	TNC	805-642-0345	TNC Base
Main Ranch	TNC		TNC Main Ranch
CHIS Dispatch	NPS	805-658-5720	700
Chief Ranger (HQ)	NPS	805-218-0251	201
SCI Supervisory Ranger	NPS	805-804-0058	240
SCI Ranger (Scorpion)	NPS		241
SCI Ranger (Prisoners')	NPS		242
Marine Patrol	NPS		203, 204, 205
Marine Patrol Boat 5	NPS	808-794-6642 (sat phone)	
Marine Patrol Boat 6	NPS	808-794-6810 (sat phone)	
Sea Ranger II	NPS	808-794-6639	401
Surf Ranger (Landing Craft)	NPS	808-794-6644	404
Ocean Ranger	NPS	808-794-6643	405
Main Line (Navy)	Navy	805-989-1025	
Sequoia Dispatch (24/7)	NPS	559-565-4221	Sequoia Dispatch
SB Sheriff Dispatch (24/7)	SB Sheriff	805-683-2724	S&R = Copter 4
Ventura Sheriff Dispatch	Ventura Sheriff	805-654-9511	
US Coast Guard – Long Beach	Coast Guard	310-521-3815	US Coast Guard
Forest Service – Los Padres	USFS	805-961-5727	
IPCO Main Office	IPCO	805-642-8113	490
Island Adventure	IPCO	805-766-5182	491
Islander	IPCO	805-766-5181	494
Island Explorer	IPCO	805-765-5757	495
Alex Brodie	IPCO	805-443-9208	
Mark Connally	IPCO	805-443-9209	
Aspen Helicopter Dispatch	Aspen	805-985-5416	

Emergency Communication Tree:

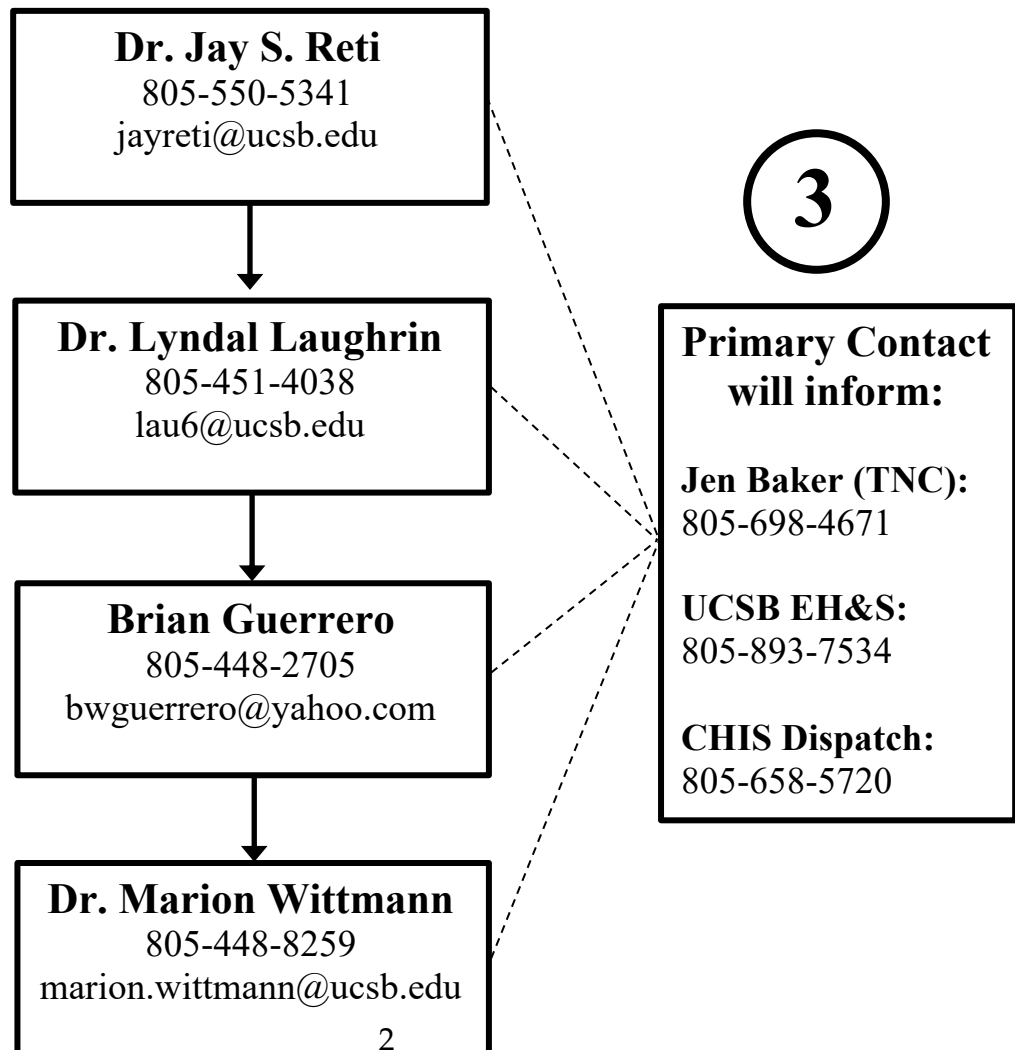
In the event of an emergency, the following communication tree should be followed. If the primary contact is unavailable, then the next individual on the list should be contacted

1

Contact Sequoia Dispatch at 559-565-4221

2

Contact Primary Contacts in this order:



I. INTRODUCTION

PURPOSE

The purpose of this **Department Emergency Operations Plan (Dept. EOP)** is to provide department-specific emergency operations procedures. The success of this plan is dependent upon employees becoming familiar with its contents prior to an actual emergency. Preplanning is essential to this process.

DESIGN

The **Campus Emergency Operations Plan (EOP)**, as opposed to this Department Emergency Operations Plan, is intended to provide a framework for dealing with campus-wide emergencies. It specifies the composition of the **Emergency Operations Center (EOC)** staff and identifies the basic functions and relationships that certain departments have in a major emergency.

Departments identified in the Campus Emergency Operations Plan will have to coordinate the development of their emergency response procedures with other departments.

This Dept. EOP has also been designed to meet the requirements of the **Emergency Action/Fire Prevention Plan** required by the California Occupational Safety and Health Administration (Cal/OSHA), California Code of Regulations, Title 8, Sections 3220 and 3221.

ROLES

The **department chair / director** is responsible to assure that this legally mandated program is effectively carried out within their department. The chair/director coordinates those activities that are necessary for successful implementation. Additionally, they are to provide support to the **Department Safety Representative (DSR)** in carrying out their significant role in the department and facilitating cooperation and support from department personnel.

The **Department Safety Representative** and designated alternate assume key **roles** in coordinating and directing the department's emergency response activities. The Department Safety Representative not only oversees the department's emergency operations plan development, but also serves as the primary contact during an emergency to the Emergency Operations Center (EOC). The DSR is the individual in the department that collects and reports information on the department's status during an emergency, and also receives information and direction from the campus Emergency Operations Center (EOC). This information is disseminated throughout the department, providing direction and information on available resources.

PROCEDURES

The basic emergency response procedures for department employees are presented in checklist format to facilitate distribution throughout the department. Individual sections could be copied and posted where appropriate, for widest dissemination. The Department's Floor Plan specifying the location of fire alarms, fire extinguishers, emergency response kits, exit routes and Emergency Assembly Points should also be posted on safety bulletin boards within the department. Please note that people should only evacuate to Emergency Assembly Points if the location of the EAP remains safe, and is upwind of hazardous fume releases.

Dept. Emergency Operations Plan

DEPARTMENT SAFETY REPRESENTATIVE CHECKLIST

The following responsibilities involving the coordination of emergency response activities within departments are managed for the department by the Department Safety Representatives (DSRs) and/or their alternates.

A. Planning for an Emergency:

1. Department Emergency Operations Plan

a. Planning

- Assists the department head in the development of the Reserve EOP.
- Develops an internal communications plan to keep department informed as much as possible (e-mail, emergency call-out instructions, urgent page, etc).
- Designates people to assist disabled individuals during emergencies.
- Provides and documents training of all employees regarding plan's contents and updates.
- Attends emergency response training sessions provided by EH&S.

b. Preparedness

- Keep a copy of all essential emergency information at home (i.e., Reserve Emergency Operations Plan) - if possible, develop laminated, wallet-size cards of emergency phone roster.
- Redundancy in computer files, notebooks, research papers, etc., is essential. Encourage secondary locations for storage of such materials to be established.
- Exercise – Participate in the annual State Fire Marshal drills as required during building fire alarm testing.

2. Campus Emergency Operations Plan

a. Familiarize yourself with the Campus EOP

- Contact:
UCSB Environmental Health & Safety
Building 565
Santa Barbara, CA 93106-5132
Phone: 805-893-7534

b. Know the location, function, and ways to utilize the Emergency Operations Center (EOC).

- Website: <http://www.emergency.ucsb.edu/emergency-planning-preparedness/resources>
- Website: <http://www.emergency.ucsb.edu/>
- UCSB Environmental Health & Safety: **805-893-7534**
- Campus Emergency Information: **888-488-8272**

B. Responding to an Emergency:

1. Working-Hour Major Emergencies: Order of Operations

- Determine if EOC has been established by checking the following in this sequence:
 - Check your e-mail for message
 - Call the EOC for information (**888-488-8272**)
- If EOC has been established:
 - Serve as primary departmental contact to the EOC
 - Collect information from within your department (*Department Emergency Status Report*)
 - Report status to EOC
 - Provide/serve as runner
- Keep department informed as much as possible.

2. If evacuation of building/Field Station is necessary:

- Evacuate to Emergency Assembly Point (EAP).
- Ensure that designated people assist any disabled individuals.
- Ensure that emergency response kit is removed from building.
- Assign personnel OR distribute assignment cards to assist with the following:
 - Ensure that head count from RAMS reservations in Reserve is conducted.
 - Restrict entry to buildings through verbal instructions.
- When emergency response personnel arrive, relay any pertinent emergency information you may have regarding personnel safety (injuries, trapped individuals, etc.) and the source of the alarm (fire? smoke? chemical spill? Which pull station activated? etc.). Follow their instructions.
- Do not re-enter the building until authorized to do so by Reserve Staff or emergency response personnel.
- Access emergency information sources.
- Keep others routinely informed as much as possible.
- Depending upon severity of emergency:**
 - Collect information for Dept. Emergency Status Report (**Section V.G, page 35**)
 - Ensure Department Emergency Status Report is delivered to EOC (by email: eoc@ehs.ucsb.edu)

3. During An After-Hour Emergency (Nights, weekends, holidays, and off-campus meetings)

- If you are off-site when an emergency occurs, adhere to the following after you've addressed your personal issues:
 - Determine if safe passage to Reserve is available.
 - If it is safe to do so, adhere to the Reserve's return-to-work procedure as home situation and traveling conditions permit. If Reserve's procedures authorize your return to the Reserve, coordinate with your alternate, if possible, and report to the EOC for information and direction as soon as you enter the Reserve.
 - Activate Reserve communication system, as appropriate (**Emergency Communication Tree, p. 2**).
 - Monitor the radio and television for local and roadway emergency information.

III. COMMUNICATION RESOURCES IN AN EMERGENCY

A. Radio Stations (part of the “Radio-Ready System”):

1. FM: 88.3 KCLU NPR (South Coast)
2. AM: 1490 KOSJ (South Coast)

B. Phones: Outside Assistance

1. **Major Emergencies: Medical Emergency, Fire Emergency**
 - a. **Sequoia National Park Dispatch (24/7)**
 - i. **Phone: 559-565-4221**
 - ii. **Radio: call sign = “SEQUOIA”**
 - iii. Report to dispatch what repeater you are calling from
 - b. **Channel Islands National Park Dispatch:**
 - i. **Phone: 805-658-5720 (8am to 5pm)**
 - ii. **Radio: call sign = 700**
 - c. **SB County Sheriff Dispatch:**
 - i. **Phone: 805- 683-2724**

C. Phones: On-Island Assistance

1. SCIR Staff
 - a. Reserve Director (Jay Reti): cell **805-550-5341**
 - b. Reserve Resident (Lyndal Laughrin/Ann Bromfield): **805-451-4038 OR 805-455-7345**
 - c. Reserve Steward, Brian Guerrero: cell **805-448-2705**
 - d. Reserve Steward, Matt Levash: cell **805-315-1881**
2. TNC Main Ranch Staff
 - a. Ranch Manager, Andrew Yamagiwa: **559-618-1488**
 - b. TNC Coordinators:
 - i. Scott Meyler: cell **908-763-6140**
 - c. SCI Preserve Program Director, Jennifer Baker: **805-698-4671**
 - d. TNC Main Ranch telephone: **805-319-8278**
3. Navy Compound
 - a. Navy main line: **805-989-1025**

D. Mainland Assistance

1. Cell Coverage at the Field Station, Verizon WiFi Calling:
 - a. Broad coverage at the Field Station, strong signal near Office Building
 - b. Coverage available near SCIR Staff Residences
 - c. Coverage available for WiFi calling at Christy Ranch
 - d. Coverage available for WiFi calling at TNC Main Ranch
2. Relevant Mainland Resources:
 - a. UCSB EOC: **805-893-3446**
 - b. UCSB EH&S: **805-893-7534**
 - c. TNC Mainland Office: **805-642-0345**
 - d. Sequoia Dispatch: **559-565-4221**
 - e. Channel Islands National Park Office: **805-658-5720**
 - f. Island Packers Office: **805-642-8113**

E. Other Emergencies (non life-threatening)

1. UC Santa Cruz Island Reserve
 - a. SCIR Reserve Director - Dr. Jay Reti: cell **805-550-5341**
 - b. SCIR Reserve Director Emeritus (resident staff) – Dr. Lyndal Laughrin: cell **805-451-4038**

- c. SCIR Steward – Brian Guerrero: cell **805-448-2705**
- d. UCSB NRS Office – Deby Puro: **805-893-4127**
- e. UCSB NRS Executive Director – Dr. Marion Wittmann: **805-448-8259**
2. The Nature Conservancy
 - a. Santa Cruz Island Preserve office (Ventura): **805-642-0345**
 - b. Santa Cruz Island Main Ranch: **805-319-8278**
3. UCSB Campus Emergency Operations Center
 - a. Emergency Operations Center: **805-893-3446**
 - b. Website: <http://www.emergency.ucsb.edu/>
4. UCSB EH&S EOC Information Line: **805-893-3194**
5. UCSB Emergency Information Line: **888-488-8272**
 - a. This number will have information provided by Public Affairs in the event of a major emergency. Located out of state, this line is expected to survive any regional disaster in the Santa Barbara area, and is able to handle a large volume of calls. Not all emergencies will be posted on this line. Information is available in English or Spanish.
6. Highway Information: **1-800-427-ROAD (7623), then indicate highway #**

F. Internet and Email Resources

1. The EMER-L List-server is a campus-wide **Emergency E-mail system** that has been established for general emergency information.
2. Internet
 - a. **UCSB Homepage** : <http://ucsb.edu>
 - b. **EH&S Homepage**: <http://www.emergency.ucsb.edu/contacts>
 - c. **California Highway Conditions** : www.dot.ca.gov
 - d. **California Highway Patrol**: <http://cad.chp.ca.gov/>
 - e. **Santa Barbara Channel Conditions**:
<https://www.ndbc.noaa.gov/data/Forecasts/FZUS56.KLOX.html>
 - f. **Island Packers Boat Status**: <https://islandpackers.com> and **805-642-1393**
 - g. **Channel Island National Park Alerts and Conditions**:
<https://www.nps.gov/chis/planyourvisit/conditions.htm>

G. Radio Channels (see radio coverage map in Appendix A: pp. 36-41)

Channel	Repeater location	Who's listening, When
TNC DIAB	Diablo Peak	TNC Main Ranch
TNC VLY	Valley Peak	TNC Base (VTA) -working hours only-
TNC DIR	None	Line of site, radio to radio
NPS DIR	None	Line of site, radio to radio
NPS DIAB	Diablo Peak	NPS 24x7
NPS SISR	Sisar Mt., near Ojai	NPS 24x7
NPS SNI	San Nicolas Island	NPS 24x7
NPS FBI	Montañon	NPS 24x7
NPS SYNZ	Santa Ynez Pk, SB	NPS 24x7
UC RPT	Diablo Peak	UC Staff
SAR DIAB		Activated in SAR
USCG 16		Emergency hailing; US Coast Guard
USCG 22a		US Coast Guard working freq. Use USCG 16 to hail
USCG 83a		Coast Guard Helicopters
USCG 18a		US Coast Guard commercial boat freq. (IPCO)
USCG 68		Open channel
USCG 72		Open channel
MAR WX		NOAA weather
SBA WX		NOAA weather
SBC FIRE		Monitor only, no transmitting
UC DIR		Line of site, radio to radio

1. Using Radio Communications

- a. Day-to-day communications between SCIR staff and users should utilized UC stations: UC Diablo and UC Direct
- b. SCIR on-island staff should carry a radio and monitor for requests
- c. SCIR staff can contact TNC staff on TNC stations: TNC Valley, TNC Diablo, and TNC Direct
- d. TNC staff can contact SCIR staff on UC stations
- e. SCIR radios are programmed with NPS stations, including NPS Sisar, NPS FBI, and NPS San Nic
 - i. Use NPS frequencies in emergency scenarios to reach Sequoia Dispatch (see Radio Communication shadows in Appendix A) or to directly reach NPS staff, if needed

2. Call Signs/Numbers

- a. All SCIR, TNC, and NPS staff have assigned Call Signs for radio communications; use call signs to identify yourself and others
- b. **DO NOT use the names of individuals over the radios**

H. Boat, Aircraft, and Agency Contacts

Island Packers	Call sign –	Phone
<i>Island Adventure</i>	491	805-766-5182
<i>Islander</i>	494	805-766-5181
<i>Island Explorer</i>	495	805-765-5757
Office (0800-1700)	490	805-642-8113
Alex Brodie		805-443-9208
Mark Connally		805-443-9209
National Park Service	Call sign - NPS	Sat Phone
<i>Sea Ranger II</i>	401	808-794-6639
<i>Surf Ranger</i> (Landing Craft)	404	808-794-6644
<i>Ocean Ranger</i>	405	808-794-6643
<i>Patrol Boat 5</i>		808-794-6642
<i>Patrol Boat 6</i>		808-794-6810
Aircraft		Phone
Aspen Helicopter Dispatch		805-985-5416
Other Agencies	Call sign – Marine	Phone
SB Sheriff/ SB Search & Rescue	N/A	Dispatch: 805-683-2724
Ventura Co. Sheriff/ Search & Rescue	N/A	Dispatch: 805-654-9511
U.S. Coast Guard (24/7)	“US Coast \Guard”	310-521-3815
Forest Service Los Padres	N/A	805-961-5727

I. Satellite communication: Garmin Inreach Units

1. Garmin Inreach units or equivalent satellite communication are required for all SCIR groups; groups can provide their own unit but must program SCIR staff emergency numbers into their units
2. SCIR provides Garmin Inreach units for daily rental (\$5/day) and orientation for how and when to use these units is provided to users upon arrival at the SCIR Field Station. Guides to use are also provided in the Garmin carrying case, provided to users upon check-out of the unit

IV. EMERGENCY RESPONSE PROCEDURES

The following guides are brief overviews of proper response procedures based on specific types of hazards. They are intentionally generic in order to apply to a wide scope of situations. They are not intended to be applicable under all circumstances.

A. Medical Emergency Response Procedure

1. Call For Help (in the following order until help has been established):
 - a. NPS Sequoia Dispatch (available 24/7): **559-565-4221 OR Call Sign “Sequoia Dispatch”**
 - b. Santa Barbara Sheriff Dispatch (24/7): **805-683-2724**
 - c. UC Coast Guard: **Call Sign “US Coast Guard”**
2. Use the **Medical Radio Report** on the following page (p. 11) to provide information to medical contact
3. **Helicopter Evacuation Procedure (landing locations on page 34)**

Helicopter Evacuation Procedure: Incident Assessment
<p>Severity of injured or ill individual:</p> <p>Life threatening and requiring immediate evacuation? YES / NO</p>
<p>Urgency Level:</p> <p>Is the risk increasing or is it stable? INCREASING / STABILIZING</p>
<p>Weather Conditions (for flight crews):</p> <p>Cloud Ceiling Height (if known): _____ Lateral Visibility (miles): _____</p> <p>Wind Direction: _____ Wind Speed (approx.): _____</p> <p>Any inclement weather?</p> <p>_____</p> <p>—</p>
<p>Time of Day:</p> <p>Time of emergency call: _____ Hours of daylight available: _____</p> <p>For NIGHTTIME evacuations:</p> <p><input type="checkbox"/> Landing zone identified with minimal lighting</p> <p><input type="checkbox"/> Vehicle headlights or other illumination available as helo approaches?</p> <p><input type="checkbox"/> Turn off all lights as helo lands (use glow stick, if available)</p>
<p>Ground Hazards (list any hazards to hovering/landing helicopter such as trees, antennas, structures, vehicles, cliffs, wires, etc.):</p> <p>_____</p> <p>—</p>
<p>Landing Zones (established landing zones on page 34, use lat/long if available):</p> <p>*Ideal landing zones are flat areas with no obstructions and room to approach/depart into the wind; limited loose dirt/sand</p>

4. Medical Radio Report:

Medical Radio Report
Location (common name and coordinates – see map for Lat/Long)
Chief complaint and incident type:
Number of patients: _____ Patients' ages/sexes: _____
Patient Condition (circle answers): 1. Conscious: Yes / No Alert? Yes / No 2. Breathing: Yes / No Difficulty? Yes / No 3. Is there chest pain? Yes / No 4. Is there severe bleeding? Yes / No Location of bleeding: _____ 5. Heart and breathing rates Heart beats per minute: _____ Breaths per minute: _____
Treatment provided 1. Care being given: _____ 2. Medication/drugs taken: _____
Information for access or evacuation 1. Terrain, trail and/or sea conditions: _____ 2. Weather conditions, remaining daylight: _____

Stay with patient and provide updates to dispatch when requested.

5. Established Landing Zones: Latitude/Longitude (map on p. 34)

Type:	Location:	Latitude:	Longitude:
Fixed Wing	Central Valley Airfield (SCR)	33.59.22 N	119.40.50 W
Fixed Wing	Christy Airfield (SCC)	34.01.07 N	119.51.08 W
Helicopter	Prisoners'	34.1.134 N	119.41.032 W
Helicopter	Prisoners' Alternate (Picnic area/Navy road turnout)	34.1.120 N	119.40.627 W
Helicopter	Navy Site	33.59.692 N	119.38.049 W
Helicopter	Diablo Peak	34.1.758 N	119.47.097 W

6. Other Relevant Locations (undeveloped sites) for Reporting: Latitude/Longitude

Location:	Latitude	Longitude:
UC Field Station	33.59.48 N	119.43.23 W
Cascada	34.00.15 N	119.44.50 W
Centinela	34.01.02 N	119.47.58 W
Coches Prietos (peak)	33.59.11 N	119.43.12 W
Fraser Point (end of road)	34.03.34 N	119.55.10 W
Main Ranch	33.59.46 N	119.42.52 W
Sauces Bluff (end of road)	34.00.52 N	119.52.43 W
Valley Peak	33.59.56 N	119.40.59 W
Willows Anchorage	33.58.07 N	119.40.59 W
Pelican Trail Marker 11	34.01.21N	119.41.32 W
Pelican Trail Marker 15	34.01.35 N	119.41.41 W
Pelican Trail Marker 19	34.01.83 N	119.42.08 W
Pelican Trail Marker 21	34.01.9 N	119.42.1 W

7. First Aid Station Locations (see map on page 33):

	Location	Additional Info	Contents
1	Christy Ranch	In kitchen- <i>radio UC or TNC for</i>	Medical Kit*, Epi-pen, Water, vehicle in Christy barn
2	Centinela	In locked shed - <i>radio UC or TNC</i>	Medical Kit*, Water
3	Diablo	In locked shed – <i>radio UC or TNC</i>	Medical Kit*, Water
4	UC Field Station	In front lobby cabinet	Medical Kit*, Epi-pen; phone at Lyndal's house; cell WIFI calling around field station
5	Coches Prietos	In bin at top of hill	Medical Kit*, Water
6	Main Ranch (office)	In southeast corner of office	Radio, Phone, AED, Epi-pen, Red duffle (Airway -oxygen, nebulizer), Blue backpack (Major Injury – break, blood loss), Backboards, Crutches, Basic first aid
7	Prisoners'	In magazine – radio for combo	Medical Kit*, Epi-pen
8	Pelican Trail	Marker 15 (in 5 gal bucket)	Medical Kit*, Sam splints, electrolytes, water

8. CPR Information:

- a. Radio NPS Sequoia Dispatch (on Radio with call sign “Sequoia Dispatch” or at **559-565-4221**)
- b. Radio UC or TNC for AED unit (see **map on p. 32 and 33 for AED location**)
- c. Perform CPR for 30 minutes (or water/electrical injury, perform CPR continuously until help arrives)
 - i. **Hands Only: Continuous compressions at 110 BPM**
 - ii. **With Rescue Breaths: 30 compressions (@110 BPM, then 2 breaths**

9. Epi-Pen (Epinephrine):

- a. A minimum of one SCIR staff member will retain certification to procure Epi-pen prescriptions through the UCSB campus physician
- b. Epi-pens are located in a labeled box in the first aid cabinet in the entry room of the UC SCIR Field Station

10. Medication Dosages: All SCIR Staff are Wilderness First Responders

	Infant	Child	Adult
Depth of compressions	1.5 inches; 2 fingers in center of chest	2 inches; 2 hands or 1 hand (small children) on sternum	2 inches; 2 hands on sternum
ANAPHYLAXIS			
	Child	Adult	
Epi-Pen	1 (0.15mg)	1(0.3mg)	
Benedryl (chewable for first dose if available)	12-25mg every 4 hrs for 24 hrs	25-50mg every 4 hrs for 24 hrs	

ANTI-HISTAMINE			
	Child	Adult	
Benedryl (chewable for first dose if available)	12-25mg every 4 hrs for 24 hrs	25-50mg every 4 hrs for 24 hrs	

CHEWABLE ASPIRIN (HEART ATTACK)			
NSAID 325mg, chewable, as soon as heart attack is suspected			

PAIN/INFLAMMATION / FEVER	CHILD	ADULT
Tylenol, 500mg (fever)	Ask a doctor	2 capsules every 6 hrs while symptoms last
Ibuprofen (NSAID)	Chewable, 81-162mg every 8 hours	200-400mg every 6 hours while symptoms last
Aspirin, take with full glass of water (NSAID)	Ask a doctor	325-650mg every 4 hrs while symptoms last

11. Wilderness First Responder Training (WFR)

- a. SCIR staff are WFR certified, meaning that they have passed an intensive, field-based course in emergency medical responses. SCIR staff will maintain these certifications through refresher courses every three years
- b. SCIR staff are CPR certified and will maintain these certifications
- c. SCIR staff have received AED training

B. FIRE Emergency Response Procedure

1. Order of Emergency Operations:

- a. Evacuate when the smoke detectors activate.
- b. Evacuate if a fire starts that is beyond your control to extinguish, evacuate the area and close the door.
- c. Follow the evacuation route established by the Reserve.
- d. **Inside a room:** Feel doors at the top for heat. Do not open door if it is warm to the touch. If smoke/fire present in hallway, close door and place materials at the base to block smoke.
- e. Contact Reserve Director and TNC Ranch Staff and report the location, extent and type of fire (chemical, solvent, paper, etc.).
- f. Turn off appropriate **valves and switches** for utilities (propane and electricity). See **map on page 31 for locations**.
- g. Upon assessing the fire, if possible use extinguishers or fire hoses to put it out. See **map for locations** and follow posted directions for extinguisher use.
- h. If fire starts in **vegetation** around the Field Station, **FIRE FIGHTING TOOLS** are located along the inside wall of the garage. Use the shovels, hoes, and Mcloeds to **scrape** bare zones around areas of fire containment. Fire hoses and fire gel are available in the metal cabinets alongside the garage. Standpipe for hoses is located along the main road at the driveway entrance to the Field Station. See **map on page 30 for these locations**.
- i. **FLAMMABLE MATERIALS** are stored in a metal cabinet inside the parking garage along the east wall (see **map on page 32**). If fire is in this building, be cautious near this area when trying to extinguish fire.
- j. Parked vehicles will have gasoline in their tanks and, if feasible, should be moved to a safe area. If **intense** fire is in the garage or buildings and control is not immediately possible, **EVACUATE IMMEDIATELY** to the **OPEN FIELD** east or south of the Field Station. If the fire is too large and uncontrollable, evacuation to the Main Ranch may be required.
- k. Designated personnel should assist individuals with mobility disabilities to a safe location (see section IV.H, p. 20).
- l. If **FIRE** is **OUT OF CONTROL**, communicate with Main Ranch for additional help. It may be necessary to send for off-island assistance, but try to locate all available on-island help, including SCIR Reserve Director and TNC staff. **REFER TO THE DIRECTORY (page 1)** section above before attempting this yourself.
- m. If the Field Station complex is threatened by nearby wildlands fire, you must evacuate to the TNC Main Ranch (site is the cleared central yard). **Emergency Assembly Point Map is in Section V.A., page 26.**
- n. Use your Department Emergency Assembly Point only if it is in an upwind location. If Assembly Point is unsafe, use alternate Assembly Point (see **map on page 26**).
- o. Report to your Department's Safety Representative. The Department Safety Representative will complete a department status report and will transmit it to the Emergency Operations Center. Relay pertinent information to the emergency responders.
- p. Do not re-enter the building until authorized to do so by Reserve staff emergency response personnel.
- q. Report all fires to the UCSB Police Department: **805-893-3446** (non-emergency number), even those that are self-contained and extinguished.
- r. If a fire extinguisher has been discharged, report it to the Reserve Director.

- 2. How to Use Fire Extinguishers: All SCIR staff have taken EH&S training**
- a. Hold the extinguisher UPRIGHT and PULL the ring pin, snapping the plastic seal.
 - b. STAND BACK from the fire TEN FEET and AIM at the BASE of the fire nearest you.
 - c. Keeping the extinguisher UPRIGHT, squeeze the HANDLES TOGETHER to discharge and SWEEP from side to side. Move closer as the fire is extinguished, but NOT SO CLOSE as to scatter the burning material.
 - d. When the fire is out, watch for RE-IGNITION.
 - e. EVACUATE and VENTILATE the area immediately after use. The FUMES and SMOKE from any fire may be HAZARDOUS and can be deadly.

3. Fire Extinguishers and Types of Fires:

Extinguisher Letter Symbol	Types of Fires
A	For wood, paper, cloth, trash, and other ordinary materials
B	For gasoline, grease, oil, paint, and other FLAMMABLE LIQUIDS
C	For LIVE ELECTRICAL equipment

- a. Use your extinguisher only on the types of fires designated by the letters and symbols shown above and on the nameplate. Red slash means Do Not Use On That Type Fire.
- b. Extinguisher should have the following on it:
 “This extinguisher has been manufactured and tested in accordance with the applicable standards of Underwriters Laboratories, Inc. (UL). It also complies with industry standards as presented in the National Fire Protection Association Pamphlet No. 10 Standard For Portable Fire Extinguishers.”

Standard NFPA 10 may be obtained from the National Fire Protection Assoc., Batterymarch Park. Quincy, MA 02269.

4. Fire Prevention Practices:

- a. **SMOKING:** Smoking is **NOT** permitted at the Field Station. **NO SMOKING IN THE FIELD. NO SMOKING IN VEHICLES.** SCIR staff should proactively prohibit all smoking at the Reserve by other staff and by users.
- b. **USE OF BARBECUE:** Be careful when using the BBQ for cooking or campfires. **DO NOT use in high wind or dry conditions.** Use only designated BBQ pit in front of field station. No other BBQs or campfires are permitted. Keep a hose/water or a fire extinguisher nearby.
- c. **SMOKE DETECTORS:** Make sure all smoke detectors are operational by conducting monthly tests. Immediately change any low or dead batteries, or nonoperational smoke detectors with replacements available in the office. **DO NOT** remove batteries from smoke detectors. All smoke detectors are labeled with date of installation.
- d. **FLAMMABLE MATERIALS:** Exercise caution when using flammable materials. Store them properly in the flammable materials storage area (**see map on page 32**). **DO NOT** permit any open flames near the flammable materials.
- e. **VEHICLE USE:** Make sure that all vehicles in use have the appropriate emergency box, fire extinguisher, and shovel. Report any problems with the vehicle's exhaust system and take problematic vehicles off the road until maintenance can occur. **DO NOT** drive or park vehicle off of the road or in tall, dry grass. Park the vehicle in the road and leave keys in the vehicle if the vehicle is unattended. Proactively work with users to report issues, park appropriately, and follow fire prevention guidance for vehicles.

5. Wildlands Fire Safety and Reporting

- a. Be cautious around grass fires, they can move quickly and erratically.
- b. Do not try to outrun fires, even small ones.
- c. Keep out of canyons; fires run uphill.
- d. Keep out of ridgeline saddles and depressions.
- e. Attack fires only if physically fit and in appropriate clothing (if proper fire protective gear is not available, wear long pants and long sleeves of a cotton material, not synthetic). Wear sturdy shoes without gum soles, wear goggles, and a hard hat if possible.
- f. Keep behind the head of a fire (the most active area).

6. WILDLAND FIRES- REPORTING INFORMATION:

Fire Report
Location:
Fire Behavior: Time Discovered: _____ By Whom? _____ Size of Area/Percent of Structure: _____ Special Hazards/Fuels present: _____ Surrounding area fuel type (grass, brush, trees): _____ Fire terrain (on slope, canyon, etc.): _____
Weather On-scene: Wind Speed: _____ Wind Direction: _____ Temperature: _____ Relative Humidity: _____ Cloud Cover/Visibility: _____
Resources On-scene: # of Persons/Equipment in Use: _____ Equipment Available: _____ Water (Quantity/Availability): _____

7. Water Storage and Delivery Capacity

Resource	Location	Latitude	Longitude
20,000 gallon water tank	Top of drainage behind Reserve Director's residence	119 44' 10.90" N	33.59.3464 W
5,000 gallon water tank	Hill directly across the road from the SCIR Field Station	119.43.3607 N	33.59.4315 W
Stand pipe (90 psi)	At junction of valley road and entrance to SCIR Field Station	33.59.48 N	119.43.23 W
Stand pipe (85 psi)	Adjacent to Reserve Director's residence	33.99.6332 N	119.72.7306 W
Fire Hose	West wall of garage building	33.59.48 N	119.43.23 W
Fire Hose	Adjacent to Reserve Director's residence	33.99.6332 N	119.72.7306 W

C. Earthquake Emergency Response Procedure

1. Order of operations depending on location at time of earthquake:
 - a. Outside
 - i. Get to an open area away from trees, building, and power lines.
 - b. Inside
 - i. Stay away from windows and get under a desk or a table.
 - ii. Duck, cover, and hold.
 - iii. In a hallway, sit against the wall, protect your head with your arms.
 - iv. Wait inside until the shaking stops, then evacuate the building and go to your Emergency Assembly Point.
 - v. As designated personnel **you should assist** individuals with mobility disabilities to a safe location, i.e., enclosed stairwell landing with a ground level exit to the exterior, or if obstructed, an office space with door separating office from hallway.
 - vi. Find and assist all users as soon as conditions are safe; check Reserve user roster to account for all individuals.
 - vii. Do not re-enter the building until authorized to do so by Reserve emergency response personnel.
 - viii. Check for propane odor; turn off propane tanks if necessary. (**See map on p. 31**).
 - c. Vehicle
 - i. Pull to the side of the road away from steep hillsides or potential rockslide areas. Remain in the vehicle until the shaking stops. Do not leave the vehicle if a power line has fallen on or near it.

D. Hazardous Materials: Emergency Response Procedure

1. Order of operations checklist for **major** incidents involving hazardous materials (chemicals, biological, radiological, asbestos, etc.) releases that cannot be controlled by department personnel.
 - a. Alert other SCIR/TNC staff/personnel from affected and adjacent areas.
 - b. If possible use sign and/or barricade to isolate the area.
 - c. Evacuate other users from the area and close the door.
 - d. Stay upwind of the building
*****Note: Use your Dept. Emergency Assembly Point only if it's in an upwind location. If unsafe, use alternate Assemblage Point (see map).***
 - f. For **non-emergency** incidents requiring assistance from Environmental Health & Safety (EH&S) call **the EH&S 24-hour Assistance Line at 805-893-3194**
 - g. Do not re-enter the building until authorized to do so by County Fire or UCSB emergency response personnel.
 - h. **Respond to any user report of propane odors. Confirm if tank level is low or if there is a leak.**

E. Severe Weather: Emergency Response Procedures

1. **If at home:**
 - a. Assess conditions prior to leaving home.
 - b. Listen to all available media for conditions.
 - c. Do not risk your life or safety in order to travel to Field Station.
 - d. Notify SCIR Reserve Director if your travel arrangements change
2. **If at the Santa Cruz Island Reserve:**
 - a. Determine whether Reserve has been closed.
 - b. Listen to media reports.

- c. Contact Reserve Director for information about sheltering or leaving.
- d. Do not leave the Field Station and get on the roads if you have not been able to determine if it is safe to do so. Check with SCIR and TNC staff to determine which roads are open and safe to drive. Road safety conditions are kept up to date at:
<https://nps.maps.arcgis.com/apps/View/index.html?appid=dd9ced75ea5643349b9887d0c80a3533&extent=-120.5823,33.7011,-119.2639,34.2068>

F. Utilities: Emergency Response Procedures

1. Propane order of operations

- a. If you smell gas or receive a report of a gas leak, evacuate and confirm that tank level is not low and that stove burners are all in the off position; then turn off gas (see **map on page 31**)
- b. Do not turn on any electrical equipment or light switches.
- c. Aid in user evacuation to the Emergency Assembly Point at the TNC Ranch Yard (**map on page 26**).

2. Electrical order of operations

- a. Unplug sensitive equipment, if not connected to a surge protector.
- b. Disconnect hazardous equipment according to department plan.
- c. Stay away from downed power lines.
- d. During an extended power outage, you may have to leave the building and go to your Emergency Assembly Point, where you will wait for further instructions from emergency response personnel.

3. Water order of operations

- a. Report any plumbing issues to Reserve Director.
- b. Respond to any user report of water leaks or plumbing issues.

G. Shelter-In-Place: Emergency Response Procedure

1. If you are ever advised to shelter-in-place:

- a. Isolate yourself as much as possible from the external environment
- b. Shut all doors and windows
- c. Seal cracks around doors/windows as best as possible (e.g., duct tape)
- d. Provide for your comfort and communicate your needs
- e. Notify emergency management personnel of status
- f. Monitor all available communications
- g. Notify family when possible of delayed arrivals
- h. Maintain your personal safety first and assist others if possible and when it is safe to do so.

H. Individuals with Mobility Disabilities: EMERGENCY EVACUATION

1. **Background:** Emergency procedures require that everyone exit a building when the fire alarm is activated. If you are an individual with a mobility disability and you are situated on the ground floor of a building, evacuation procedures should be followed according to department plan.
2. **In an emergency:** Designated personnel should assist/escort individuals with mobility disabilities to a safe location. Someone should remain with the individual while another person notifies arriving emergency personnel of the location of anyone who needs assistance.

I. Tsunami: Emergency Response Procedure

1. Background:

- a. A strong earthquake can generate a tsunami within minutes. However, most tsunamis are formed by earthquakes that have occurred hundreds or even

thousands of miles away. These earthquakes are not felt locally and thus provide no advanced warning to residents. “Tsunami waves” can travel through the water at speeds of up to 500mph.

2. **If at the SCIR, in the field, or near the ocean (especially the intertidal zone):**
 - a. Listen to NOAA Weather Radio for possible Emergency Alert System activation and to evaluate severity and timing of the event. An all clear may be announced quickly for less-than-destructive tsunamis.
 - b. If necessary, the EOC will be activated and staffed and all established warning point procedures would be followed.
 - c. Stay at Field Station or move to higher ground and remain there until the threat has passed.
 - d. Notify other staff and users and work to coordinate safety
 - e. **Do not head to the shoreline to see the waves. When you can see the wave you are too close to escape.**

***NOTE: A tsunami is not a single wave, but a series of waves. A larger more dangerous wave may be preceded by a smaller initial wave. Stay out of danger and away from the shoreline until competent authority issues an “all clear”.*

J. Other Emergency Scenarios:

3. Sick or injured animal

- a. Contact Channel Islands National Park Dispatch
- b. If the animal can be rescued, contact the appropriate agency:

Birds:

Wildlife Care Network	Phone
Main Office	805-681-1019
Ojai Raptor Center	805-667-4878 or 805-649-6884

Marine Mammals: Do not attempt to help or approach

Agency	Phone
Marine Mammal Center of Santa Barbara	805-687-3255
Channel Islands Marine & Wildlife Institute	805-567-1505
CA Large Whale Disentanglement	877-767-9425

4. Smuggling

- a. Evidence: Panga boats, individuals on shore without mode of transportation, two or more boats meeting for a period of time and departing in different directions, non-authorized use of airstrips (especially at night)
 - i. Leave the area immediately and call in the following order until you reach someone. Use cell phone first; smugglers may be listening to radio transmissions.

Agency/Office	Phone
Sequoia Dispatch	559-565-4221
CHIS Dispatch	805-658-5720
Chief Ranger	Cell: 805-218-0251
SCI Supervisory Ranger	Cell: 805-804-0058
US Coast Guard	310-521-3801
SB Sheriff Department	805-683-2724

5. Poaching

- a. Leave all evidence in place (do not disturb tracks or other evidence prior to ranger investigation; fingerprints will be taken)
- b. Follow Smuggling procedures from previous subsection
- c. Additional contacts if needed:

CA Fish and Game	Call sign / Channel	Phone
Boat	Swordfish / USCG 18	254-381-1744
Local	N/A	909-597-9823
Sacramento	N/A	916-227-2232

K. OSHA Employee Information

- 1. Safety Trainings
 - a. SCIR Steward Staff engage in various job-related activities on and off the SCIR. Work with the Reserve Director to maintain proper EH&S trainings related to job hazards, shop safety, equipment safety, and environmental safety.
 - b. EH&S online trainings and in-person training enrollment can be found at: <https://www.ehs.ucsb.edu/training>
- 2. Job Hazard Assessment and PPE
 - a. SCIR Staff will have continually updated Job Hazard Assessment Forms files with UCSB EH&S. Job Hazard Assessment will ensure that all staff have the relevant safety training and will identify need for proper PPE for job-related tasks.
 - b. Job Hazard Assessment Form can be found in Appendix D
 - c. PPE Training Roster can be found in Appendix E
- 3. Hazardous Materials
 - a. A record of Safety Data Sheets (SDS) are kept in the SCIR Field Station Office
 - b. UCSB EH&S SDS Database: <https://ehs.ucop.edu/sds>

L. Disease Risk

- 1. Hanta Virus
 - a. A strain of Hantavirus has recently been found in the deer mouse (*Peromyscus maniculatus*) populations and San Miguel, Santa Rosa, and Santa Cruz Islands. The virus also occurs in many locations on the mainland.
 - b. Hantavirus is transmitted through the body fluids of the deer mouse and can become airborne when large masses of feces and urine are disturbed.
 - c. Risk reduction guidelines:
 - i. **Do not feed any wild animals; do not handle sick or dead animals.**
 - ii. Do not disturb dens or get in close proximity to mice.
 - iii. Do not pitch tents or place sleeping bags in proximity to rodent burrows or locations likely to have rodent feces.
 - iv. Promptly discard all garbage and trash in rodent-proof containers.
 - d. Cleaning Procedures
 - i. **DRY CLEAN-UP of all rodent feces (sweeping, vacuuming) is NOT permitted.**
 - ii. Respond to any user report of rodent infestations or mouse-soiled areas.

- iii. Wear PPE: rubber gloves, N95 mask
 - iv. Wet entire area with disinfectant; wet-mop the area and wipe up with paper towels; bag towels and dispose in the trash.
 - v. Disinfectant can be household bleach (1:4 parts water), Lysol, or other recommended solutions.
 - e. Trapping and removal of trapped mice should only be done by Reserve staff; appropriate PPE precautions and guidelines must be followed
 - f. Symptoms of Hantavirus infection (HARDS)
 - i. Mild, flu-like symptoms (muscle-ache, slight fever, lethargy), usually 2-6 weeks after virus exposure. Acute respiratory distress may follow. If you experience these symptoms and believe you may have had contact with rodents within the last 30 days, contact your physician immediately or go to the emergency room.
2. Ticks and tick-borne illnesses
- a. Before going out into the field:
 - i. Wear light colored clothing and gaiters over your pants.
 - ii. Apply insect repellent with at least 20% DEET on exposed skin and clothing.
 - iii. Treat your clothing, socks, and shoes/ boots with permethrin. Permethrin kills any ticks that climb on your body.
 - iv. Pack a pair of tweezers or a tick removal tool.
 - v. Walk in the middle of trails and avoid brushing against high grasses and shrubs on the sides of trails.
 - vi. Check yourself often for ticks. If you find a tick crawling on you remove it as soon as possible.
 - b. After coming in from the field:
 - i. Shower as soon as you can.
 - ii. Look for ticks on your body and in your bedding. Some ticks are only the size of a poppy seed and can be anywhere on your body.
 - iii. Look in your armpits, in your hairline, behind your ears and knees, in your belly- button, and groin area.; use mirror for other hard-to-see areas.
 - d. Symptoms of Lyme Disease
 - i. Potential symptoms of tick-borne disease include: a red spot or rash near the bite site, a full body rash, and neck stiffness. If you experience these symptoms after being bitten by a tick, seek medical help from your physician immediately.
 - c. Tick Bites: What to do?
 - i. Prompt removal of the tick can help prevent disease transmission! If you find a tick biting you, remove it as soon as you can. It takes up to 24 hours for an attached tick to transmit Lyme disease

To properly remove a tick:

1. Use tweezers to grab the tick as close to your skin as possible;
2. Pull the tick firmly, straight out, away from the skin (do not jerk, twist, or burn the tick)
3. Wash your hands and the bite site with soap and water after the tick is removed and apply an antiseptic to the bite site
4. See your doctor if you develop a rash or flu-like symptoms 2 to 14 days after being bitten. Some people with spotted fever or Lyme disease develop a rash.
5. Tick-borne diseases can be serious if not treated.
6. More Information:
<https://archive.cdph.ca.gov/HealthInfo/discond/Pages/TickBorneDiseases.aspx>

3. Valley Fever

- a. **Overview:** Valley Fever is caused by a microscopic fungus known as *Coccidioides immitis*, which lives in the top two to 12 inches of soil in many parts of the state. When soil is disturbed by activities such as digging, driving, or high winds, fungal spores can become airborne and potentially be inhaled by workers. While the fungal spores are more likely to be present in the soils of the Central Valley, they may also be present in other areas of California. The map below shows the areas with the greatest incidence of reported human Valley Fever cases.
- b. **Minimizing risk:** While there is no vaccine to prevent Valley Fever, the following steps are important to take in order to limit risk:
 - i. Determine if your worksite is in an endemic area and adopt site plans and work practices that reduce workers' exposure, which may include, minimizing the area of soil disturbed, using water, stabilizing all spoils piles by tarping or other methods, providing air-conditioned cabs for vehicles that generate heavy dust and make sure workers keep windows and vents closed, suspending work during heavy winds.
 - ii. If exposure to dust is unavoidable, provide NIOSH-approved respiratory protection with filters rated as N95, N99, N100, P100, or HEPA.
 - iii. Take measures to reduce transporting spores offsite, such as: Clean tools, equipment, and vehicles before transporting offsite. If workers' clothing is likely to be heavily contaminated with dust, provide coveralls and change rooms, and showers where possible.
 - iv. Identify a health care provider for occupational injuries and illnesses who is knowledgeable about the diagnosis and treatment of Valley Fever
 - v. Train workers and supervisors about the risk and symptoms of Valley Fever, the work activities that may increase the risk, and the measures used onsite to reduce exposure.
- c. Encourage workers to report symptoms promptly to a supervisor.

M. User Vehicle Use

1. All users that require a vehicle for transportation on Santa Cruz Island must either:
 - a. Make arrangements prior to arrival to have SCIR staff drive them during their stay at the SCIR, paying the hourly fees associated with SCIR staff time (rates available at <https://santacruz.nrs.ucsb.edu/user-fees>)
 - b. Receive required driver training (Driver Training requirements detailed in Appendix C).

V. Action Plan

SCIR Field Station Maps and Floor Plans

This section provides SCIR Field Station maps and building floor-plans showing the following emergency locations:

- A. SCIR Field Station Emergency Assembly Points (MAP)
- B. SCIR Field Station Building Floor Plans
- C. Utilities: Emergency Utility Shutoffs (MAP)
- D. Fire Equipment and AED Locations (MAP)
- E. First Aid Kit locations: Island-wide (MAP)
- F. Helicopter Evacuation Points (MAP)
- G. Emergency Status Report

[POSTED]

A. EMERGENCY ASSEMBLY POINTS

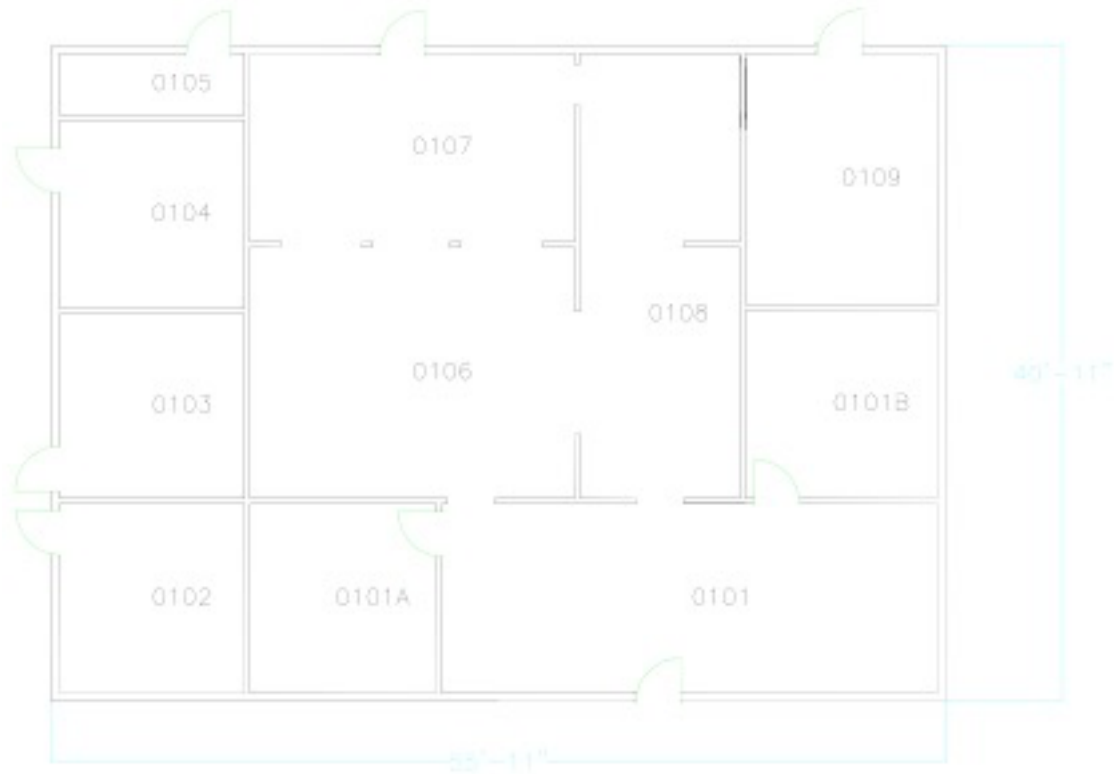
See Field Station Bulletin Board for Emergency Assembly Points on Santa Cruz Island
(call 805-893-7751 for EAP on Campus)

Map of SCIR primary and secondary Emergency Assembly Points (EAPs) as designated by EH&S. The EAP is established for department members to gather during an emergency or after a disaster to take roll, gather information, organize rescue, first aid, and support teams.

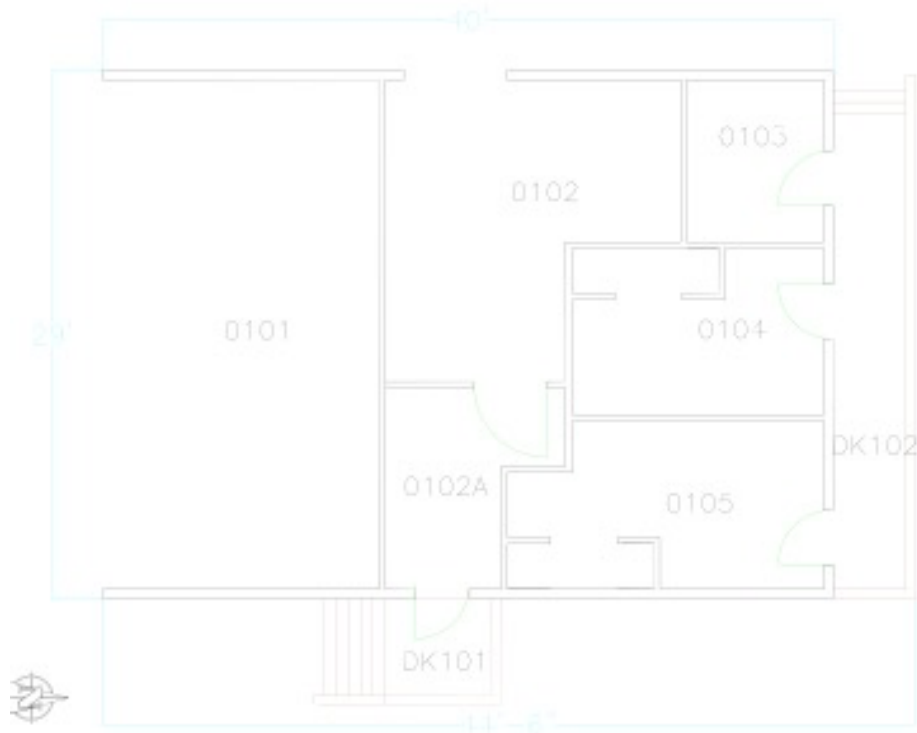


B. Santa Cruz Island Field Station Floor Plans:

SCIR Field Station:

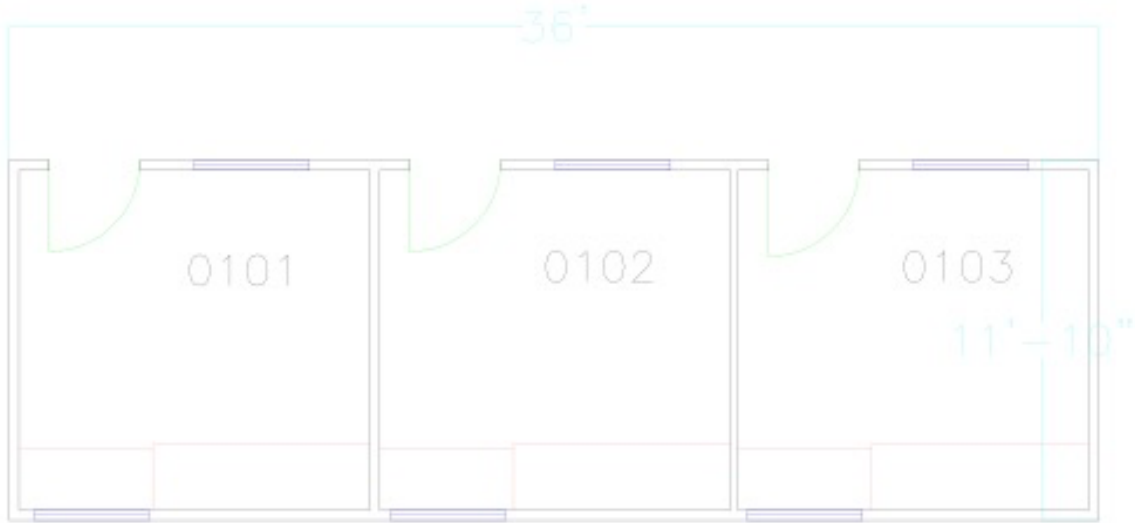


Bathroom Building:



Private Rooms:

West Wing:



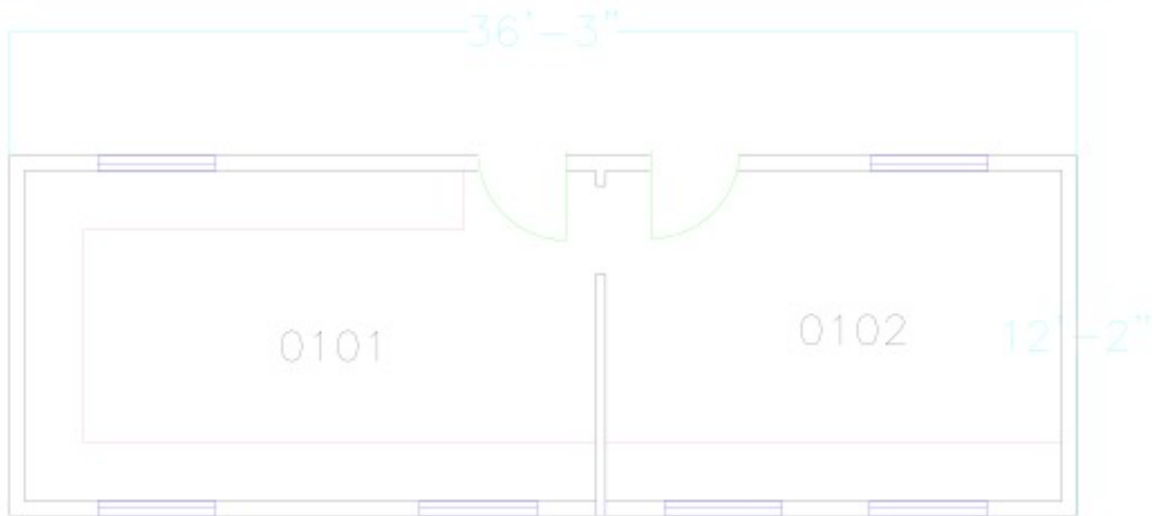
East Wing:



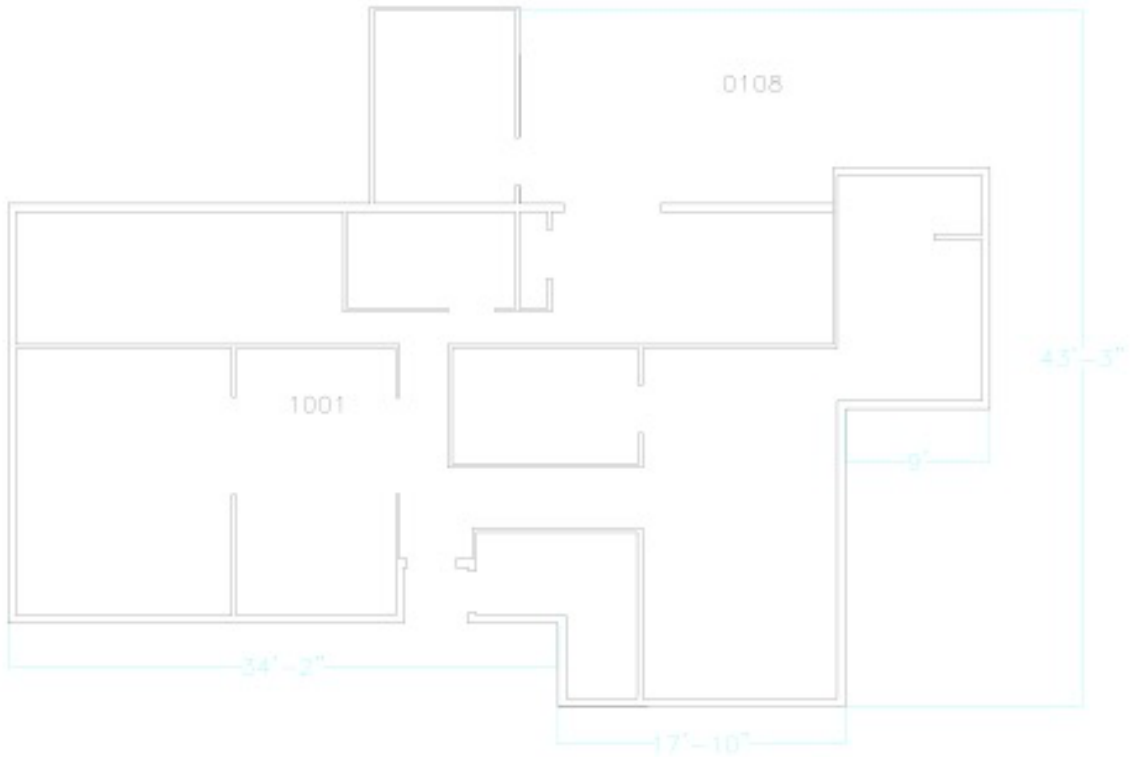
Library/Classroom:



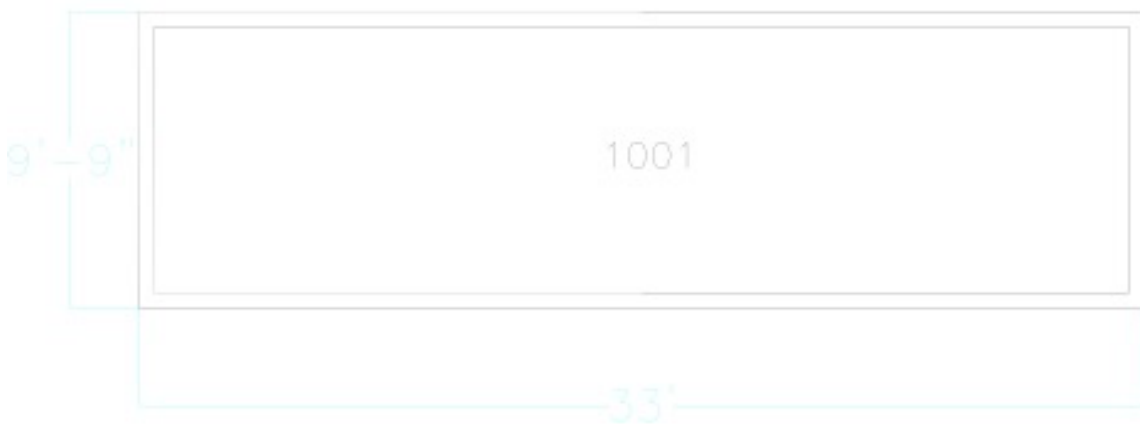
Lab Building:



Director's Residence:



Steward's Residence:

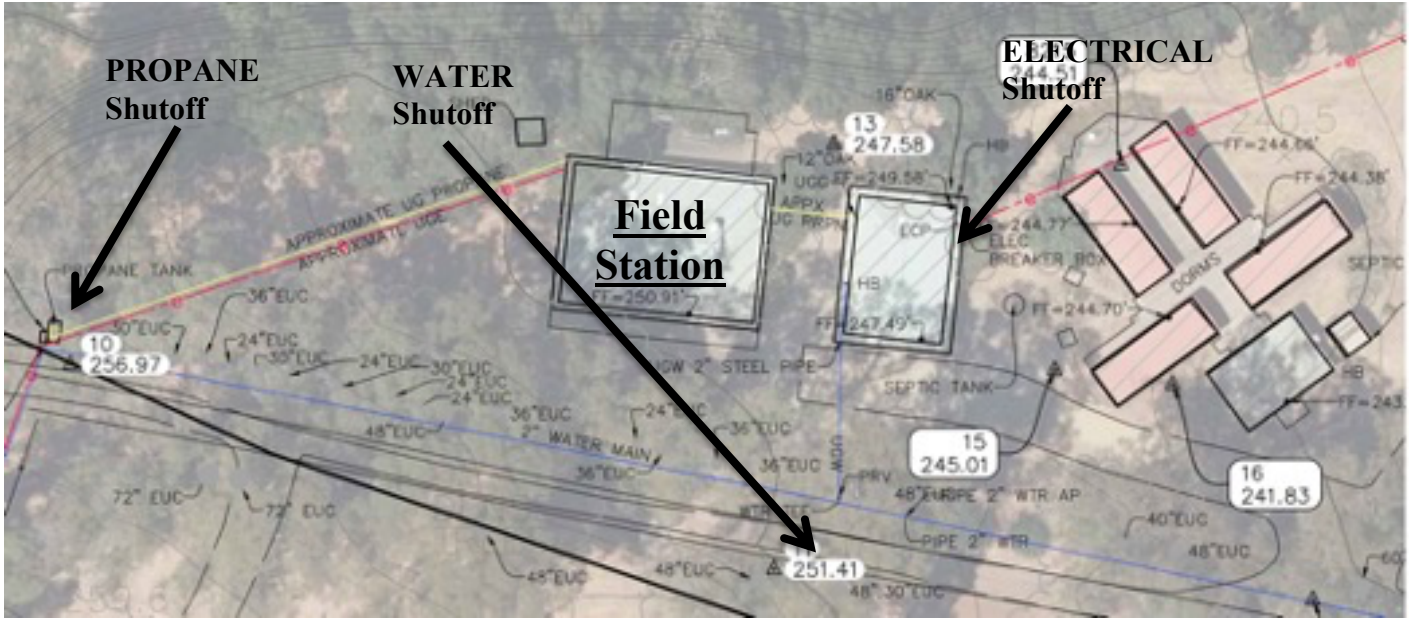


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C. EMERGENCY UTILITY SHUTOFF LOCATIONS

(call 805-893-7751 for EAP on Campus)

SCIR Field Station locations for GAS, ELECTRIC, and WATER shutoff valves

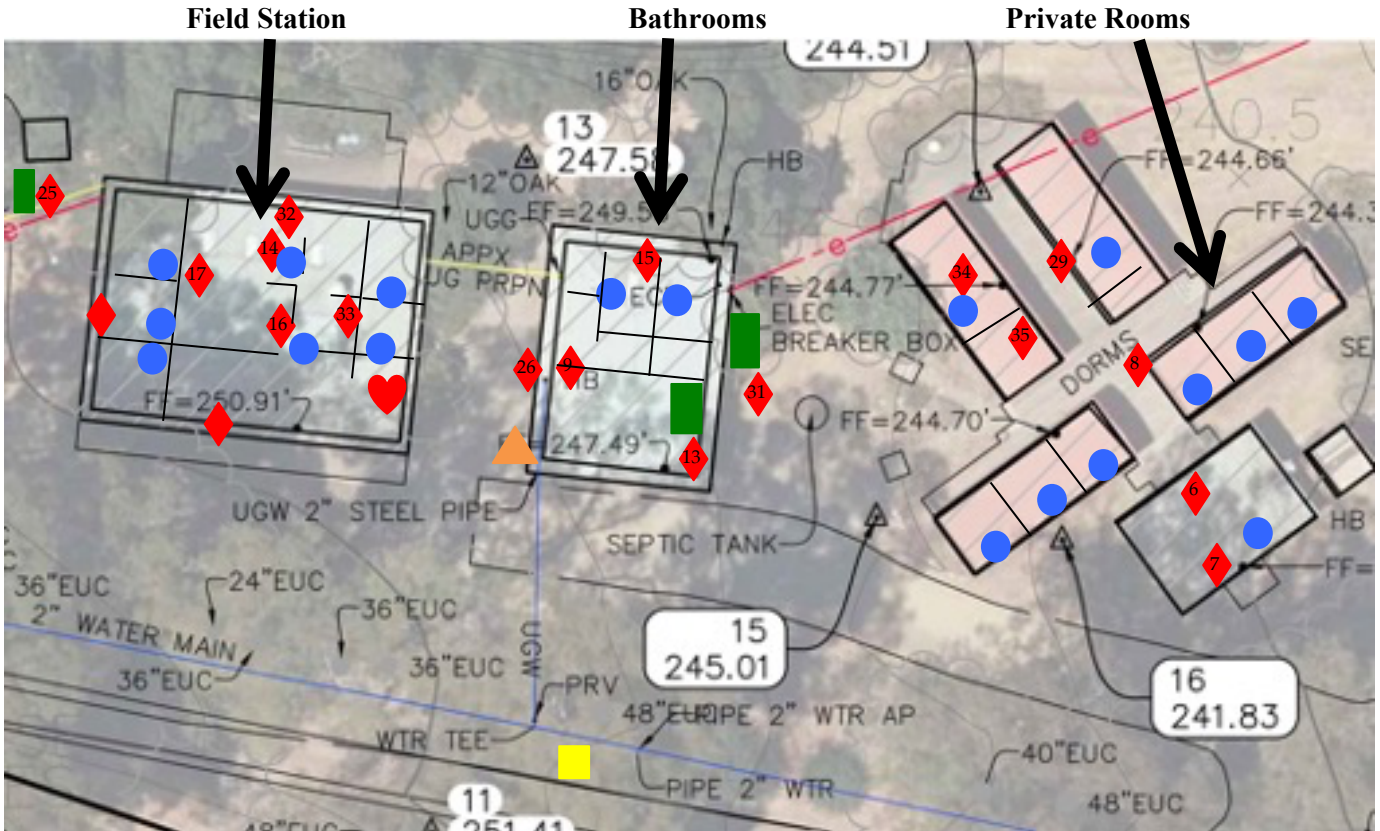


Utility:	Instructions:
Propane	Use the emergency shutoff valve.
Water	Turn valve handle so that it is perpendicular to the pipe.
Electrical Panel	Flip the switch to the “off” position.

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**D. FIRE EXTINGUISHER LOCATIONS
AND FIRE EQUIPMENT; AED Locations**
(call 805-893-7751 for EAP on Campus)

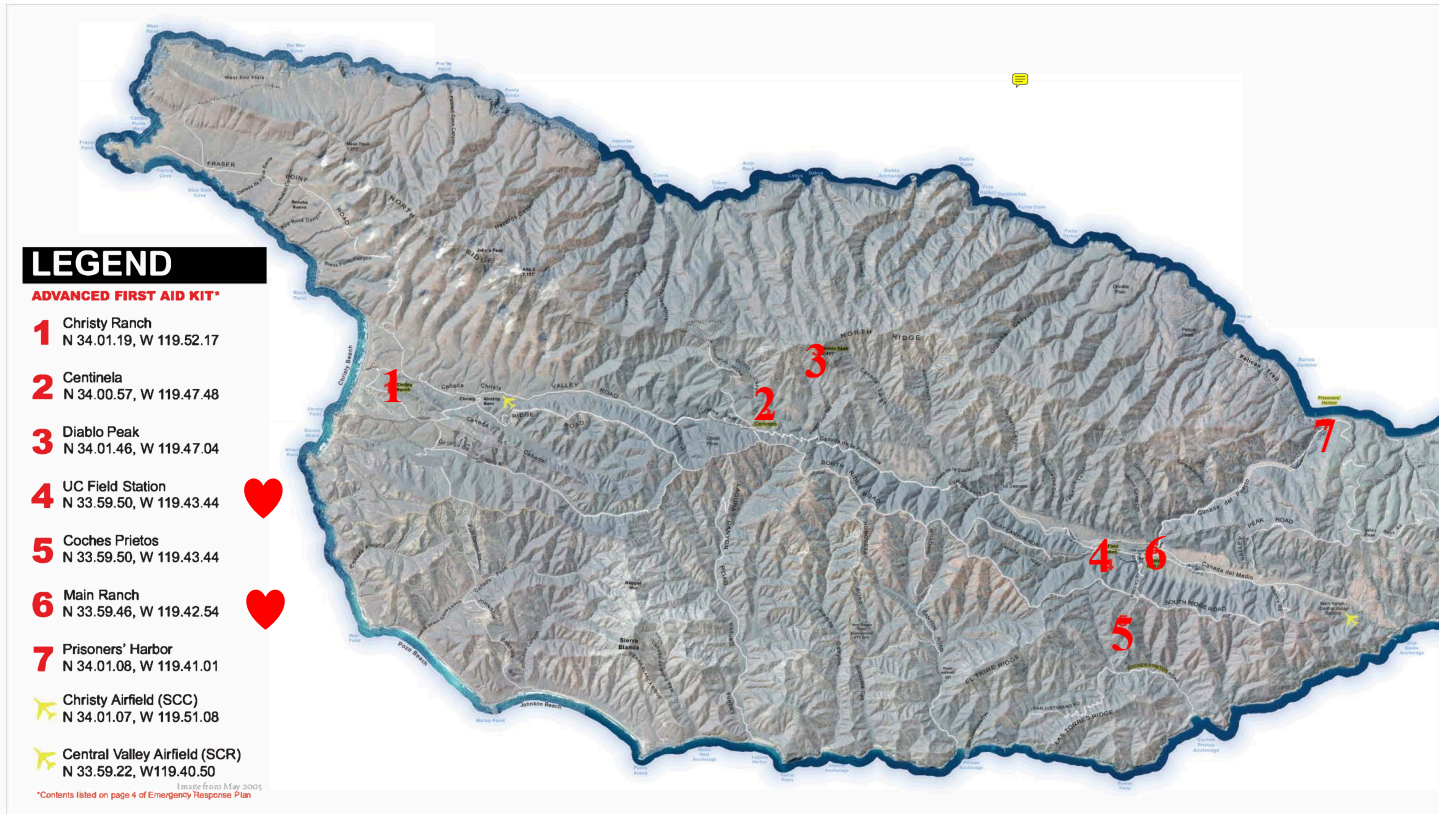
SCIR Field Station locations for FIRE EXTINGUISHERS and related FIRE EQUIPMENT.
****Note: all vehicles also have fire extinguishers**




Key:

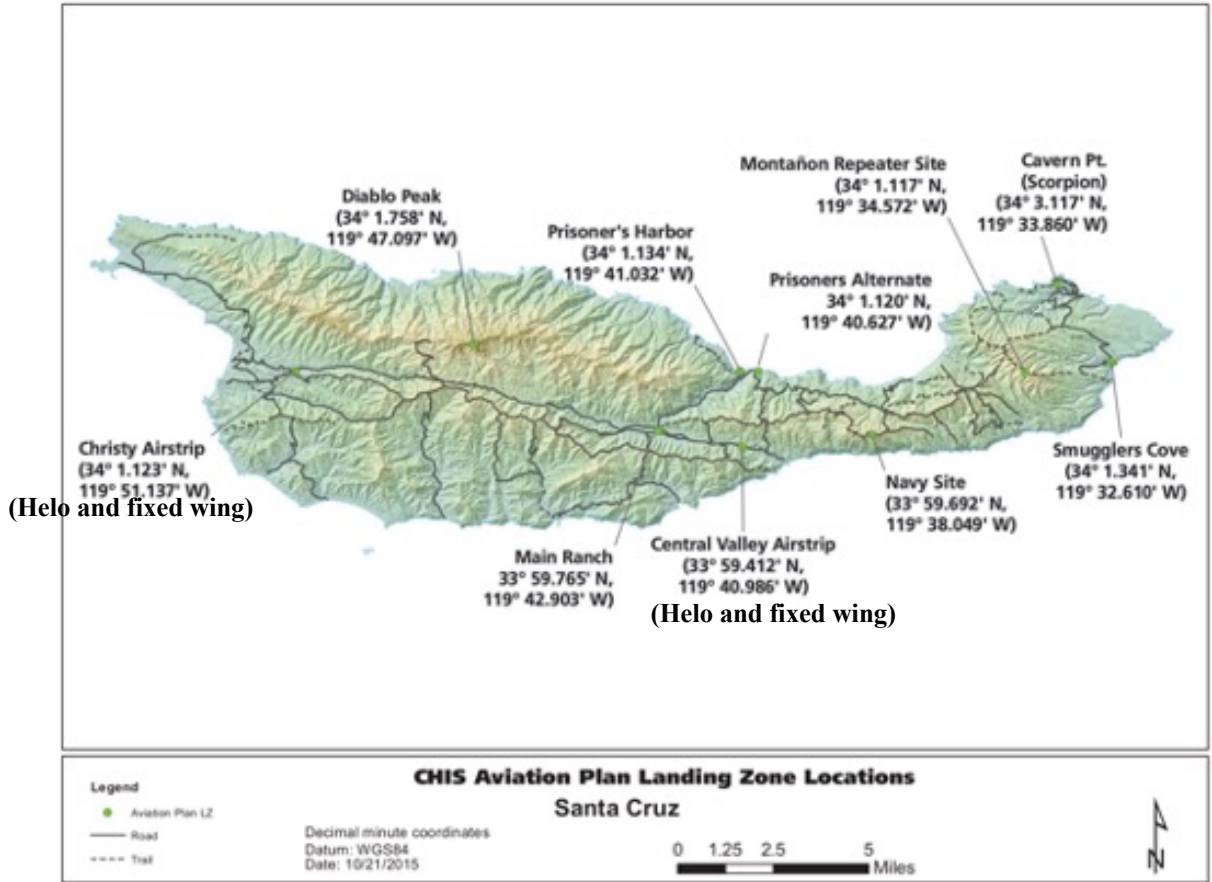
◆ Fire extinguisher (and tag #)	♥ AED Unit
● Smoke alarm	■ Flammable materials cabinet
■ Stand pipe	
▲ Fire hose	

E. First Aid Kit and AED Locations: Island-wide



 AED unit available

F. Helicopter/Aircraft Evacuation Points:



(Helo and fixed wing)

(Helo and fixed wing)

Other Relevant Lat/Long locations:

Location:	Latitude	Longitude:
UC Field Station	33.59.48 N	119.43.23 W
Cascada	34.00.15 N	119.44.50 W
Centinela	34.01.02 N	119.47.58 W
Coches Prietos (peak)	33.59.11 N	119.43.12 W
Fraser Point (end of road)	34.03.34 N	119.55.10 W
Main Ranch	33.59.46 N	119.42.52 W
Sauces Bluff (end of road)	34.00.52 N	119.52.43 W
Valley Peak	33.59.56 N	119.40.59 W
Willows Anchorage	33.58.07 N	119.40.59 W
Pelican Trail Marker 11	34.01.21N	119.41.32 W
Pelican Trail Marker 15	34.01.35 N	119.41.41 W
Pelican Trail Marker 19	34.01.83 N	119.42.08 W
Pelican Trail Marker 21	34.01.9 N	119.42.1 W

G. UCSB EMERGENCY STATUS REPORT

- Use this form to communicate to the Emergency Operations Center (EOC) or your Satellite EOC/DOC
- Call Sequoia Dispatch at 559-565-4221 or Radio using Call Sign "Sequoia Dispatch"
- Email to: eoc@ehs.ucsb.edu, Fax to: x8659, Call x3901, Use Runner, or Radio Information

Building/Floor/Room #: _____ **Date:** _____

Department: _____

Your Name: _____ **Phone (office & Cell):** _____

Your Location (if different than above): _____

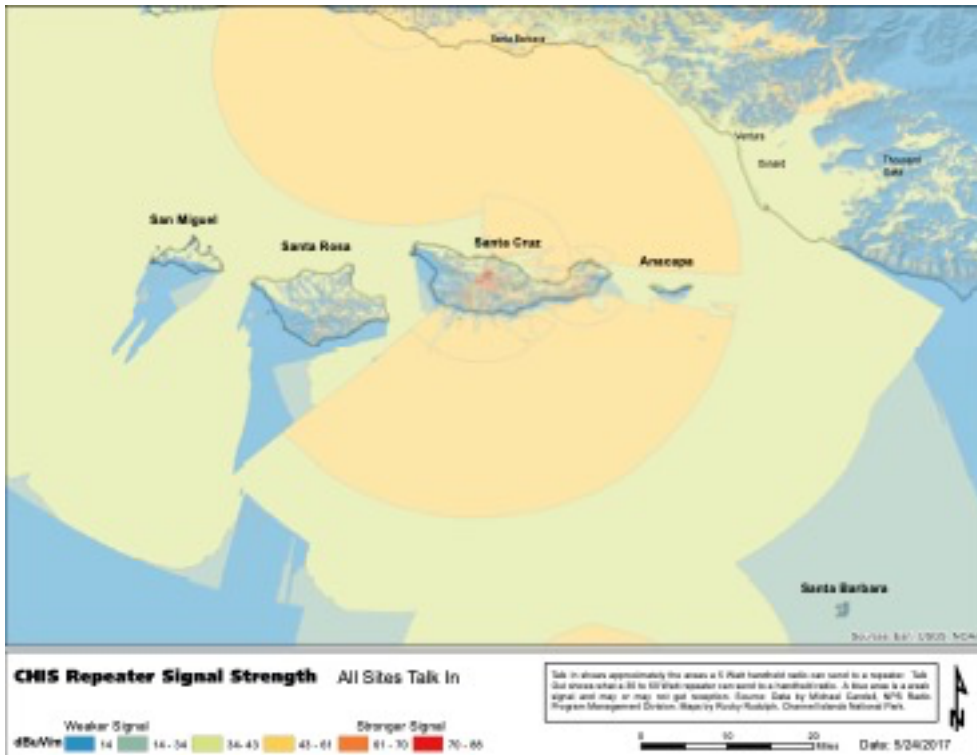
Your department evacuated to: _____

Problems/Urgent Needs			Exact Location / Details
Serious Injuries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
First Aid Station Established?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fire/Explosion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> In progress			
<input type="checkbox"/> Threat			
<input type="checkbox"/> Extinguished			
Building Collapse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
People Trapped/Missing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Disabled Evacuated from Bldg.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hazardous Materials Spill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Uncontained			
<input type="checkbox"/> Contained			
<input type="checkbox"/> Cleaned Up			
Services Functional?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electrical	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Emergency lighting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Telephones/radio	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Elevators	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Gas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other			
Observations/Needs:	_____		
<input type="checkbox"/> NO MAJOR PROBLEMS AT THIS TIME			

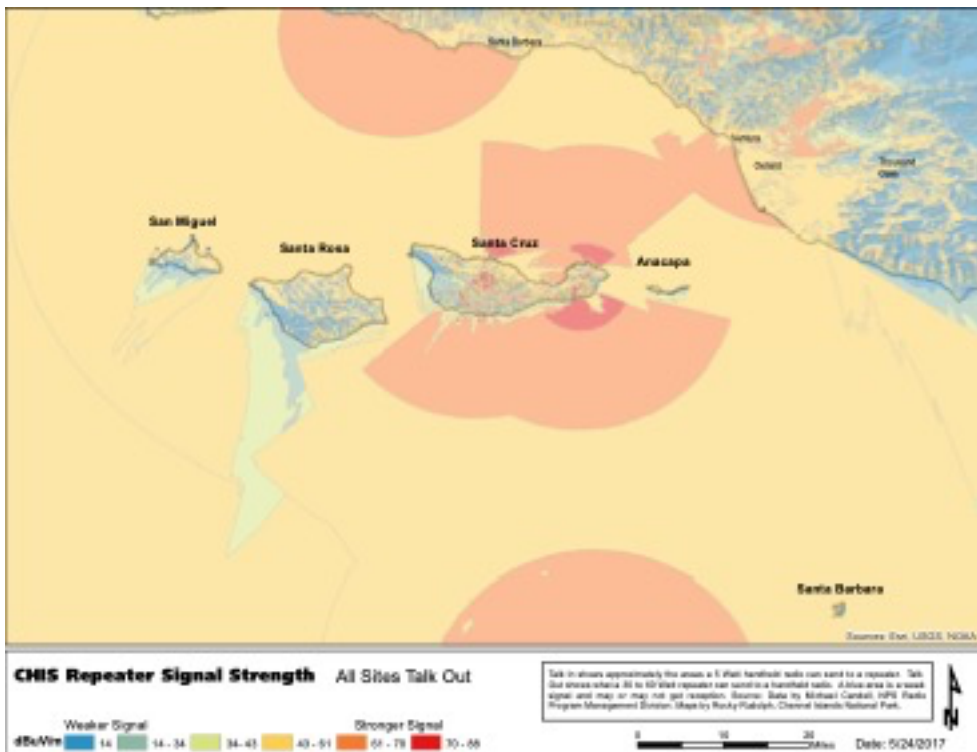
Appendices

Appendix A: Radio Channel Availability (Santa Cruz Island maps)

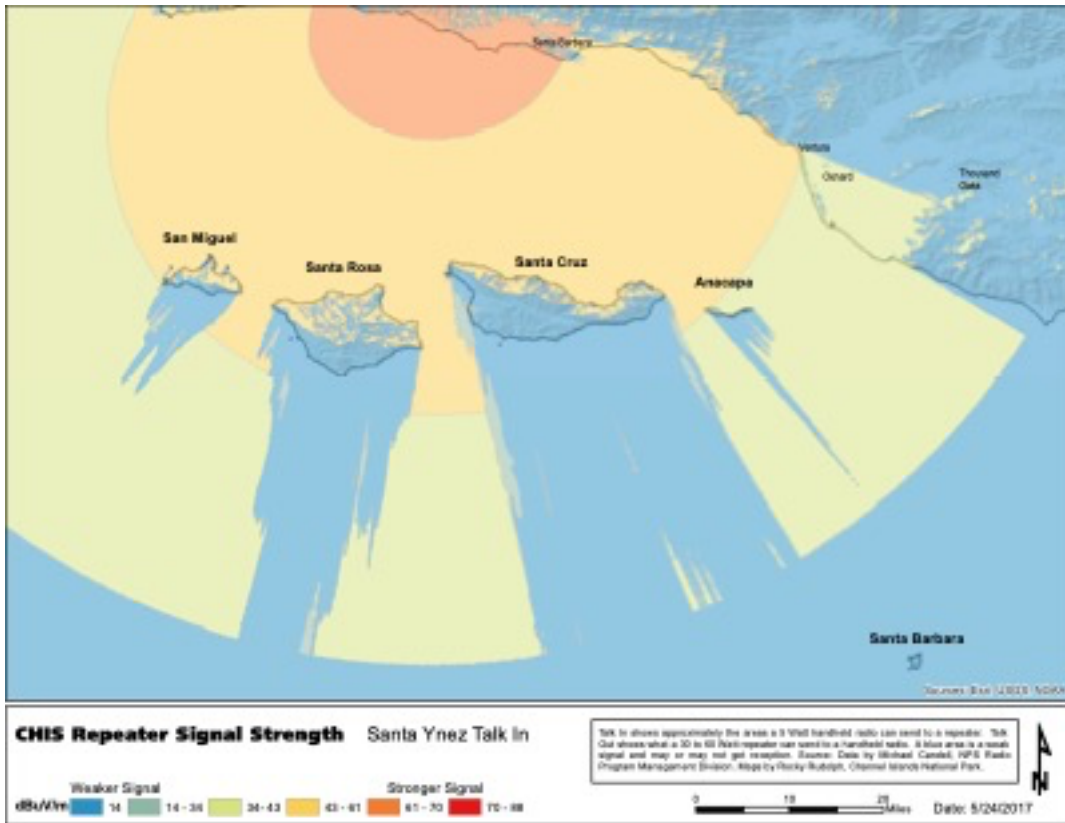
Station: All Sites In



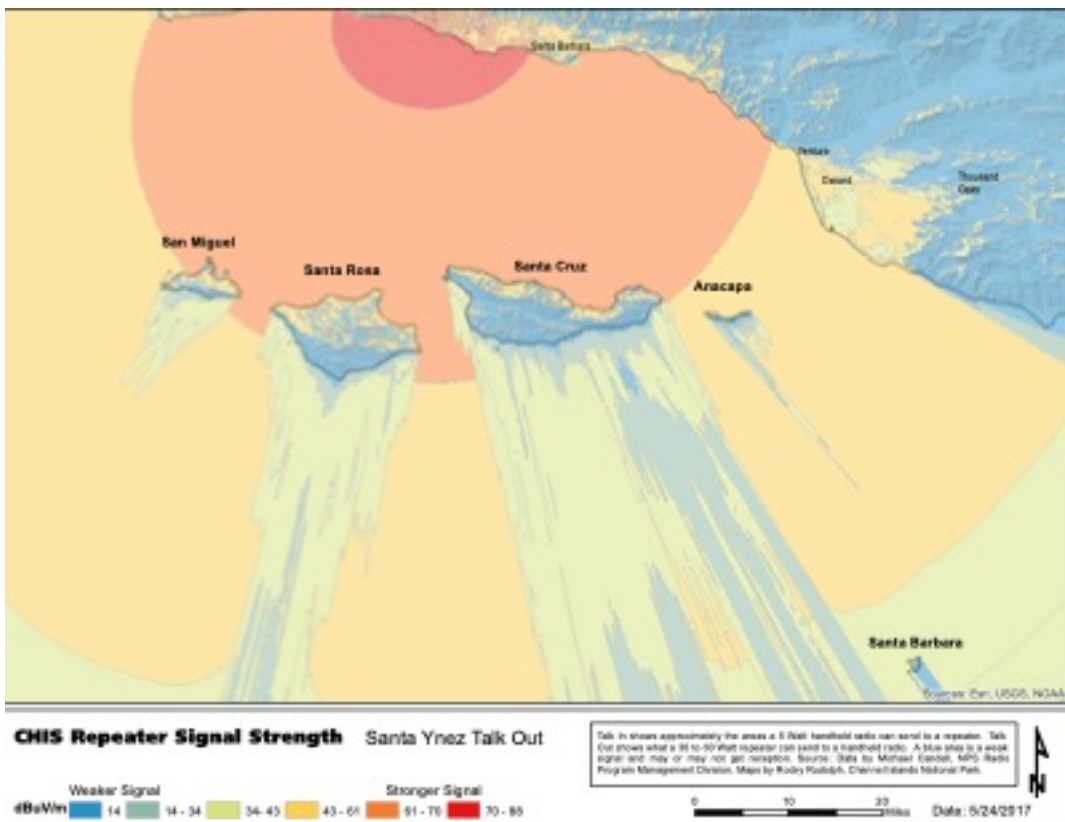
Station: All Sites Out



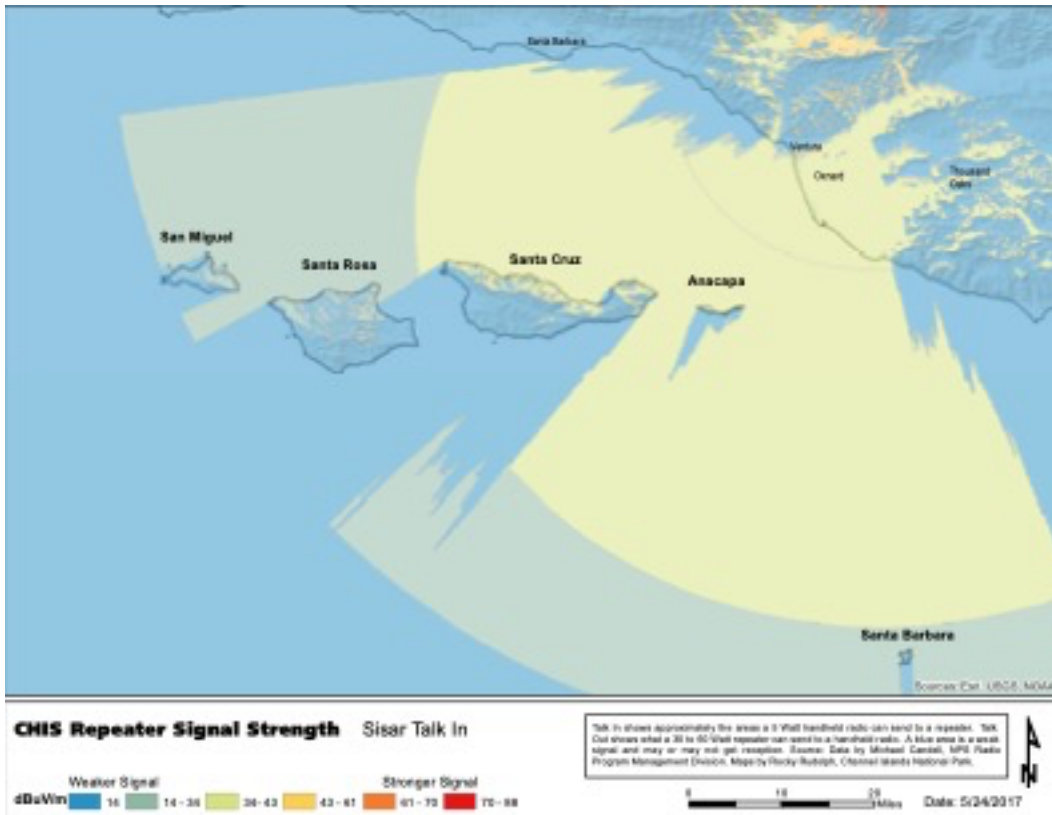
Station: Santa Ynez In



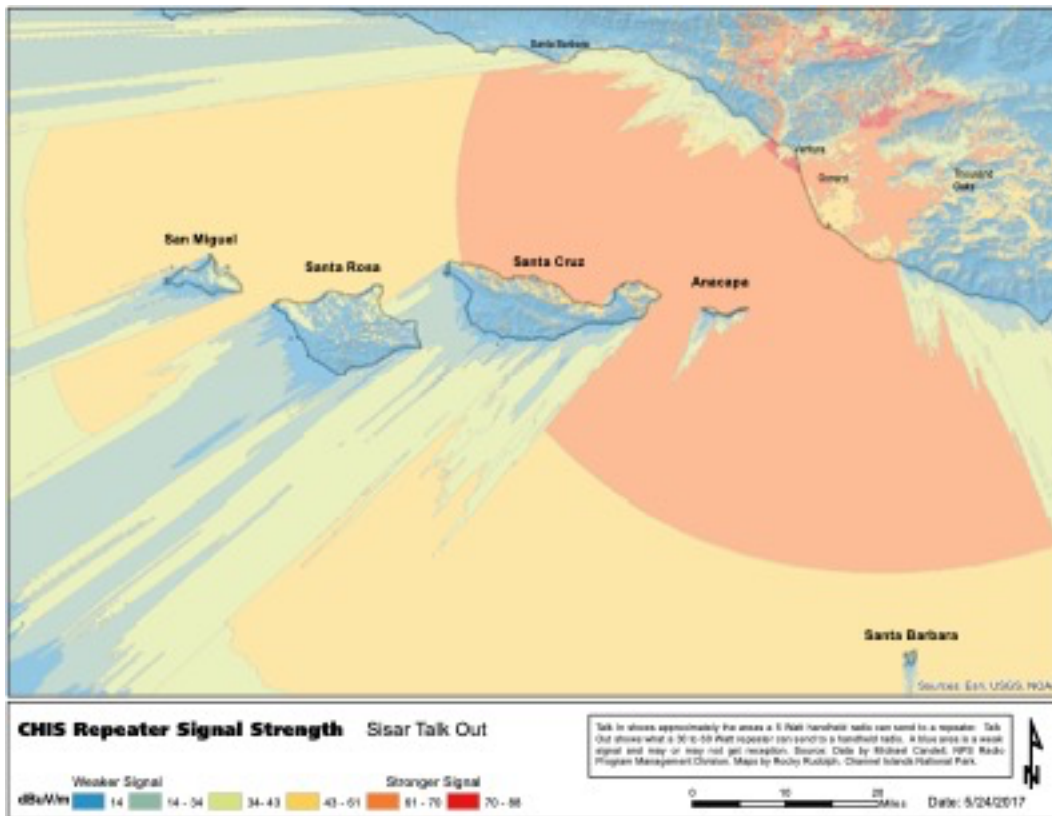
Station: Santa Ynez Out



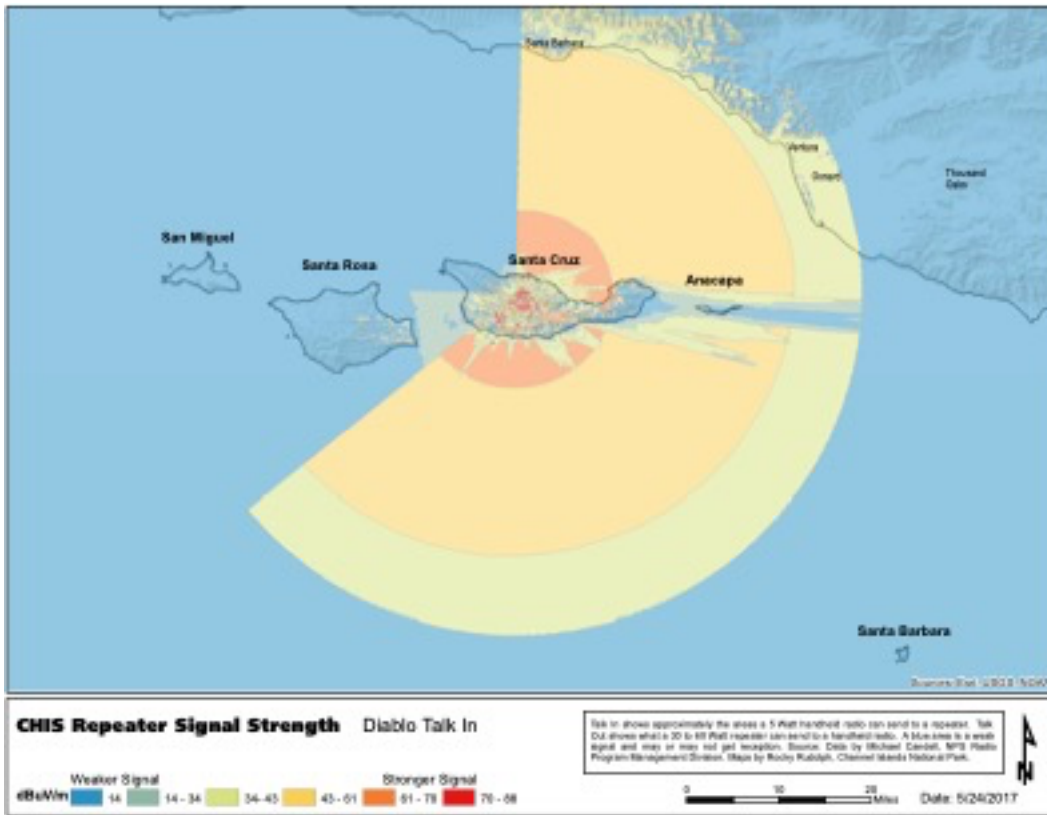
Station: Sisar In



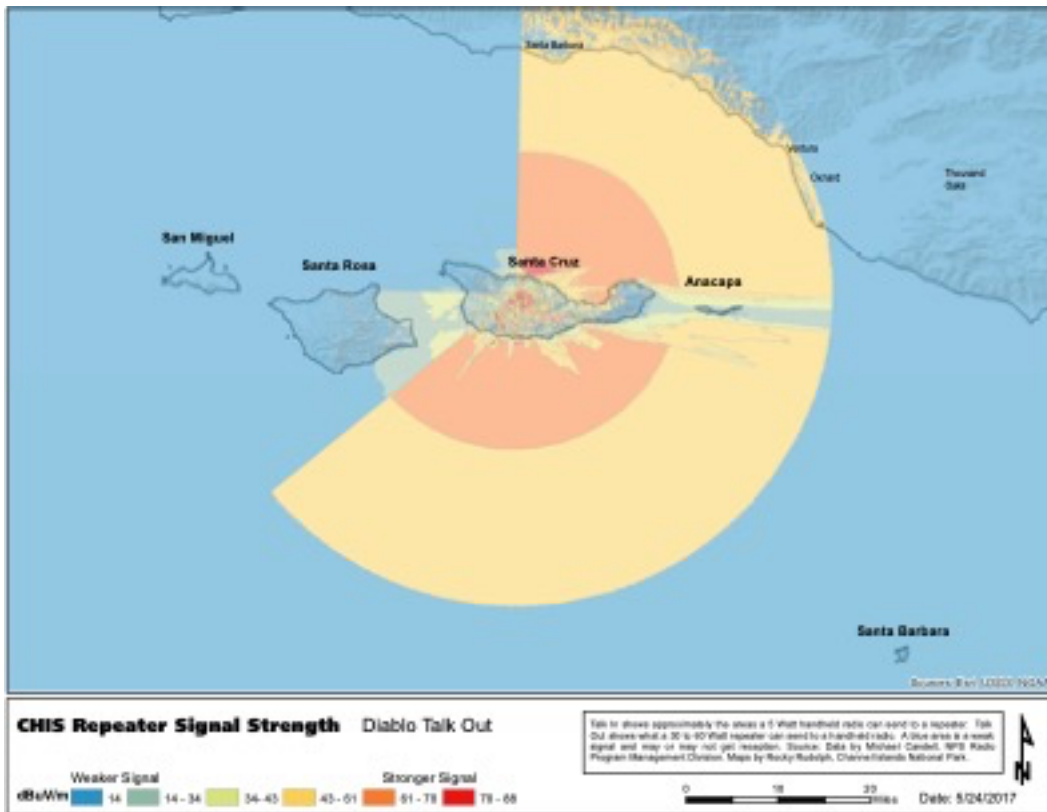
Station: Sisar Out



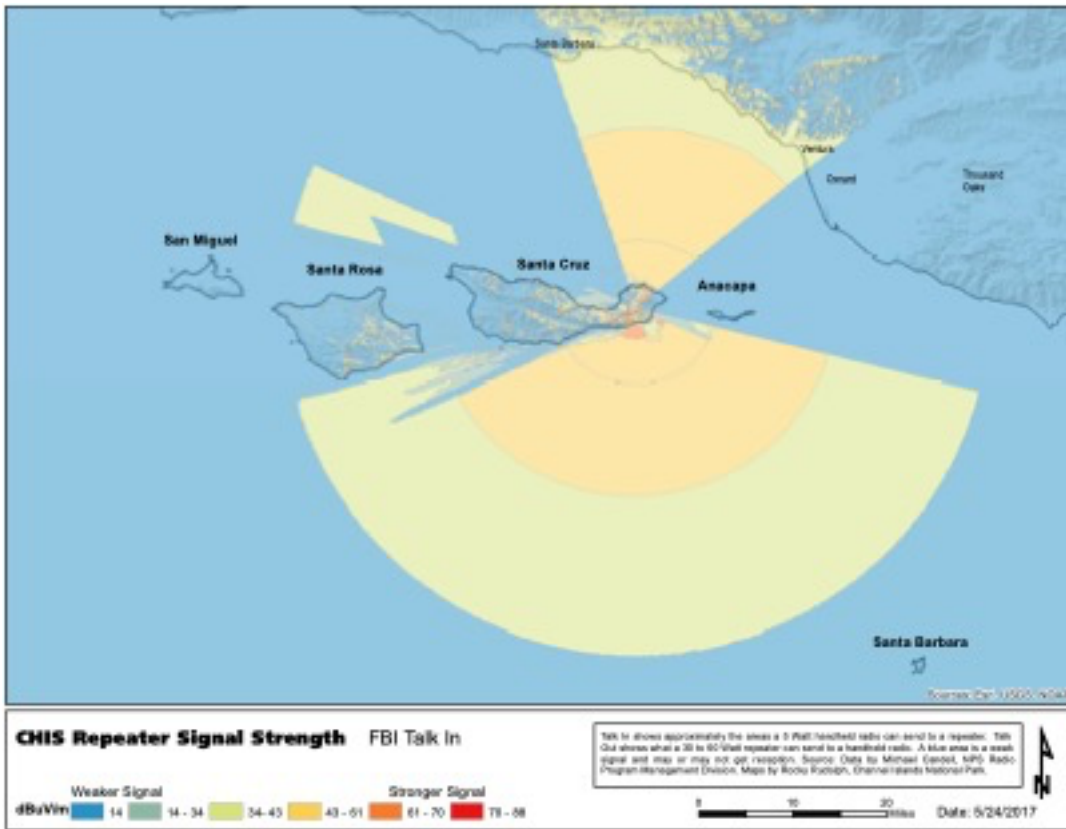
Station: Diablo In



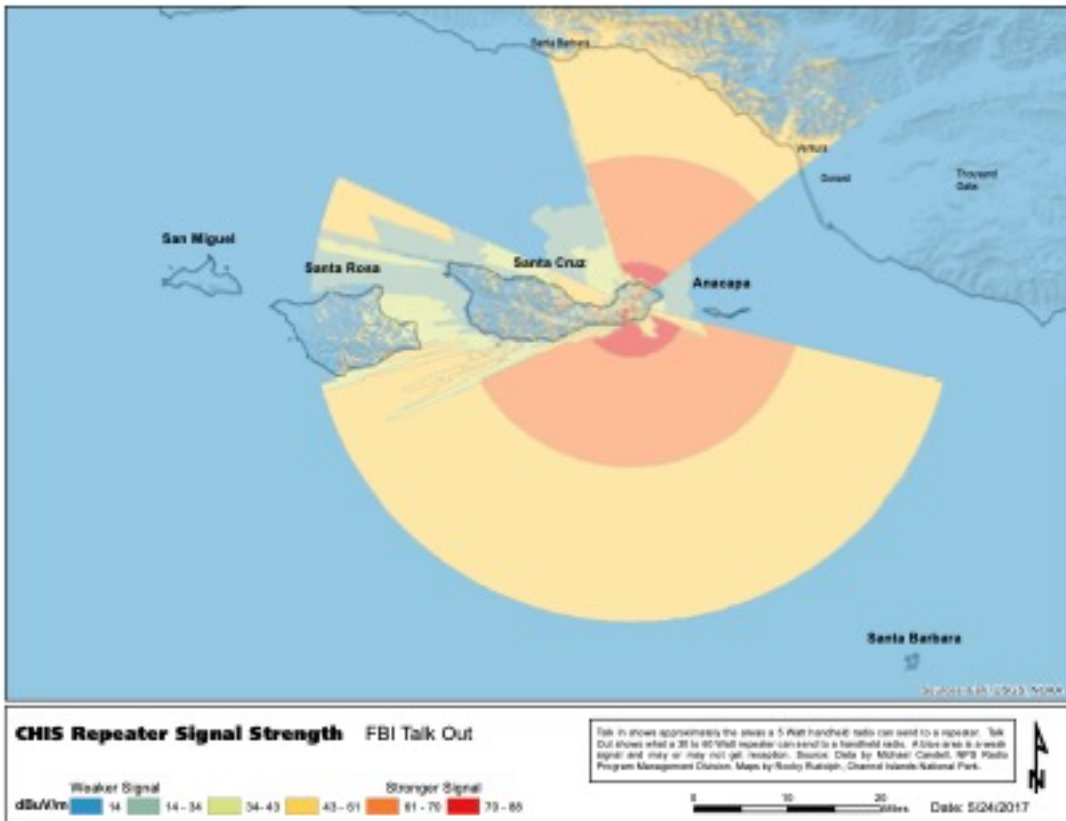
Station: Diablo Out



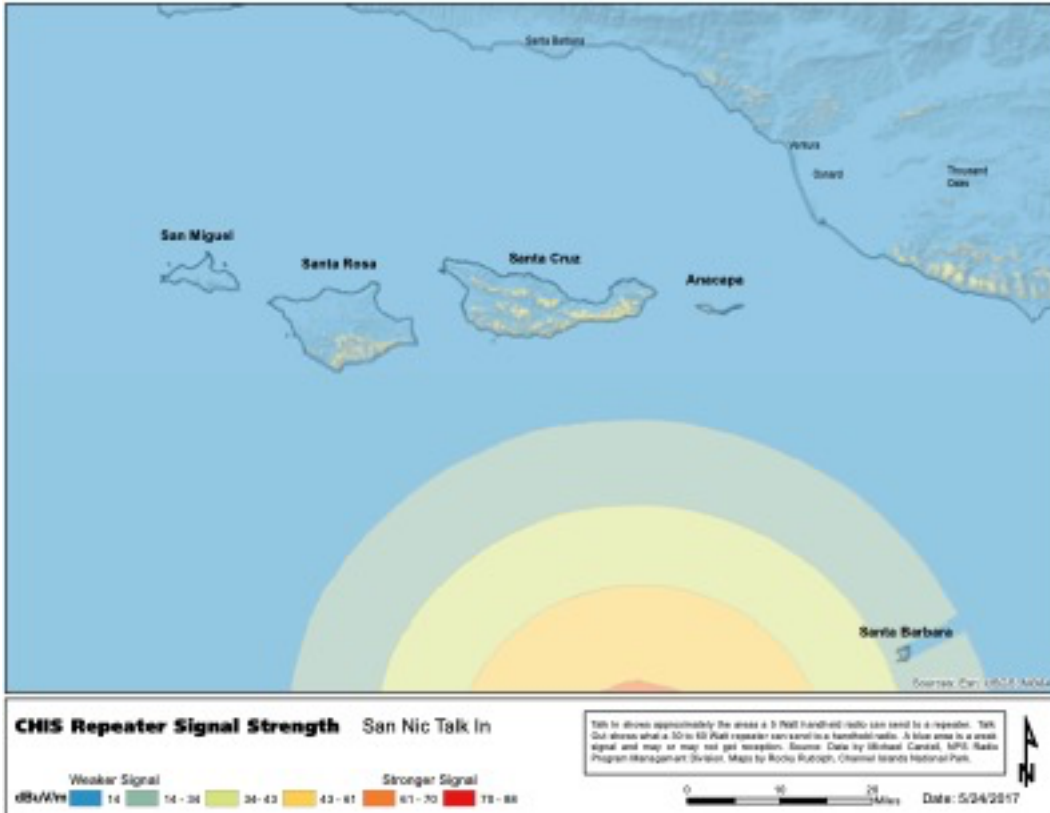
Station: FBI In



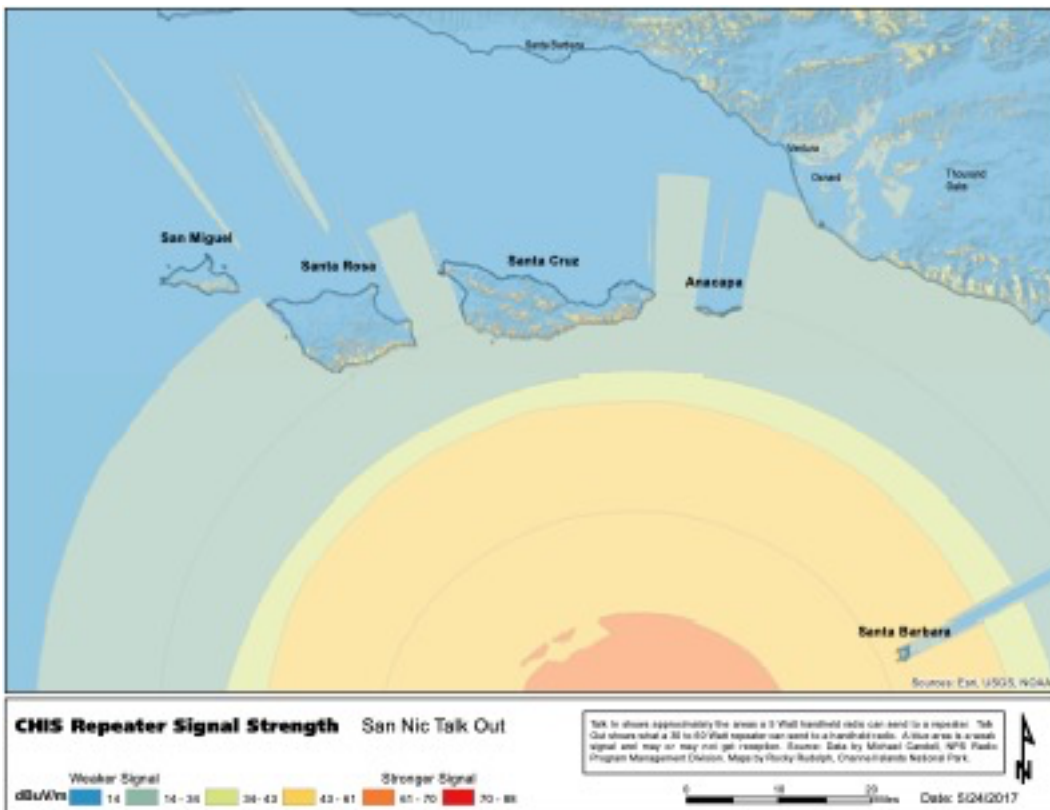
Station: FBI Out



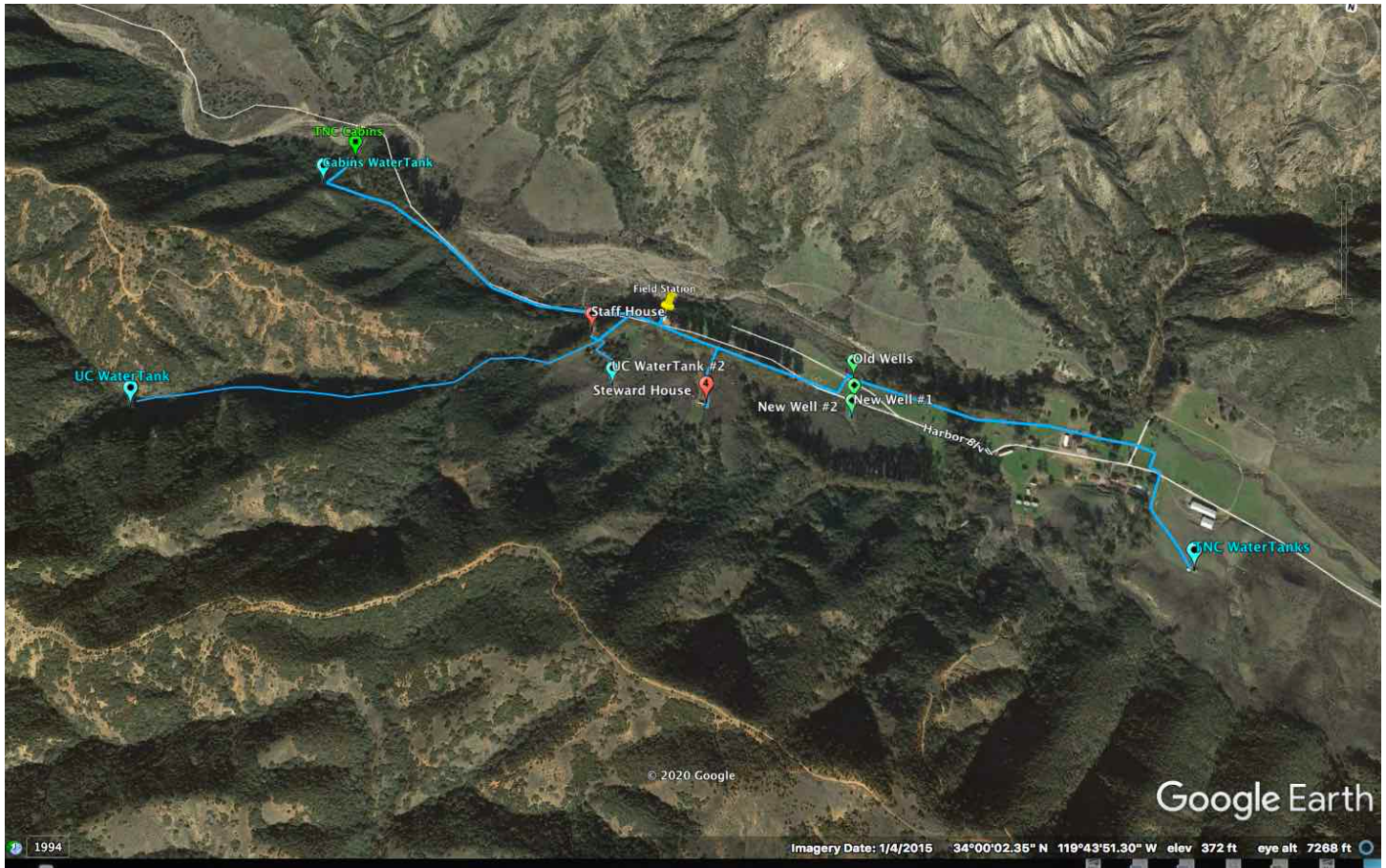
Station: San Nic In



Station: San Nic Out



Appendix B: Map Water Storage/Delivery at SCIR



Water Tank	Tank Size (gallons)	Latitude	Longitude
UC Water Tank (Islay)	22,000	33 59' 34.64" W	119 44' 10.90" N
UC Tank (#2)	5,000	33 59' 43.15" W	119 43' 36.07" N
TNC Ranch Tank	25,000	33 59' 38.86" W	119 42' 51.82" N
TNC Cabins Tank	5,000	33 59'53.78" W	119 44" 04.19" N

Appendix C: Driving Training Protocols

Background:

The Santa Cruz Island Reserve (SCIR) is a rugged, isolated island environment encompassing over 50,000 acres of mountainous terrain. There are no paved roads on Santa Cruz Island, so all access to the island requires four-wheel-drive vehicles and hiking. For many research projects and educational classes, areas of the island that need to be visited require transportation. The SCIR owns and maintains a small fleet of 4x4 vehicles, including large trucks, small trucks, and Jeep/Land Rover type vehicles.

Visitor safety is the primary concern of the SCIR. Users that require transportation on Santa Cruz Island must meet the SCIR driver eligibility requirements and be trained by SCIR staff. If users do not meet eligibility requirements or are not passed by SCIR staff to drive vehicles on Santa Cruz Island, SCIR staff can provide driver support for these groups with enough advance notice and for a fee. The SCIR charges an hourly rate for such research or educational support. SCIR Steward Support rates can be found at the SCIR website (<https://santacruz.nrs.ucsb.edu/user-fees>).

Driver Eligibility:

Eligibility to become a certified driver on the Santa Cruz Island Reserve is determined by the following criteria:

1. Valid driver's license
2. Previous experience driving 4x4 vehicles
3. Continuing and/or extended research occurring on portions of Santa Cruz Island only accessible via vehicle
4. Signed driver waiver
5. (optional) Manual transmission 4x4 vehicle experience (to use stick shift vehicles only)
6. Pending eligibility based on the above criteria, driver must pass SCIR driver training, as outlined below.

Driver Training:

If found eligible to be a certified driver on the Santa Cruz Island Reserve, SCIR staff will provide on-island driver training. For all roads on Santa Cruz Island, SCIR staff is required to drive the visiting group on their initial visit so that users can understand the road system, where roads lead, and how to access their study areas on the island. During subsequent visits or trips to these locations, drivers may be certified to utilize SCIR vehicles. The SCIR utilizes a color-coded system reflecting difficulty of different access roads on Santa Cruz Island (Figure 1). Road difficulty has been determined based on road steepness, width and/or road composition. Driver training protocols depend on the roads that need to be driven and are outlined below as such:

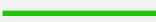



1. **GREEN roads (easy):** Roads outlined in green have been determined to be the most reliable and easily accessible roads on Santa Cruz Island. With a minimal background in 4x4 driving, trained drivers are safely able to navigate these roads. SCIR staff will drive the user group for any initial visit to a study site and ensure that the eligible driver is aware of the road system and on-island protocols for parking and road use. To become a certified driver, SCIR staff can provide training on any of the roads outlined in green in Figure 1. Driver training includes the following steps:
 - a. SCIR staff will provide an overview of vehicle safety, radio communication systems (available in each vehicle), and emergency protocols.
 - b. SCIR staff will ride as a passenger on roads outlined in green in Figure 1 for a minimum of 30 minutes with the new driver on GREEN roads, explaining road systems and road markers, and observing driver ability to navigate the roads, reliably place vehicle tires in appropriate locations, and to properly utilize vehicle gearing in uphill and downhill locations.
 - c. Should the driver demonstrate knowledgeable and skillful use of the vehicle, that driver will be determined as trained to drive on green roads on Santa Cruz Island. Knowledgeable skill is determined by the driver's effective use of gearing, engine braking, road navigation based on

- wheel placement, maintaining low speeds (<5 mph on steep sections), and demonstrated knowledge of Santa Cruz Island road locations.
- d. Should the driver **not** demonstrate proper knowledge and/or skill, that driver will require further observation and training before being certified as a driver.
2. **YELLOW roads (intermediate):** Roads outlined in yellow have been determined to be of intermediate difficulty and require more skill and experience to navigate than roads outlined in green. Drivers requiring access to portions of Santa Cruz Island that utilize yellow roads will first be required to become certified on green (easy) roads. SCIR staff will drive the user group for any initial visit to a study site and ensure that the eligible driver is aware of the intermediate road system and on-island protocols for parking and road use. To become a certified driver, SCIR staff can provide training on any of the roads outlined in yellow in Figure 1. Driver training includes the following steps:
- a. Driver certification for green roads on Santa Cruz Island and experience of at least 10 miles driving them.
 - b. SCIR staff will ride as a passenger on roads outlined in yellow in Figure 1 for a minimum of 30 minutes with the new driver on YELLOW roads, explaining road systems and road markers, and observing driver ability to navigate the roads, reliably place vehicle tires in appropriate locations, and to properly utilize vehicle gearing in uphill and downhill locations.
 - c. Should the driver demonstrate knowledgeable and skillful use of the vehicle, that driver will be determined as trained to drive on yellow roads on Santa Cruz Island. Knowledgeable skill is determined by the driver's effective use of gearing, engine braking, road navigation based on wheel placement, maintaining low speeds (<5 mph on steep sections), and demonstrated knowledge of Santa Cruz Island road locations.
 - d. Should the driver **not** demonstrate proper knowledge and/or skill, that driver will require further observation and training before being certified as a driver. In this case, SCIR staff will be required to drive the user and their group until the driver is safely certified.
3. **PURPLE roads (advanced):** Roads outlined in purple have been determined to be of advanced difficulty and require more skill and experience to navigate than roads outlined in yellow. Drivers requiring access to portions of Santa Cruz Island that utilize purple roads will first acquire certification for green (easy) and yellow (intermediate) roads. SCIR staff will drive the user group for any initial visit to a study site and ensure that the eligible driver is aware of the advanced road system and on-island protocols for parking and road use. To become a certified driver, SCIR staff can provide training on any of the roads outlined in purple in Figure 1. Driver training includes the following steps:
- a. Driver certification for yellow roads on Santa Cruz Island and experience of at least 10 miles driving them.
 - b. SCIR staff will ride as a passenger on roads outlined in purple in Figure 1 for a minimum of 30 minutes with the new driver, explaining road systems and road markers, and observing driver ability to navigate the roads, reliably place vehicle tires in appropriate locations, and to properly utilize vehicle gearing in uphill and downhill locations.
 - c. Should the driver demonstrate knowledgeable and skillful use of the vehicle, that driver will be determined as trained to drive on purple roads on Santa Cruz Island. Knowledgeable skill is determined by the driver's effective use of gearing, engine braking, road navigation based on wheel placement, maintaining low speeds (<5 mph on steep sections), and demonstrated knowledge of Santa Cruz Island road locations.
 - d. Should the driver **not** demonstrate proper knowledge and/or skill, that driver will require further observation and training before being certified as a driver.
4. **RED roads (ATVs only):** The Santa Cruz Island Reserve does not allow any user to drive vehicles or ATVs on these roads.

SCIR reserves the right to require retraining or certification of any driver.

Figure 1: Map of roads and corresponding difficulties at the Santa Cruz Island Reserve



Key:	Vehicle Type:	Driver Experience:
	Large and small pick-up trucks	Least Experienced
	Small trucks/jeeps ONLY	Experienced Drivers
	Small trucks/jeeps ONLY	Most Experienced Drivers
	Closed; ATVs ONLY	ATV operators only

**Santa Cruz Island Reserve Driver Certification Checklist
(To be used by SCIR staff only)**

Green Road Certification:

- SCIR Staff has reviewed the road map of Santa Cruz Island roads with driver
- SCIR Staff has reviewed parking safety and protocols with driver
- SCIR Staff has reviewed field emergency policies with driver
- SCIR Staff has reviewed radio communications and channels with driver
- SCIR Staff has reviewed Garmin In-Reach emergency communications with driver
- SCIR Staff has driven new driver on **GREEN ROADS** to their field destination
- SCIR Staff has observed new driver on **GREEN ROADS** for a minimum of 30 minutes
- Driver has shown proficiency in and understanding of 4x4 gearing while driving
- Driver has shown proficiency in and understanding of 4x4 gearing in uphill scenarios
- Driver has shown proficiency in and understanding of 4x4 gearing in downhill scenarios
- Driver has shown proficiency in wheel placement while driving
- Driver consistently maintains low vehicle speeds (<5 mph on steep sections)

Driver Name: _____

SCIR Staff Observer: _____

Date: _____

SCIR reserves the right to require retraining or certification of any driver.

**Santa Cruz Island Reserve Driver Certification Checklist
(To be used by SCIR staff only)**

Yellow Road Certification:

- SCIR Staff has reviewed the road map of Santa Cruz Island roads with driver
- SCIR Staff has reviewed parking safety and protocols with driver
- SCIR Staff has reviewed field emergency policies with driver
- SCIR Staff has reviewed radio communications and channels with driver
- SCIR Staff has reviewed Garmin In-Reach emergency communications with driver
- SCIR Staff has driven new driver on **YELLOW ROADS** to their field destination
- SCIR Staff has observed new driver on **YELLOW ROADS** for a minimum of one hour
- Driver has shown proficiency in and understanding of 4x4 gearing while driving
- Driver has shown proficiency in and understanding of 4x4 gearing in uphill scenarios
- Driver has shown proficiency in and understanding of 4x4 gearing in downhill scenarios
- Driver has shown proficiency in wheel placement while driving
- Driver consistently maintains low vehicle speeds (<5 mph on steep sections)

Driver Name: _____

SCIR Staff Observer: _____

Date: _____

SCIR reserves the right to require retraining or certification of any driver.

**Santa Cruz Island Reserve Driver Certification Checklist
(To be used by SCIR staff only)**

Purple Road Certification:

- SCIR Staff has reviewed the road map of Santa Cruz Island roads with driver
- SCIR Staff has reviewed parking safety and protocols with driver
- SCIR Staff has reviewed field emergency policies with driver
- SCIR Staff has reviewed radio communications and channels with driver
- SCIR Staff has reviewed Garmin In-Reach emergency communications with driver
- SCIR Staff has driven new driver on **PURPLE ROADS** to their field destination
- SCIR Staff has observed new driver on **PURPLE ROADS** for a minimum of 30 minutes
- Driver has shown proficiency in and understanding of 4x4 gearing while driving
- Driver has shown proficiency in and understanding of 4x4 gearing in uphill scenarios
- Driver has shown proficiency in and understanding of 4x4 gearing in downhill scenarios
- Driver has shown proficiency in wheel placement while driving
- Driver consistently maintains low vehicle speeds (<5 mph on steep sections)

Driver Name: _____

SCIR Staff Observer: _____

Date: _____

SCIR reserves the right to require retraining or certification of any driver.

Appendix D: Job Hazard Assessment Form



UCSB Job Hazard Assessment & Personal Protective Equipment Selection and Training Tool

Evaluation

NAME OF INDIVIDUAL PERFORMING EVALUATION:	DATE OF EVALUATION
EVALUATION FOR <i>(Individual/Job/Process)</i> :	
CERTIFICATION. <i>By signing this form the individual certifies that a workplace hazard assessment has been performed in accordance with 8 CCR § 3380.</i>	SIGNATURE

Job Hazard Assessment

Instructions: 1) Use this form to perform a documented job hazard assessment (JHA) for **each job task** that necessitates the use of personal protective equipment (PPE), 2) Provide training and document on the (attached) training roster, and 3) Maintain this documentation until the task is no longer being performed. Example of hazards include: Impact, penetration, compression, laceration, exposure, heat, noise and light (optical) radiation. Note that these Personal Protective Equipment (PPE) controls should be used in conjunction with other controls (engineering, administrative, and work practices).

Task	Frequency & Duration	Hazards	PPE required
			<input type="checkbox"/> EYE / FACE:
			<input type="checkbox"/> BODY:
			<input type="checkbox"/> HAND:
			<input type="checkbox"/> FOOT:
			<input type="checkbox"/> OTHER:
			<input type="checkbox"/> EYE / FACE:
			<input type="checkbox"/> BODY:
			<input type="checkbox"/> HAND:
			<input type="checkbox"/> FOOT:
			<input type="checkbox"/> OTHER:
			<input type="checkbox"/> EYE / FACE:
			<input type="checkbox"/> BODY:
			<input type="checkbox"/> HAND:
			<input type="checkbox"/> FOOT:
			<input type="checkbox"/> OTHER:
			<input type="checkbox"/> EYE / FACE:
			<input type="checkbox"/> BODY:
			<input type="checkbox"/> HAND:
			<input type="checkbox"/> FOOT:
			<input type="checkbox"/> OTHER:
			<input type="checkbox"/> EYE / FACE:
			<input type="checkbox"/> BODY:
			<input type="checkbox"/> HAND:
			<input type="checkbox"/> FOOT:
			<input type="checkbox"/> OTHER:

Appendix F: User Orientation Safety Topics Checklist

Mandatory safety topics to be covered by SCIR staff during user orientations:

- Fire Safety (including BBQ and fire use, smoke detectors, fire extinguishers, and safety protocols in the event of wildfire or building fire)
- Emergency evacuation points
- On-island communication (including Garmin InReach units, WiFi calling on cell phones, locations of WiFi service, and handheld and vehicle radio operations and stations)
- Emergency communication tree for users while in the field
- Emergency first aid equipment locations across Santa Cruz Island
- What to do in case of emergency in the field (order of communications, staying put and reporting locations, staff response to emergency and to groups that have not checked in)
- Daily sign in on iPad for accountability
- Vehicle safety and expectations for drivers and passengers
- Driver training protocols and requirements (when necessary)
- Wildlife safety and acceptable behaviors around foxes and other island species
- Location of Emergency Operation Plan and reporting forms in SCIR Field Station
- Awareness of hanta virus, ticks, and safe practices

Appendix G: User Communication Tree for In-Field Assistance

All SCIR users will sign-in to the iPad, available in the dining room of the SCIR Field Station. This provides SCIR staff with a daily census of all users and an emergency manifest of all people on-island at a given time. During daily sign-in, the group leader for each user group is responsible for including a daily itinerary and anticipated time of return from the field. Should a group be unexpectedly delayed in returning to the field station, SCIR staff will use radios and Garmin InReach units to communication with the group leader. If SCIR staff cannot communicate with a group, a physical search will be immediately conducted. If a physical search cannot occur due to weather or safety reasons or if a physical search is unsuccessful in locating a group, SCIR staff will begin search and rescue operations with US Coast Guard. The following is a communication tree for USERS in the field. In the case of emergency or immediate need in the field, groups should stay in their location until assistance arrives.

