IMPLEMENTATION OF THE PLAN

EMERGENCY OPERATIONS CENTER MODEL

with Toro Teams

Toro Teams

EXECUTIVE POLICY GROUP

EMERGENCY OPERATIONS COMMITTEE

CENTRALIZED ACCESS/PHYSICAL INFRASTRUCTURE

LEARNING & INSTRUCTION

COMMUNICATION

HEALTH MONITORING & SURVEILLANCE

EMPLOYEE SUCCESS & WELLNESS

CAMPUS RESILIENCY
EMERGENCY OPERATIONS CENTER

EOC Director
Deborah Wallace

EOC Manager
Nora Garcia

Incident Commander
Chief Carlos Velez

Documentation Support
Jean McTaggart

PIO
Amy Bentley-Smith

Operations
Jon Scheffler

Law Enforcement
Lt. Linh Dinh

Environmental Health & Safety
Michael Williams

Student Health
Irina Gaal

Planning
Larry Kimaara

Situation Unit Leader
Jessica Garcia

Student Affairs
Matt Smith

Academic Affairs
Ken O'Donnell

Logistics
Maria Hernandez

IT
Sara Hariri

Recovery Unit Leader
Gene Surh

Finance/Admin
Cecilia Patz

HR
Karine Shrinian

Emergency Operations Committee
TORO TEAMS

**CENTRALIZED ACCESS/PHYSICAL INFRASTRUCTURE**

Chair: Larry Kimaara, Director, Risk Management

- Implement the return to work automated process
- Reevaluate return to campus phases, as necessary
- Conduct building assessments/redesign classroom instructional, and workspaces
- Address HVAC/water concerns through effective communication
- Acquire & maintain critical equipment and supplies (90-day supply at minimum)
- Build a Campus Drive-thru Event safety plan template

**HEALTH MONITORING & SURVEILLANCE**

Chair: Michael Williams, Manager, Environmental Health & Safety

- Establish comprehensive Contact Investigation Teams/system
- Implement employee/student self-assessment tool
- Coordinate with local health authority to ensure compliance
- Establish internal thresholds for reclosure of areas
TORO TEAMS CONTINUED

LEARNING & INSTRUCTION

Chair: Ken O’Donnell, Vice Provost, Academic Affairs

- Reimagine the learning and instruction environment
- Adapt student and faculty coordination to set the stage for a culture of health and safety
- Establish best practices and identify resources for faculty/students
- Partner with I.T. to enhance online course content
- Offer professional development opportunities for faculty
- Review results from faculty & student surveys

EMPLOYEE SUCCESS & WELLNESS

Chair: Shaun Milton, Manager, HR Workers Comp

- Optimize faculty and staff ability to work remotely through necessary equipment and skills training
- Evaluate ergonomic needs and offer solutions
- Develop guidance to MPPs on COVID-19 staffing related issues and cases
- Review results from staff and faculty surveys
TORO TEAMS CONTINUED

COMMUNICATION

Chair: Amy Bentley-Smith, Director, Marketing & Communications

- Engage stakeholders with consistent, compelling, and timely communication through various platforms
- Deploy COVID-19 website
- Advertise new processes with clear guidance
- Collaborate and support other Toro Teams to ensure proper messaging
- Develop a COVID-19 education campaign
- Create a consistent theme so that messages are easily identifiable

CAMPUS RESILIENCY

Chair: Sara Hariri, Information Security Officer, Information Technology

- Develop a plan for the possibility of a major outbreak of COVID-19 on campus
- Enhance and update business continuity plans for each division
- Plan and implement building evacuations following social distancing protocols
- Consult with I.T. Disaster Recovery Team to identify potential redundancies
- Identify other risk factors and planning needs