EMERGENCY OPERATIONS CENTER
Design Standard

PART 1 - GENERAL

1.1 PURPOSE:

The San Mateo County Community College District is an independent political entity within the state of California's hierarchy of California Community Colleges. As such an entity, the District is responsible for providing and exercising emergency preparedness operations under the guidelines established by both the National Emergency Management Systems (NEMS) and under SIMS. Within these emergency management protocols, there is a need for the District and its three colleges to establish emergency operations centers, or EOC's.

The EOC is a central command facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of a the District and the colleges. The functions of our EOC's is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals.

EOC's for our District should contain the following: a large meeting room for the EOC, a separate and smaller meeting room to house the Command Center, and a storage room to house telephones and EOC equipment. This design standard intends to provide design professionals with the details required to provide the infrastructure, the room configuration and the organization to establish a successful EOC, understanding that the space allowed for this center is a multi-purpose space, whose primary function is not an EOC.

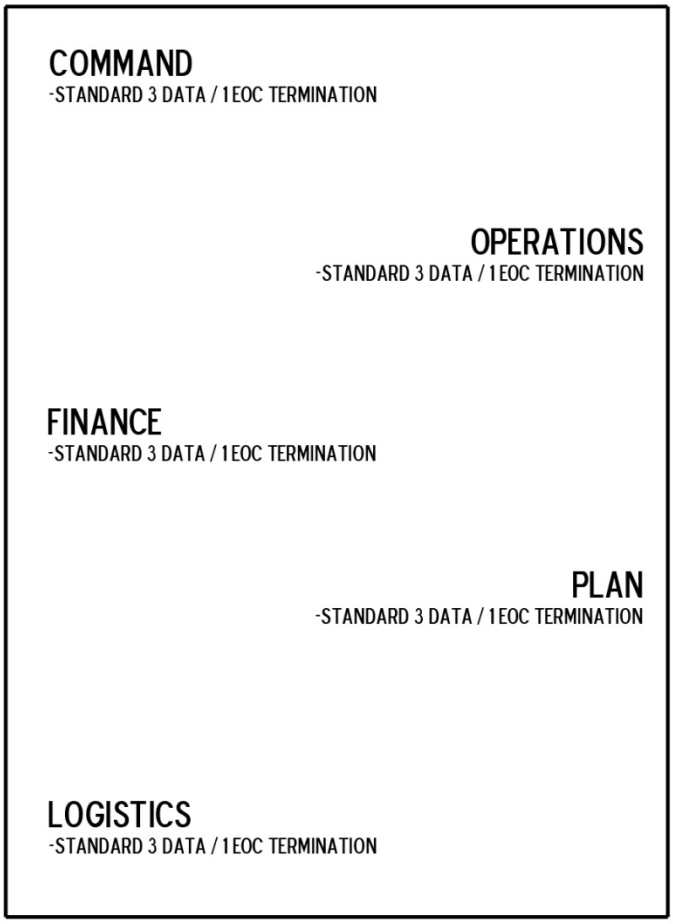
1.2 ROOM CONFIGURATION (SEE THE ATTACHED DIAGRAMS AND DOCUMENTS FOR A TYPICAL EOC LAYOUT)

Layout: The EOC needs to be located in a room that is large enough to accommodate 4 stations, one for each section of the center: Logistics, Finance, Planning, Operations. Typically, the room should be a minimum of 750 sq. ft. or larger with ample wall space for hanging maps and event tracking logs. The room shall have a wall clock, at least one whiteboard, and one video display screen that can be connected to a computer. Ensure the room has strong wireless coverage. The room shall be located in the building to allow strong cellular service coverage (i.e.: don't locate the room in the basement that might have poor cell service). The District will define the appropriate location at each campus and will work with the designers to coordinate the room layouts.

Command Center: The EOC will be located in area that has close proximity to a smaller meeting room. The Command Center is used by Emergency Chiefs to set out plans that are executed in the EOC. The room needs to contain a table that will accommodate 8 people.

Storage: Ideally storage for the EOC equipment should be located within the EOC itself. The storage room needs to be 50 square feet and capable of accommodating metro shelving equipped with rollers.

Power and Data: At each station there should be ample power and data to operate the EOC. See details below in sections B & C.



1.3 ELECTRICAL INFRASTRUCTURE

One quad electrical outlet should be located at each EOC station. (For cordless phones, fax machines, cell chargers, printers, radio charging stations.) The quad outlets need to terminate and isolated at the panel that is part of the emergency generator operational system. Depending on the design/needs of the building, the emergency power shall be a dedicated system for the building, or it shall be a power connection to receive the portable generator which the District can roll up to the building and connect. The emergency power shall support all the EOC quad power outlets, the room lighting (or room lighting must be on its own emergency power), must power up the data closets and data switches that provide data to the EOC room data jacks, the wireless device supporting the room, and the emergency power must provide power to the air conditioning system that cools the data rooms that support the EOC.

The designer should specify the location of each quad outlets as part of the layout of a particular EOC.

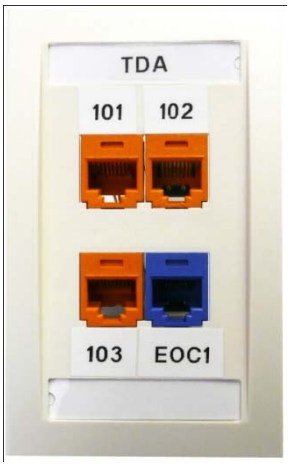
1.4 TELEDATA INFRASTRUCTURE

Each station should have a minimum of four individual data ports connected to the IT backbone infrastructure. In the EOC itself, the data jacks should follow the District's standard numbering convention, with the exception that the District requires that the forth jack be designated EOC1 for Plan, EOC2 for Operation, EOC3 for Logistics, EOC4 for Finance, EOC5 for Command Center and EOC6 for fax connection. The "EOC" lines are

Essential Service Lines authorized by the State of California. This line is an analogue line that will remain live under most emergency circumstances. The jacks for these lines should be “blue” in color.

EOC Faceplate shall show 3 regular orange RJ-45s, which would be used for regular data/IP phone usage. They are labeled TDA 101, 102, and 103, which will run back to the Orange terminations in the freestanding rack in the MDF/IDF Room. The 4th jack is a Blue RJ-45 that is labeled TDA EOC1 that will run back to the Blue terminations in the freestanding rack with the same label. And of course TDA indicates that the terminations are in our Tele/Data Closet A.

An example of the EOC Faceplate in the EOC is shown in the photograph below:



Designers should specify the location and provide the infrastructure for each specific line in conjunction with the Information Technology Services (ITS) Department.

District ITS is responsible for ordering and testing and managing the phone account for the Essential Service telephone lines.

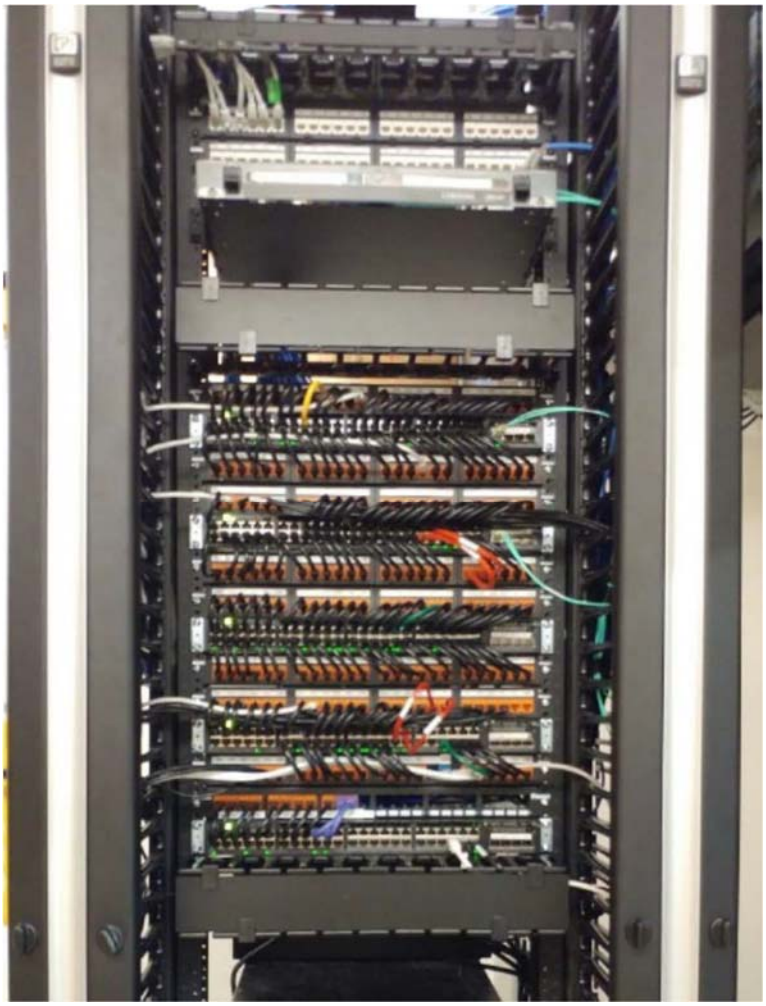
Optional and desired—cordless phone set with permanent charging.

1.5 EOC & EAS TERMINATION:

Terminate in a free-standing rack. There are 3 various terminations. The top is the Copper termination that is fed from the MPOE and used for analog devices such as faxes, courtesy phones, EAS signals, and EOC phone lines. Below that are blue RJ-45 data jacks that are fed from the building’s EAS system and EOC room. This is what we mean by having all EAS/EOC terminations within a specific building terminating into one patch panel. It’s strategically placed beneath the Copper terminations to make easy cross-connects. Beneath the blue RJ-45s are Orange RJ-45s, our district standard for data termination. This is fed from the rest of the data drops throughout the building

A photo of an existing District Data Rack follows:

1.6



1.7 CURRENT LOCATIONS:

A. DO:

1. Board Room

B. CSM:

1. Primary – 1-244
2. Secondary – B9

C. Skyline:

1. Primary – 6-202
2. Secondary – 4-301

D. Cañada:

1. Primary – B8 Event space

2. Secondary – 9-154

PART 2 - EXECUTION

2.1 SUBSTITUTES ALLOWED?

Not applicable

2.2 ASSOCIATED DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS

Telecommunications Infrastructure Design Standard

SECTION 27 05 28 TELECOMMUNICATIONS BUILDING PATHWAYS

SECTION 27 00 00 TELECOMMUNICATIONS BASIC REQUIREMENTS

SECTION 27 13 10 TELECOMMUNICATIONS BACKBONE ISP CABLING

SECTION 27 15 13 TELECOMMUNICATIONS HORIZONTAL CABLING

END OF SECTION