



AP 3505

EMERGENCY OPERATIONS PLAN

References:

- Education Code Sections 32280 et seq. and 71095;
- Government Code Sections 3100 and 8607(a);
- Homeland Security Act of 2002;
- National Fire Protection Association 1600;
- Homeland Security Presidential Directive-5;
- Executive Order S-2- 05;
- California Code of Regulations Title 19, Sections 2400-2450;
- 34 Code of Federal Regulations Section 668.46(b)(13) and (g)

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District’s Clery Act compliance efforts and is available on the District’s website.

The Superintendent/President or designee shall:

- Declare a major emergency (as defined below in **SCOPE AND DEFINITION OF AN EMERGENCY**)
- Initiate the emergency notification systems
- Mobilize any additional staff to heavily damaged areas
- Determine the “All-Clear” when the disaster is over

EMERGENCY NOTIFICATION SYSTEMS

All members of the campus community are informed annually to notify Campus Security of threatening incidents or dangerous situations which may involve an immediate or ongoing threat to the health and safety of students and employees on campus. Campus Security has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation, and to determine if the situation does in fact pose a threat to the campus community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the campus community that may be affected by the situation.

Upon confirmation or verification that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus, the District will determine the content of the message and will use some or all of the emergency notification systems described below to communicate the



threat or status of emergency. The District will, without delay, take into account the safety of the campus community, determine the content of the notification, and initiate the appropriate emergency notification system(s), unless issuing a notification will, in the judgment of the first responders (including, but not limited to Campus Security, Police Department, Fire Bureau, Emergency Management Agency personnel, etc.) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Several methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication are referred to as the District's Emergency Notification System (ENS). Such communications include network emails, emergency text messages that can be sent to a cellular phone, live prerecorded announcements broadcasted to all Voice over IP (VoIP) campus phones and classroom speakers, District website notification, and emergency messages displayed on campus computer screens when logged into the District's computer system. Staff may also utilize departmental phone trees to disseminate operational updates within their area. The District will post information during a critical incident on the District website and provide status updates on the District's recorded information telephone line (805) 965-0581. Subsequent status updates will be sent via email, posted to the main campus website, recorded telephone line, and via emergency text message, depending upon the nature of the emergency.

The District's Director of Communications will be responsible for the dissemination of emergency information to the larger community through press releases, press conferences, radio and television alerts, the District website social media and email.

EMPLOYEE RESPONSIBILITY DURING EMERGENCIES

Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) may be activated during emergency situations. The Superintendent/President or designee will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and



response level. The EOC staff will direct the District's response to the emergency situation by coordinating with outside agencies and requesting outside support. An Incident Commander or security personnel will be operating in the field communicating with the EOC staff as necessary and operating as part of the EOC.

The EOC may be supported by District representatives from emergency operations and planning, security, information systems, facilities and campus development, communications, student services, counseling, human resources, community services, fiscal services, and food services. The EOC representatives will practice emergency procedures on a regular basis and will obtain training or re-training as needed.

EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan (EOP) is the District's planned response to all emergencies on or affecting the campus or surrounding community. The EOP will be activated by the Superintendent/President or designee. The EOP details actions and responsibilities for all employees of the District including Emergency Operations Center (EOC) staff.

The EOP provides direction in the event of an emergency. It is the goal and purpose of this plan to protect the safety and security of those associated with the District should an emergency occur. The effective use of this plan will help:

- protect life and safety,
- reduce property and environmental damage,
- minimize disruption and economic losses, and
- shorten the recovery period.

To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents.

The District's response to a major crisis will be conducted within the framework of this plan except when directed otherwise by the Superintendent/President or designee. The plan includes a chain of command that establishes decision-making authority during an emergency.

The Red Emergency Binder contains the EOP and is accessible online (google docs). A hard copy is provided to the President, Vice Presidents, and Dean of Educational Programs. Thumb drives containing the EOP are in both emergency containers.



SCOPE AND DEFINITION OF AN EMERGENCY

An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the institution. The following are examples of emergency situations:

- bomb threat
- earthquake
- explosion
- fire
- hazardous materials spill/release
- hostage situation
- active shooter on campus
- terrorist incident

In the event of an emergency, the Campus Security or authorized employee will contact the Superintendent/President and/or Executive Vice President(s)/Vice Presidents to report the emergency.

The President's Cabinet and other key employees (i.e., emergency services, campus security) will convene (via conference call if necessary) and decide whether to declare a state of emergency, start the process of notifying the campus community and media if necessary, and review and discharge responsibilities as detailed in the EOP plan

The manner in which employees and equipment are utilized during an emergency will be determined by the Superintendent/President or designee in concert with President's Cabinet and representatives from emergency services and campus security. The emergency state of operations will remain in effect until the Superintendent/President or designee deems the District is ready to return to normal operation.

FIRST RESPONDERS

In all types of emergencies, once first responders arrive on the scene (i.e., Police Department, Fire Department, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations. The staff of the EOC will act as resources to these responders.

PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the District are offered training in responding to and managing emergency situations according to federal and state laws and regulations.



TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Evacuation drills are coordinated by emergency services at least once per year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus security has identified locations for evacuation for most common events that require a building evacuation. The District publishes its evacuation plan on the District website listing the Emergency Evacuation Zone locations. Signs designating the emergency evacuation zones are posted.

Evacuation drills are monitored by campus security, emergency services, and District administration to evaluate ingress/egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The District conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. For each test conducted, campus security and emergency services will document a description of the exercise, the date, time, and whether it was announced or unannounced.

The District Safety Marshal program provides training to college employees regarding evacuation procedures and the structure of communication and information-gathering in the event buildings are evacuated or an emergency occurs. Each Safety Marshal is offered First Aid/CPR courses and annual emergency trainings, as well as identifiable kits for building evacuation.

EMERGENCY CHAIN OF COMMAND

Contact and assignment information is shared in the Red Emergency Binder provided to those listed in the sequence of acting Superintendent/President. The Red Emergency Binder also contains the District's Emergency Operations Plan including the EOC staffing list.

DISTRICT EMERGENCY SURVIVAL GUIDE

Response to emergencies such as earthquake, fire, explosion, medical emergency, criminal activity, or shooting is contained in the District's Emergency Survival Guide. This guide is posted in classrooms, offices, and public areas. It is also available on the District's website.



REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- The quickest and easiest way to obtain professional help for any type of emergency is to phone 911.
- When calling, stay calm and carefully explain the problem and location.
- If a sign language interpreter is needed to facilitate communication between off-campus hospital personnel and a deaf person, arrangements can be made by calling COMMEND - Communication Medical Emergency Network for the deaf at 1-800-422-7444 or LIFESIGNS at 1-800-633-8883 v/tdd.

Date Approved: June 8, 2016

Date Approved: April 25, 2018