

Note: This procedure noted in *CCLC Update #19* is **legally required** to comply with recent changes to The Clery Act.

NEW - GCCCD Procedure

First Reading—3/12/12
Second Reading—4/9/12
Final Reading—5/7/12

AP 3505 Emergency Preparedness and Management Plan

Reference: ***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 668.46(b)(13) and (g)

Date Issued:

[The procedure is legally required, with District practice inserted]

I. INTRODUCTION

A. Purpose:

The purpose of the Emergency Preparedness and Management Plan is to establish policies, procedures, and an organizational structure for response to a campus emergency.

The Plan incorporates operating procedures from the Incident Command System (ICS) for handling emergencies resulting from fires, floods, storms, earthquakes, hazardous materials, incidents, and other potential disasters.

B. Scope

This Emergency Preparedness and Management Plan is a campus-level plan that guides the emergency response of campus personnel and resources during an emergency disaster.

It is the official Emergency Preparedness and Management Plan for GCCCD and supersedes previous plans and precludes employee actions not in concert with the intent of this plan or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

C. Authority

This Emergency Preparedness and Management Plan is publicized under the authority of the Chancellor.

D. Mission

It shall be the mission of GCCCD to respond to an emergency situation in a safe, effective, and timely manner. GCCCD personnel and resources will be utilized to accomplish the following priorities:

- Protection of Life and Safety
- Assessment of Damages
- Restoration of General Campus Operations

II. MANAGEMENT OF EMERGENCY OPERATIONS

A. Incident Command System

The Emergency Preparedness and Management Plan uses a management system known as the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to various levels of emergencies ranging in complexity.

The organizational structure of the ICS may not resemble the day-to-day organization of the college. As the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

B. Authority and Reporting Structure

Initially, Public Safety initiates appropriate safety actions and notifications to the highest ranking college administrator. When a determination an emergency exists, the highest ranking college administrator shall activate the EOC. The EOC Commander will continue to exercise EOC Management authority and will activate elements of the EOC as necessary.

C. Organization

The responsibilities summarized below are explained in the Emergency Preparedness and Management Plan. Communication flows both up and down the command structure.

- **EOC Commander:** Has overall responsibility for the management of all emergency activities including development, implementation, and review of strategic decisions as well as post event assessment. Designates a leader for each of the other Teams, depending on the character and scale of the emergency.
- **EOC Manager:** Sets up facility, provides available supplies, communications and other equipment, and monitors communications flow. Establishes and manages a system of EOC and field runners, and manages the check-in area for EOC staff. Provides assistance to the EOC Commander as necessary.
- **Public Information Officer:** The liaison to the news media and provides news releases and other information as approved by the EOC Commander, assuring that official statements are issued only by those administrators authorized to issue such statements. Provides information for the response to inquiries from the public relative to the disaster.
- **Student Affairs Officer:** Monitors and evaluates the status of all students, coordinating the short and long term recovery of class and related activities concerning students. Responsible for coordination of student concerns.

- **Liaison Officer:** Initiates and maintains contact with assisting public or private agencies (e.g. American Red Cross, FEMA, OES), utilizes Memoranda of Understanding when possible, and helps coordinate mutual aid support and assistance.
- **Safety Officer:** Monitors and evaluates all operations for hazards and unsafe conditions and develops measures for assuring personnel safety during emergency response.
- **Legal Officer:** Provides an overview of how legal considerations and decisions are made during a disaster at the Campus. Provides advice as requested, to the EOC Commander and Command Staff regarding possible liability issues that may arise during a disaster.
- **Senate and Instructors:** Works with Student Affairs, and Facilities Management to assess a revised classroom learning environment plan as needed based on the emergency.
- **Operations Team:** Represents the campus emergency services units—the actual on-scene emergency responders. They are responsible for the assessment and implementation of field operations.
- **Planning and Intelligence Team:** Responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports to EOC Management and field operations. They are also responsible for damage assessment and developing specialized technical assessments of the event.
- **Logistics Team:** Responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).
- **Finance and Administration Team:** Responsible for cost accountability and risk assessment. They document expenditures, purchase authorizations, damage to property, equipment usage, vendor contracting, and develop FEMA documentation.

III. THE EMERGENCY OPERATION CENTER (EOC)

The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC.

During the course of an emergency, designated personnel should report directly to the EOC. In the event the campus is secured and access is limited, EOC staff will enter the campus with appropriate campus identification will be necessary to proceed to the EOC.

In the event that the primary EOC cannot be used, personnel should report to the alternate EOC when advised of its location.

Additional Resources:

- **Public Safety:** Is responsible for coordinating with other Public Safety Agencies and contracted security when campus emergencies occur. Will establish and/or coordinate security perimeters, controlling building access and traffic control.
- **The Information Systems & Technology, Communications:** Is responsible for coordinating activities to restore essential functions to the information systems (telephone, computer networks, etc.) infrastructure of the campus and its external connections. It is responsible for coordinating the reestablishment of functionality. NEED alert San Diego statement.

IV. MUTUAL AID

In certain circumstances, the EOC may request outside assistance from a variety of sources. The EOC may request local, county, and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be requested.

The EOC may call upon local mutual aid, requesting City and/or County resources first and then assistance from the San Diego County Office of Emergency Services to access state resources.

The EOC may also participate in disaster sheltering activities in conjunction with the American Red Cross.

V. COMMUNICATIONS

Alternative Campus notification systems:

Depending on the scope of the disaster and the type of information to be disseminated, the EOC may also use one or a combination of the following methods to provide information:

- E-mail
- Web sites
- Student Center Electronic bulletin boards
- Voice mail
- Voice Paging
- Phone trees implemented by departments

The campus Public Information Officer will prepare public announcements regarding the status of the campus. These announcements will be posted on the campus web site.

Alert San Diego: Alert San Diego is a regional notification system that sends telephone notifications to students and staff from each campus, by voice message and/or text messaging. This system will notify students with information on the event and/or actions (such as evacuation) we are asking them to take. The system utilizes the campuses student enrollment records and humans resources databases.

VI. CAMPUS EVACUATION GUIDELINES

Should it become necessary to evacuate the entire campus, one area, or just one building the campus has procedures in place. All members of the campus community are to be familiar with the Emergency Evacuation Procedures which provide general guidance regarding response actions for many emergency situations including but not limited to evacuations. In addition, floor plans with emergency procedures and evacuation routes are posted inside campus buildings.

A. Campus-Wide Evacuations

In a campus-wide emergency, the decision to implement evacuation procedures rests with the highest ranking college administrator or the EOC Commander if the EOC is activated.

In situations requiring immediate action, public safety responders (Police and/or Fire) can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials.

In a major earthquake, individuals should “drop, cover, and hold”: take cover until the shaking stops, and then assess their surroundings for damage and injuries. If safe, remain in place. If unsafe, evacuate to their building’s pre-designated assembly area and wait for information from campus emergency services personnel.

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat.

This graduated evacuation is preferable to a total, immediate evacuation as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel.

In all cases, evacuees would be directed away from the vicinity of the threat.

VII. CLOSING (SECURING) THE CAMPUS

When any event has occurred at either campus and the EOC Commander believes the campus should be closed (secured), the EOC Commander will contact the Chancellor or the Chancellor’s designee to obtain consent to close the campus.

If the EOC Commander cannot reach the Chancellor or the Chancellor’s designee within 5 minutes, the EOC Commander will make the decision to close (secure) the campus.

VIII. FUNCTIONAL ROLES

Every employee and student can potentially play a role in the Emergency Management Plan. Perhaps the most critical aspect is communication; accurate reports from the scene of an incident are essential to providing adequate emergency services.

A. Role of Students

Every student should familiarize themselves with the Emergency Management Plan and evacuation routes in buildings they use frequently. Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college or emergency personnel.

B. Role of Faculty and Staff

Every member of the faculty and staff should read, understand and familiarize themselves with the Emergency Management Plan and building evacuation routes. Employees should be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action.

They should follow emergency procedures to report fire or other emergencies that require immediate attention, establish contact with first responders and evacuate the building to pre-designated assembly areas in an orderly manner.

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

IX. EOC ACTIVATION AND DEACTIVATION GUIDELINES

The majority of emergency conditions and situations that occur at the campus will be addressed via normal emergency response protocols.

A. Activation of EOC

EOC Commander's decision to activate the EOC takes into account all available information regarding the emergency. When the EOC is activated all EOC personnel will report for duty at the primary or secondary location.

The EOC serves as the centralized facility in which staff will gather, check in, and assume their emergency response roles. Response activities and work assignments in support of the on-scene field response will be planned, coordinated, and delegated from the EOC.

When requested, designated EOC personnel will report directly to the EOC. If an EOC member is unsure whether to report, he or she will go to their campus EOC. The EOC team is composed of a broad cross section of campus personnel, selected for their expertise and the needs of the EOC.

B. Deactivation of EOC

The EOC Commander will determine when to deactivate the EOC and transition to normal campus operations.

EOC Commander will notify command staff and teams when they are no longer required in the EOC.

Liaison Officer will notify the San Diego County Office of Emergency Services and other appropriate organizations of the expected planned deactivation.

Ensure that all required forms or reports are completed prior to deactivation. Verify that all applicable FEMA documentation is provided to Team Leaders and EOC Command Staff.

Have copies made of all logs, reports, messages, any other documents used and received in the EOC and keep copies for a period of one year or as directed.

Be prepared to provide input to the After-Action report. Participation in the State After-Action reporting process, typically conducted within 90 days after an event, is mandatory for agencies seeking State reimbursement for qualifying expenses.

X. TRAINING AND EXERCISES

Building essential response capabilities requires individuals, teams and organizations to meet a common baseline of performance. Training and exercises are conducted on a periodic basis, at least annually, to develop and maintain the readiness of response procedures and personnel. Training includes EOC member-specific training and EOC team table-top and functional drills. All staff and faculty shall be advised of their responsibilities under this plan.

XI. EOC ORGANIZATION

Each site maintains an EOC notebook that includes a functional organization chart, including EOC assignments.