

1.0 INTRODUCTION

1.1 Purpose

State and federal laws require that schools be adequately prepared to respond to earthquakes, fires, and other emergencies. A central element of that preparation is an Emergency Operations Plan (**EOP**) that defines the scope of preparedness and incident management activities that may become necessary in an emergency. This Plan is oriented toward a “hands-on” response to college emergencies by college personnel.

The purpose of this Plan is to provide a framework for college faculty and staff to organize the resources of the college and community to respond to and manage emergency situations. This Plan recognizes that in a major emergency or disaster, professional emergency response personnel may not be immediately available to the college, and that the college must therefore be prepared to manage on a “stand-alone” basis for a period of time.

The main objectives of this Plan are to:

1. Protect the life and safety of students, faculty, staff, and families.
2. Provide a framework for faculty, staff, students, and community agencies to respond quickly and effectively to emergency situations.
3. Protect college property and environment.
4. Foster an awareness of the diverse emergency situations that can occur on or near the college campus.
5. Facilitate the use of the college as an emergency facility (e.g., shelter site) at the direction of lawful authority.
6. Facilitate the resumption of normal activities in a timely manner.

The emergency management teams and procedures outlined in this Plan are consistent with both the Standardized Emergency Management System (**SEMS**) developed by the State of California, and the National Incident Management System (**NIMS**) developed by the U.S. Department of Homeland Security. This Plan presents specific standardized procedures to be used in preparing for, and responding to, campus emergencies.

1.2 How to Use This Plan

The effective management of emergencies requires both adequate emergency preparedness and emergency response capabilities. This Plan is organized into eight parts:

- **Section 1** consists of an Introduction and administrative overview of the Plan.
- **Section 2** describes the principle of Standardized Emergency Management. It also provides guidelines for activating and staffing the Plan.
- **Section 3** presents guidance for determining the nature and extent of an emergency.
- **Section 4** describes a series of the most common immediate response actions to be taken in an emergency.
- **Section 5** provides detailed emergency response procedures for different types of emergencies that may be encountered at the college.
- **Section 6** identifies the college’s emergency management teams and provides job descriptions and checklists that define their assigned roles and responsibilities.

- **Section 7** provides supplemental emergency information including contact information, supply lists, evacuation routes, standard forms, and other supporting emergency information.
- **Section 8** provides administrative background documentation.

All faculty and staff should read Sections 1, 2, 3, and 4 of the Plan in their entirety. The information contained in these sections will provide a thorough understanding of emergency management principles in the college environment. Section 4 is particularly important because it describes the six most common response actions that students, faculty, and staff will have to take immediately in most emergencies. It may be necessary to take these actions prior to any formal notification or warning, other than the specific emergency condition that occurs.

Sections 5 and 6, which comprise the bulk of the Plan, consist of specific emergency procedures (Section 5) and specific assignments (Section 6). While you may want to familiarize yourself with the various assignments and procedures, the real importance of these two sections are as reference guides to be used during an actual emergency.

Section 6 presents comprehensive checklists of tasks, responsibilities, and materials needed to perform the emergency functions associated with specific Emergency Management Team assignments. **If you are assigned to a specific Team role you should be familiar with the appropriate Job Description and Checklist associated with your Team assignment.** It is recommended that the specific pages relevant to your assigned role be bookmarked and readily available for your use in the event of an actual emergency. If you are a member of the college's Emergency Management Team, this may be the most important part of the Emergency Operations Plan for you.

Section 7 provides blank forms that may be required in the course of emergency operations, as well as important site-specific information.

Section 8 provides administrative background information.

1.3 Emergency / Disaster Supplies

To prepare for an emergency, and to help sustain the college during & after an emergency, a cache of emergency / disaster supplies will be developed and maintained. A detailed account of these supplies is specified in section 7.5. (Location to be filled in later)

1.4 Phases of Emergency Management

The four phases of emergency management are **preparedness, response, recovery** and **mitigation/prevention**. This Emergency Operations Plan (EOP) is designed to address primarily the first two of these phases: preparedness and response. To be more specific, this EOP is to be used to **prepare** for emergencies by pre-designating roles, responsibilities, and procedures to be used to **respond** to an emergency. Examples of key tasks associated with the four phases of emergency management include:

Preparedness

- Establish an Emergency Management Team and describe the roles and responsibilities of each member (see Section 6 of this Plan)
- Annually review and update this Emergency Operations Plan.

- Create site plan maps of entire campus showing evacuation routes, assembly/shelter sites, location of emergency supplies, etc.
- Establish, practice, and document emergency drills for fire, earthquake, lockdown, etc.

Response

- Evaluate nature of emergency and determine appropriate immediate response actions (see Sections 3 and 4 of this Plan).
- Notify appropriate local emergency responders listed at the beginning of this Plan.
- Activate Emergency Management Team and perform duties listed in Job Descriptions and Checklists (Section 6) while awaiting arrival of professional emergency responders, then continue to assist as needed.
- Implement specific emergency procedures described in Section 5, as appropriate.

Recovery

- Crisis counseling and stress management.
- Restoration of damaged facilities.
- Determining and recovering costs.
- Applying for state and federal assistance programs.
- File for insurance assistance

Mitigation/Prevention

- Conduct safety audits and vulnerability assessments of buildings and grounds.
- Implement violence prevention strategies.
- Pre-plan and coordinate with local emergency responders.

1.5 Annual Plan Review

The college's Safety Officer, with assistance from the Emergency Operations Committee and Emergency Management Team, will see to it that the information required by the Plan is supplied and that this information is reviewed and updated annually. Because of the need for clear understanding of policies and procedures to be followed during an emergency, the college's Safety Officer or designee(s) shall review the Emergency Operations Plan for the purpose of:

- Updating faculty and staff assignments.
- Verifying status and location of supplies and equipment.
- Modifying emergency procedures.
- Planning for faculty and staff in-service activities and training.
- Reviewing emergency signals for evacuation through the coordination of Emergency Personnel, and Supervisory Personnel.

This annual review will be completed by the first of September of each year and any changes to the Emergency Plan will be submitted to the college's Administration at that time.

1.6 Faculty and Staff Awareness and Distribution

By the middle of September of each year, the college Administration shall allow sufficient time in one or more faculty and staff meetings to address emergency preparedness planning, including Team assignments, evacuation procedures, and basic college policies during emergencies. The Emergency Operations Plan or appropriate pages of the Plan are to be given to each faculty and staff member by this date.

1.7 Training Schedule

California's Standardized Emergency Management Systems (SEMS) requires that training be documented and that it be consistent with SEMS functions. The federal government added training requirements of its own in 2006, pertaining to the National Incident Management System (NIMS). The SEMS / NIMS training matrix for all levels of college personnel is attached herein as Appendix B.