

EMERGENCY OPERATIONS PLAN

As a result of a number of emergencies and disasters in California, the State of California recognized the need for greater coordination between emergency responders. Provisions of the California Code of Regulations (Title 19) now require all state and local government agencies to utilize the Standardized Emergency Management System (SEMS) when responding to multi-jurisdictional or multi-agency emergencies. The basic framework of SEMS incorporates the use of the Incident Command System (ICS), Multi-Agency Coordination System (MACS), and the state's Master Mutual Aid Agreement. SEMS provides for a five-level emergency response organization, activated as needed, to provide an effective response to emergencies involving multiple agencies or jurisdictions.

The District's Emergency Operations Plan (EOP) provides direction in the event of such 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:

1. Protect life and safety
2. Reduce property and environmental damage
3. Minimize disruption and economic losses
4. Shorten the recovery period

To ensure effective implementation of this plan, all employees designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in the plan and other associated supporting documents. All District employees must be informed that as public employees, they are also service workers during national, state and local emergencies.

The District's response to a major crisis will be conducted within the framework of the plan except when directed otherwise by the Chancellor or designee. The plan includes a chain of command that establishes decision-making authority during an emergency. Information regarding the District's Emergency Operations Plan may be found on the District website under the Police Services Department or in the Police Services Office at each major site.

Definitions

Chief Administrator: the highest ranking District official present at a site or facility.

Emergency: a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the site. Examples of emergency situations are: bomb threat, earthquake, explosion, fire, hazardous materials spill/release, hostage situation, shooting or terrorist incidents or other conditions other than conditions resulting from a labor controversy.

Emergency Operations Center (EOC): staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the District's response to the emergency situation, coordination with outside agencies and requests for outside support. EOC in conjunction with the Chief Administrator will determine the "All-Clear" when the disaster is over.

Incident Management Teams (IMT): comprised of supervisory or management level employees designated with emergency or incident management responsibilities at a District site or sites.

Crisis Management Response Structure

In the event of an emergency, the District Chief of Police or designee will contact a member of the Incident Management Team (IMT) on the affected site or sites to report the situation. The IMT may consist of representatives from Police, Information Technology, Business Services, Facilities Maintenance, Marketing, Student Services, Counseling, Human Resources and/or Cafeteria Services.

The IMT will convene (via conference call if necessary) and decide whether to declare a state of emergency, begin the process of notifying the community and media if necessary, and review and discharge responsibilities as detailed in the plan. The Chief Administrator or designee will convene the IMT and activate the Emergency Operations Center (EOC) for the necessary execution of the plan.

Update and Drill

The IMT and designees will review and update this plan each year or more frequently, as needed. IMT members will practice emergency procedures on a regular basis and will obtain training or re-training as needed.

Incident Management Team Responsibilities

The manner in which District resources (including employees and equipment) are utilized during an emergency will be determined by the IMT under the direction of the District Chief of Police or designee. Emergency operations will remain in effect until the Chief Administrator deems the site ready to return to normal operation.

In all types of emergencies, once professional response agencies arrive at the scene (e.g.; Police Department, Fire Department, Emergency Medical Services personnel) these agencies will assume control of all field response operations. The site IMT and EOC will act as resources to these responders.

Education Code 32280, 71095
Government Code Section 3100, 8607(a)
Homeland Security Act of 2002
National Fire Protection Association 1600
Homeland Security Presidential Directive-5
Executive Order S-2-05
19 C.C.R Sections 2400-2450