

Policy Change	<input type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input checked="" type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input checked="" type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
		Board 2 nd Reading	<input type="checkbox"/>

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:

Referred to:

Edited:
8/17/16



Policy

3505 Emergency Operations Response Plan

Note: The following policy language is legally required.

The District shall have emergency response and evacuation procedures for notifying the campus communities in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on District property.

Note: The following policy language is legally advised.

The [CEO] shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- **Establishing disaster preparedness procedures or a plan; and**
- **Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines**
 - **Training requirements vary based on job titles or assigned roles within the emergency plan**

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The [CEO] should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

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The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

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](#); [19 California Code of Regulations Sections 2400-2450](#); [34 Code of Federal Regulations 668.46\(g\)](#)

Adopted:

Last Reviewed:

Administrative Procedure

3505 Emergency Operations Response Plan

Note: This procedure is legally required.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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 that information is available on each college’s Campus Safety and Security website.

All members of the campus community are notified on an annual basis that they are required to notify Campus Safety and Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. Campus Safety and Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Campus Safety and Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Safety and Security, local law enforcement, and local fire agencies, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text or pre-recorded voice messages that can be sent to a hardline or cell phone (individuals can sign up for this service on the District or college websites), public address system, phone calling trees, District and college websites and emergency messages that scroll across computer screens when logged into the District’s computer system. The colleges will post updates during a critical incident on the college websites at <http://www.gocolumbia.edu/safety/default.php> for Columbia College, and <http://www.mjc.edu/adminservices/safety/> for Modesto Junior College. Individuals can also call the colleges’ recorded information telephone lines at (209) 588-5100 for Columbia College and (209) 575-6300 for Modesto Junior College for updates.

1 The District's Director of Public Affairs will be responsible for the dissemination of emergency
2 information to the larger community through press releases, and radio and TV broadcasts. Parents of
3 students may have their phone numbers added to the student's emergency notification account to
4 receive notification as well.

5 6 TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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8 An evacuation drill is coordinated by Campus Safety and Security at least once a year for all facilities on
9 campus. Students learn the locations of the emergency exits in the buildings and are provided guidance
10 about the direction they should travel when exiting each facility for a short-term building evacuation.
11 Campus Safety and Security does not establish locations for evacuation in advance because those
12 decisions are affected by time of day, location of the building being evacuated, the availability of the
13 various designated emergency gathering locations on campus, and other factors such as the location
14 and nature of the threat. In both cases, Campus Safety and Security and District staff on the scene will
15 communicate information to students regarding the developing situation or any evacuation status
16 changes.

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18 Evacuation drills are monitored by Campus Safety and Security and District administration to evaluate
19 egress and behavioral patterns. Reports are prepared by participating departments which identify
20 deficient equipment so that repairs can be made immediately. Recommendations for improvements
21 are also submitted to the appropriate departments/offices for consideration.

22
23 The District conducts numerous announced and unannounced drills and exercises each year and
24 conducts follow-through activities designed for assessment and evaluation of emergency plans and
25 capabilities. Campus Safety and Security and District administration coordinate announced and
26 unannounced evacuation drills at least once per year, as described above, to test the emergency
27 response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and
28 capabilities. For each test conducted, the Campus Safety and Security Supervisor will document a
29 description of the exercise, the date, time, and whether it was announced or unannounced. The District
30 will publish a summary of its emergency response and evacuation procedures in conjunction with at
31 least one drill or exercise each calendar year.

32
33 **Note: This procedure is legally advised.**

34 35 OVERVIEW

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37 The Emergency Operations Plan (EOP) is the District's planned response to all hazards on or affecting
38 the campuses or surrounding communities and provides direction in the event of an emergency. It is
39 the goal and purpose of this plan to protect the safety and security of those associated with the District
40 should an emergency occur. The effective use of this plan will help:

- 41 • Protect life and safety,
- 42 • Reduce property and environmental damage,
- 43 • Minimize disruption and economic losses, and
- 44 • Shorten the recovery period.

45
46
47 To ensure effective implementation of the EOP, all personnel designated to carry out specific
48 responsibilities are expected to know and understand the policies and procedures outlined in the EOP

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

6
7 The District's response to a major crisis will be conducted within the framework of the EOP except when
8 directed otherwise by the Chancellor or College President or their appointed representative. The plan
9 includes a chain of command that establishes decision-making authority during an emergency.

10 11 **PREPAREDNESS**

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13 The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills,
14 and support agreements with civil and private agencies. All employees of the District will receive
15 training in responding to and managing emergency situations according to federal and state laws and
16 regulations. The best response to emergency situations is preparedness.

17 18 **SCOPE AND DEFINITIONS**

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

- 23
- 24 • Bomb threat
- 25 • Earthquake
- 26 • Explosion
- 27 • Fire
- 28 • Hazardous materials spill/release
- 29 • Hostage situation
- 30 • Campus shooting
- 31 • Terrorist incident
- 32

33 Specific information about the District's response plan for a potential outbreak of flu-like illness
34 (including H1N1), as well as other emergency procedures can be found in the EOP.

35 36 **CRISIS MANAGEMENT RESPONSE STRUCTURE**

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38 In the event of an emergency, the Campus Safety and Security Supervisor will contact the College
39 President, Vice President of Administrative Services, and Director of District Security and Emergency
40 Preparedness to report the emergency. The Director of District Security and Emergency Preparedness
41 will in turn notify the Chancellor and his/her cabinet of the situation.

42
43 The above managers will convene (via conference call if necessary) and decide whether to declare a
44 state of emergency, start the process of notifying the community and media if necessary, and review
45 and discharge responsibilities as detailed in the District's EOP. The President will convene the
46 Emergency Response Team (ERT) and activate the Emergency Operations Center (EOC) if necessary to
47 participate in the execution of the plan. The ERT consists of representatives from Campus Safety and
48 Security, District Security and Emergency Preparedness, information technology services, facilities

1 operations, public affairs, student services, health and counseling, human resources, administrative
2 services, and risk management.

3 4 **UPDATE AND DRILL**

5
6 The Director of District Security and Emergency Preparedness, Campus Safety and Security, and the Vice
7 Presidents of Administrative Services for each college, with input from other ERT members will review
8 and update the EOP each year or more frequently, as needed. ERT members will practice emergency
9 procedures on a regular basis and will obtain training or re-training as needed.

10 11 **EMERGENCY RESPONSE TEAM RESPONSIBILITIES**

12
13 The manner in which college personnel and equipment are utilized during an emergency will be
14 determined by the ERT under the direction of the Director of District Security and Emergency
15 Preparedness or his/her designee. The EOP will remain in effect until the President or his/her designee
16 deems the college ready to return to normal operation.

17 18 **EMERGENCY LEVEL DEFINITIONS AND RESPONSES**

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20 In all types of emergencies, once outside agencies arrive on the scene (i.e., Police Department, Fire
21 Department, Office of Emergency Services personnel, etc.) these agencies will assume control of the
22 operations. The ERT and EOC will act as resources to these responders.

23
24 The following definitions of emergency levels determine the type of response:

25 26 **Level 1 Emergency (least serious)**

27 28 **Characteristics**

- 29 • may involve threat of incident rather than actual incident
- 30 • may be addressed with college personnel and resources
- 31 • outside assistance may be called upon
- 32 • may be limited to small area of campus
- 33 • potential impact on health, safety, or property
- 34 • may interrupt classes and college operations for limited time (up to half a day)

35 36 **Examples**

- 37 • unplanned power outage
- 38 • approaching blizzard, storm, or other natural event
- 39 • water pipe break
- 40 • unidentified odor
- 41 • injured, missing, or deceased individual
- 42 • mild pandemic outbreak

43 44 **Response Profile**

- 45 • Dispatcher notifies Campus Safety and Security Supervisor & Chief Technology Officer, if
46 appropriate
- 47 • Campus Safety and Security Supervisor notifies college Executive Team and Director of District
48 Security and Emergency Preparedness, as needed

- President decides whether or not to activate ERT and EOC
- Assess extent of incident impact on health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Decide on notification to community; send message(s); update web site as needed
- Account for students, personnel, and visitors involved in incident
- Decide on continuity of classes and college operations; notify community
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

Level 2 Emergency

Characteristics

- requires outside assistance, primarily from local services
- may involve large portions or all of campus
- potential loss of life
- potential serious impact on health, safety, or property
- will interrupt classes and college operations for more than half a day
- pandemic outbreak

Examples

- weather event
- earthquake (minimal structural damage)
- bomb threat
- hazardous materials release/spill
- widespread/prolonged power outage
- violence or civil disturbance

Response Profile

- Dispatcher notifies Campus Safety and Security Supervisor & Chief Technology Officer, if appropriate
- Campus Safety and Security Supervisor notifies the college Executive Team and Director of District Security and Emergency Preparedness, as needed
- President decides whether or not to activate ERT and EOC
- Assess extent of incident impact on life, health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Notification to community; send message(s); update web site
- Account for all students, personnel, and visitors
- If no evacuation needed, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents
- Decide on continuity of classes and college operations; notify community
- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

1 **Level 3 Emergency (most serious)**

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3 **Characteristics**

- 4 • requires outside assistance from local, possibly state and federal services
- 5 • involves all of campus
- 6 • potential loss of life
- 7 • severe impact on health, safety, or property
- 8 • classes and college operations suspended for an extended period
- 9 • long-term effects on the college

10
11 **Examples**

- 12 • shooting
- 13 • uncontained fire
- 14 • severe weather event
- 15 • major earthquake (serious structural damage)
- 16 • explosion
- 17 • uncontained bio, chemical, or nuclear hazard
- 18 • terrorist incident
- 19 • pandemic outbreak

20
21 **Response Profile**

- 22 • Contact emergency responders and assist them as needed
- 23 • Dispatcher notifies Campus Safety and Security Supervisor and the Chief Technology Officer, if appropriate
- 24 • Campus Safety and Security Supervisor notifies the college Executive Team and the Director of District Security and Emergency Preparedness
- 25 • President activates ERT and EOC
- 26 • Assess extent of incident impact on life, health, safety, property
- 27 • Decide whether evacuation is required; initiate as needed
- 28 • Decide whether medical or other outside assistance is required; contact as needed
- 29 • Notify the community by sending message(s) to media outlets and updating the District's web site
- 30 • Activate emergency web site and other emergency communications channels as needed
- 31 • Account for all students, personnel, and visitors
- 32 • If no evacuation needed or possible, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents
- 33 • Decide on resumption of classes and college operations; notify community
- 34 • Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.
- 35 • Update community on progress and final resolution of incident
- 36 • Determine incident follow-up plan

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41 **ADDITIONAL RESOURCES/INFORMATION**

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45 There are a number of additional resources that are available regarding crisis response. These include the following:

1 **Federal Emergency Management Agency**

2 www.fema.gov

3
4 **Red Cross**

5 www.redcross.org

6
7 **The Office of Homeland Security**

8 www.whitehouse.gov/homeland/

9
10 **A Guide to Citizen Preparedness**

11 **Are You Ready: A Guide to Citizen Preparedness brings together facts on disaster survival techniques,**

12 **disaster-specific information, and how to prepare for and respond to both natural and human disasters.**

13 www.fema.gov/areyouready/

14
15 **DisasterHelp**

16 **The DisasterHelp website is an initiative of the federal government is aimed at greatly enhancing**

17 **disaster management on an inter-agency and inter-governmental basis.**

18 www.disasterhelp.gov

19
20 **References:**

21 **Education Code Sections [32280 et seq.](#) and [71095](#); Government Code Sections [3100](#) and [8607\(a\)](#);**

22 **[Homeland Security Act of 2002](#); [National Fire Protection Association 1600](#); [Homeland Security](#)**

23 **[Presidential Directive-5](#); [Executive Order S-2-05](#); [California Code of Regulations Title 19, Sections 2400-](#)**

24 **[2450](#); [34 Code of Federal Regulations Section 668.46\(b\)\(13\)](#) and [\(g\)](#)**

25
26 **Procedure Last Revised:**

27 **Last Reviewed:**