



Policy

3505 Emergency Operations Plan

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.

The Chancellor 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 Chancellor 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.

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.

Application of this policy and associated administrative procedures for students and District employees will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

References:

1 Education Code Sections [32280 et seq.](#) and [71095](#); Government Code Sections [3100](#) and [8607\(a\)](#);
2 [Homeland Security Act of 2002](#); [National Fire Protection Association 1600](#); Homeland Security Presidential
3 Directive-5; Executive Order S-2-05; Title 19 Sections [2400-2450](#); [34 Code of Federal Regulations](#)
4 [668.46\(g\)](#); Collective Bargaining Agreements and Leadership Team Handbook

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Administrative Procedure

3505 Emergency Operations Plan

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.

The District's Director of Public Affairs or authorized college spokesperson will be responsible for the dissemination of emergency information to the larger community through press releases, and radio and TV broadcasts. Students may have other emergency contact phone numbers added to the student's emergency notification account to receive notification as well.

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

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14 Evacuation drills are monitored by Campus Safety and Security and District administration to evaluate
15 egress and behavioral patterns. Reports are prepared by participating departments which identify
16 deficient equipment so that repairs can be made immediately. Recommendations for improvements are
17 also submitted to the appropriate departments/offices for consideration.
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19 The District conducts numerous announced and unannounced drills and exercises each year and conducts
20 follow-through activities designed for assessment and evaluation of emergency plans and capabilities.
21 Campus Safety and Security and District administration coordinate announced and unannounced
22 evacuation drills at least once per year, as described above, to test the emergency response and
23 evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For
24 each test conducted, the Campus Safety and Security Supervisor will document a description of the
25 exercise, the date, time, and whether it was announced or unannounced. The District will publish a
26 summary of its emergency response and evacuation procedures in conjunction with at least one drill or
27 exercise each calendar year.
28

29 OVERVIEW
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31 The Emergency Operations Plan (EOP) is the District’s planned response to all hazards on or affecting the
32 campuses or surrounding communities and provides direction in the event of an emergency. It is the goal
33 and purpose of this plan to protect the safety and security of those associated with the District should an
34 emergency occur. The effective use of this plan will help:
35

- 36 • Protect life and safety,
- 37 • Reduce property and environmental damage,
- 38 • Minimize disruption and economic losses, and
- 39 • Shorten the recovery period.

40
41 To ensure effective implementation of the EOP, all personnel designated to carry out specific
42 responsibilities are expected to know and understand the policies and procedures outlined in the EOP and
43 other associated supporting documents. Government Code Sections 3100-3101 state that all employees
44 of the District are declared civil defense workers during emergencies, subject to such defense activities as
45 may be assigned to them. Federal and state regulations further state that all employees of the District
46 must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses
47 depending on an employee’s emergency response responsibilities.
48

1 The District's response to a major crisis will be conducted within the framework of the EOP except when
2 directed otherwise by the Chancellor or College President or their authorized representative. The plan
3 includes a chain of command that establishes decision-making authority during an emergency.
4

5 PREPAREDNESS

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7 The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and
8 support agreements with civil and private agencies. All employees of the District will be provided with
9 opportunities for training in responding to and managing emergency situations according to federal and
10 state laws and regulations. The best response to emergency situations is preparedness.
11

12 SCOPE AND DEFINITIONS

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14 An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands
15 immediate action to protect the health and safety of individuals within the institution. The following are
16 examples of emergency situations:
17

- 18 • Bomb threat
- 19 • Earthquake
- 20 • Explosion
- 21 • Fire
- 22 • Hazardous materials spill/release
- 23 • Hostage situation
- 24 • Campus shooting
- 25 • Terrorist incident

26
27 Specific information about the District's response plan for a potential outbreak of flu-like illness (including
28 H1N1), as well as other emergency procedures can be found in the EOP.
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30 CRISIS MANAGEMENT RESPONSE STRUCTURE

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32 In the event of an emergency, the Campus Safety and Security Supervisor will ensure contact with the
33 College President, Vice President of Administrative Services, and Director of District Security and
34 Emergency Preparedness to report the emergency. The Director of District Security and Emergency
35 Preparedness will in turn notify the Chancellor and his/her cabinet of the situation.
36

37 The appropriate managers from the list above will convene (via conference call if necessary) and decide
38 whether to declare a state of emergency, start the process of notifying the community and media if
39 necessary, and review and discharge responsibilities as detailed in the District's EOP. The President will
40 convene the Emergency Response Team (ERT) and activate the Emergency Operations Center (EOC) if
41 necessary to participate in the execution of the plan. The ERT consists of representatives from Campus
42 Safety and Security, District Security and Emergency Preparedness, information technology services,
43 facilities operations, public affairs, student services, health and counseling, human resources,
44 administrative services, and risk management.
45

46 UPDATE AND DRILL

1 The Director of District Security and Emergency Preparedness, Campus Safety and Security, and the Vice
2 Presidents of Administrative Services for each college, with input from other ERT members will review
3 and update the EOP each year or more frequently, as needed. ERT members will practice emergency
4 procedures on a regular basis and will obtain training or re-training as needed. All District employees will
5 have an opportunity for input on the annual update.

6 7 EMERGENCY RESPONSE TEAM RESPONSIBILITIES

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

13 14 EMERGENCY LEVEL DEFINITIONS AND RESPONSES

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

19
20 The following definitions of emergency levels determine the type of response:

21 22 Level 1 Emergency (least serious)

23 24 Characteristics

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

31 32 Examples

- 33 • unplanned power outage
- 34 • approaching blizzard, storm, or other natural event
- 35 • water pipe break
- 36 • unidentified odor
- 37 • injured, missing, or deceased individual
- 38 • mild pandemic outbreak

39 40 Response Profile

- 41 • Dispatcher notifies Campus Safety and Security Supervisor
- 42 • Campus Safety and Security Supervisor notifies college Executive Team and Director of District
43 Security and Emergency Preparedness, as needed
- 44 • President decides whether or not to activate ERT and EOC
- 45 • Assess extent of incident impact on health, safety, property
- 46 • Decide whether evacuation is required; initiate as needed
- 47 • Decide whether medical or other outside assistance is required; contact as needed
- 48 • 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
- 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

Level 3 Emergency (most serious)

Characteristics

- requires outside assistance from local, possibly state and federal services
- involves all of campus
- potential loss of life

- severe impact on health, safety, or property
- classes and college operations suspended for an extended period
- long-term effects on the college

Examples

- shooting
- uncontained fire
- severe weather event
- major earthquake (serious structural damage)
- explosion
- uncontained bio, chemical, or nuclear hazard
- terrorist incident
- pandemic outbreak

Response Profile

- Contact emergency responders and assist them as needed
- Dispatcher notifies Campus Safety and Security Supervisor
- Campus Safety and Security Supervisor notifies the college Executive Team and the Director of District Security and Emergency Preparedness
- President activates 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
- Notify the community by sending message(s) to media outlets and updating the District's web site
- Activate emergency web site and other emergency communications channels as needed
- Account for all students, personnel, and visitors
- If no evacuation needed or possible, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents
- Decide on resumption 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

GENERAL DUTIES

Remember, in the event of a major disaster, *every* community college employee automatically becomes a civil defense worker under Government Code Sections 3100-3101. Meanwhile, the District is committed to the safety of its employees. The District expects employees will conduct their duties in the safest possible manner and would be asked to perform duties only within their capability, as it is reasonably known and expected by the requestor at the time the request is made.

ADDITIONAL RESOURCES/INFORMATION

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

Federal Emergency Management Agency

1 www.fema.gov

2
3 Red Cross

4 www.redcross.org

5
6 The Office of Homeland Security

7 www.whitehouse.gov/homeland/

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9 A Guide to Citizen Preparedness

10 Are You Ready: A Guide to Citizen Preparedness brings together facts on disaster survival techniques,
11 disaster-specific information, and how to prepare for and respond to both natural and human disasters.

12 www.fema.gov/areyouready/

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14 DisasterHelp

15 The DisasterHelp website is an initiative of the federal government is aimed at greatly enhancing disaster
16 management on an inter-agency and inter-governmental basis.

17 www.disasterhelp.gov

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19 **References:**

20 Education Code Sections [32280 et seq.](#) and [71095](#); Government Code Sections [3100](#) and [8607\(a\)](#);
21 [Homeland Security Act of 2002](#); [National Fire Protection Association 1600](#); Homeland Security Presidential
22 Directive-5; Executive Order S-2-05; Title 19 Sections [2400-2450](#); [34 Code of Federal Regulations Section](#)
23 [668.46\(b\)\(13\) and \(g\)](#); Collective Bargaining Agreements and Leadership Team Handbook

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