SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 7400.8 FIRE, EARTHQUAKE AND DISASTER PREPAREDNESS
(DISASTER PREPAREDNESS)

BACKGROUND

The District and the College/Continuing Education Presidents working together have completed an Emergency Response Plan for each campus, the District Office, the District Service Center and all Continuing Education sites. The initial training in SEMS (Standardized Emergency Management System) and NIMS (National Incident Management System) has been conducted for District employees.

GUIDELINES

The College/Continuing Education President is responsible for ensuring that each college and Continuing Education campus's emergency plan is updated and exercised on an annual basis and that all new employees receive the necessary training in the SEMS/NIMS. The President shall assign a member of his/her staff as the campus emergency manager to coordinate these activities. The College Police shall be a resource to assist in these areas and will act as a liaison with local and state Emergency Management authorities.

The District's Human Resources Department shall ensure that all District Employees are informed that as Public employees they are Disaster Service Workers during national, state and local emergencies. The District must ensure that all employees are in compliance with the disaster service worker oath requirements.

DRILLS

SEMS/NIMS regulations require that each campus exercise its emergency management plan on an annual basis. That drill should include an activation of the ICS command team and any personnel who are a part of the emergency response team. The College Police will assist in facilitating the drill and any updated training that is necessary.

The Emergency Response Plan (ERP) provides direction in the event of an emergency. It is the goal and purpose of the plan to protect the safety and security of those associated with the District should an emergency occur. The effective use of the plan will help:
- Protect life and safety,
- Reduce property and environmental damage,
- Minimize disruption and economic losses, and
- Shorten the recovery period.

To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand procedures outlined in this document and the specific emergency response plan of their institution or facility.

The District's response to a major crisis will be conducted within the framework of the plan except when directed otherwise by the President or the President's appointed representative.

The plan includes a chain of command that establishes decision-making authority during an emergency.

SCOPE AND DEFINITIONS

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

- Bomb threat
- Earthquake
- Explosion
- Fire
- Hazardous materials spill/release
- Hostage situation
- Campus shooting
- Terrorist incident
- Pandemic

CRISIS MANAGEMENT RESPONSE STRUCTURE

In the event of an emergency, the District Chief of Police will contact the Chancellor, campus presidents, vice chancellors, director of Information Technology, and director of Public Information and Government Relations to report the emergency.

The above managers will convene (via conference call if necessary) and decide whether to declare a state of emergency, start the process of notifying the community and media if necessary, and review and discharge responsibilities as detailed in the plan (below). The Emergency Operations Center (EOC) will be activated if necessary to execute the plan. The Emergency Response Team (ERT) consists of representatives from community safety, computer and information services, environmental health and safety, facilities services, public information, student services, health and counseling, human resources, and food services.

UPDATE AND DRILL

The ERT and designees will review and update the plan(s) each year or more frequently, as needed. ERT members will practice emergency procedures at least annually and will obtain training or re-training as needed.

EMERGENCY RESPONSE TEAM RESPONSIBILITIES

The manner in which District personnel and equipment are utilized during an emergency will be determined by the ERT under the direction of the Chancellor or designee. The ERP will remain in effect until the Chancellor or designee deems the college ready to return to normal operation.

EMERGENCY LEVEL DEFINITIONS AND RESPONSES

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

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

<u>LEVEL 1 EMERGENCY</u> (Least Serious)

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

Examples
- unplanned power outage
- approaching fire, storm, or other natural event
- water pipe break
- unidentified odor
- injured, missing, or deceased individual
- mild pandemic outbreak

Response Profile
- Dispatcher notifies Chief of Police
- Chief of Police notifies Executive Team and Director of Information Technology
- Chancellor or campus 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

<u>LEVEL 2 EMERGENCY</u>

Characteristics
- requires outside assistance, primarily from local services
- may involve large portions or all of campus/District
- 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 Chief of Police
- Chief of Police notifies the Chancellor, President(s) and Executive Team
- Chancellor and/or campus 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
- 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 services and possibly state and federal services
- involves all of campus/District
- 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(s)/District

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

Response Profile
- Contact emergency responders and assist them as needed
- Dispatcher notifies Chief of Police
- Chief of Police notifies the Chancellor, President(s) and Executive Team
- Chancellor and/or campus 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

Supersedes: Procedure 7400.8 - 3/5/81