



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 3 – General Institution

AP 3505 – EMERGENCY RESPONSE PLAN

The District is committed to a safe educational and work environment for all students and staff, as well as the community. Planning, and timely response and communication is a priority in the event of an emergency. Dissemination of information to students, employees, and the community in a consistent and effective manner in the event of an emergency is essential.

1. DEFINITIONS

- a. Emergency: an immediate threat to the health and safety of students or employees.
- b. Timely Notice: communication of an emergency situation in sufficient time to enable students and employees to take appropriate safety measures.

2. COMMUNICATION COMPONENTS

- a. The District's emergency communication response plan is comprised of the following communication components, in which any or all, may be utilized:
 - 1) Telephone calls to home and cellular telephones
 - 2) Text messaging to cellular telephones
 - 3) Email to all students and employees
 - 4) Telephone paging to employee work stations
 - 5) Message posting on District and college websites, and other social media sites
 - 6) Posting on campus/site message boards
 - 7) Classroom announcements
 - 8) Press releases
- b. Timely notice to students and employees of immediate dangers on college/campus/site will be the top priority.

3. EMERGENCY NOTICE

- a. In the event of imminent danger, the College Police will immediately initiate appropriate emergency communications to protect the safety of students and employees.

4. TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

All campuses and administrative buildings of the San Diego Community College District, shall conduct various emergency response exercises on campus each year, such as table-top exercises and tests of its emergency evacuation systems and emergency notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. These tests are announced and/or unannounced and occur, at minimum, once a year at each site within the District.

During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, the evacuation route, designated assembly locations, and the sound of the fire alarm. Students, faculty, and staff receive advance notice, including the date and time of the evacuation drills. In conjunction with scheduled drills, the Chancellor-designated representative shall send an email notification regarding the drill, which includes information

on evacuation procedures. Drills are coordinated through the Chancellor-designated parties as applicable. Documentation of the evacuation and response drills and any noted areas of future improvement shall be provided by the designated party(ies). In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the applicable staff an opportunity to test the operation of the fire alarm system components, or any other tool used during emergency situations.

5. EMERGENCY OPERATIONS PLANS & TIMELY NOTICE

The Emergency Operations Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the Chancellor or their designee(s). The emergency response plan details actions and responsibilities for all employees of the District, including those on the Emergency Operations Center (EOC) staff.

a. Districtwide Emergency Communications

- 1) In the event of an emergency that affects all colleges/campuses/sites, the Chancellor will activate the emergency team to assess the situation and determine the scope of the emergency.
 - a) The Chancellor will initiate the communication protocols throughout the organization.
 - b) The emergency team will determine the content of the communication response, the urgency of the response or timely notice parameters, as well as the appropriate components to be activated.
 - (1) The Executive Human Resources Officer will be responsible for the communication involving employees.
 - (2) The Executive Instructional Officer will be responsible for the communication involving students.
 - (3) The Executive Public Information Officer will be responsible for communication with the media, as well as the content of information on the District website and social media sites.
 - (4) The Executive Operations Officer will initiate the emergency communication system protocols.

b. College/Campus/District Site Emergency Communications

- 1) In the event of an emergency involving one or more college campus, or district site, the Chancellor or President will convene the college/campus emergency team to assess the situation and determine the steps.
 - a) The Chancellor will initiate the communication protocols throughout the organization.
 - b) The Chancellor will make the decision to close the college/campus/site.
 - c) The college Public Information Officer will confer with the Executive Public Information Officer on all communications with the media.
 - d) The Executive Operations Officer will initiate the emergency communication system protocols.
 - e) The President will initiate emergency messages to students via the Executive Instructional Officer, and with faculty via the Executive Human Resources Officer, as needed.

- (1) The content and execution of the communication will be the responsibility of the following:
 - (a) Vice President of Student Services – Students
 - (b) The Vice President of Administrative Services – Employees
- f) The Chief of Police will be responsible for determining if the situation rises to the requirements of an emergency notice. The Chancellor shall be immediately notified.

6. RESPONSIBILITY

Under State law, Title I, Section 3100 of the California Government Code, all government employees are declared Disaster Service Workers who can be called upon in any emergency, subject to such defense activities as may be assigned to them. Federal and State Regulations require all employees of the District to be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

7. EMERGENCY OPERATIONS CENTER (EOC)

In the event of an emergency, an Emergency Operations Center (EOC) will be activated. Government Code §8593.3 defines an Emergency Operations Center as a location from which centralized emergency management can be performed. A Responsible College Official, as identified by the Chancellor, or their designee, will activate the EOC upon declaring an emergency. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC Manager will direct the District's response to the emergency situation and any coordination with outside agencies and requests for outside support.

- a. The EOC staff will be aided in their duties by:
 - 1) Incident Commander
 - 2) Liaison Officer, Public Information Officer, Safety Officer or District Police
 - 3) Operations Chief
 - 4) Planning/Intel Chief
 - 5) Logistics Chief
 - 6) Finance/Administrative Chief
- b. The EOC shall:
 - 1) Declare a major emergency in the event of earthquake, explosion, flood, etc.
 - 2) Assess the overall disaster based on reports from area managers
 - 3) Initiate the emergency notification chain (call back of employees)
 - 4) Mobilize any additional staff to heavily damaged areas
 - 5) Determine the "All-Clear" when the disaster is over
 - 6) Ensure response and recovery operations to address ingress/egress of the area
 - 7) Support medical and psychological safety, and emotional well-being of those impacted.

All press releases will be prepared by the Public Information Officer or their designee(s). In the absence of this person or persons, the Chancellor or designee(s) will designate an individual responsible for this function.

8. PREPAREDNESS

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

9. EMERGENCY CHAIN OF COMMAND

In the event of an emergency situation, it is crucial to have a clear chain of command to ensure continuous leadership and effective decision-making. The Chancellor (or designated Vice Chancellor) shall be the primary authority, overseeing all emergency operations and making critical decisions. If the Chancellor is unavailable or incapacitated, the line of succession shall pass to:

- a. Chancellor (Primary Authority), or designated Vice Chancellor
- b. College President of affected college
- c. Vice President of Administrative Services of affected college

San Diego Community College District Department	Point of Contact
Board of Trustees	Board Office
Chancellor's Office	Chancellor
College Police	Chief of Police
Communications and Public Relations	Vice Chancellor
Educational Services	Vice Chancellor
Finance and Business Services	Vice Chancellor
Operations, Enterprise Services, and Facilities	Vice Chancellor
People, Culture, and Technology Services	Vice Chancellor

Each college is responsible for maintaining its Emergency Operations Plan, including office and personal contact information. The information shall be validated on an annual basis.

10. EMERGENCY ASSEMBLY AREAS

Emergency Designated Assembly areas are listed in the published Emergency Operations Plan for each college and facility within the District, and signs designating the Assembly Areas shall be posted. Assembly areas may change during building and campus renovations, and alternative routes notated. In the event of a major disaster, every San Diego Community College District employee automatically becomes a Disaster Service Worker under Government Code Sections 3100-3101.

11. EMERGENCY OPERATIONS PLAN

Each College and District property shall maintain and implement its site-specific emergency procedures and is responsible for the immediate stabilization, protective actions, and notifications required during an incident. The District affirms that emergency response operations are conducted at the site of the incident. District-level departments provide support, coordination, and resources.

All sites shall maintain an Emergency Operations Plan that aligns with District standards for the following scenarios:

- a. Active Shooter / Armed Intruder
- b. Bomb Threat
- c. Campus Closure / Reduced or Modified Operations
- d. Civil Disturbance
- e. Criminal Emergency/ Violent Behavior
- f. Cyber Security Incident
- g. Disease Outbreak
- h. Earthquake
- i. Explosion
- j. Fire
- k. Flood
- l. Hazardous Materials / Spill Response
- m. Psychological Crisis / Suicide
- n. Severe Weather
- o. Excessive Heat Event
- p. Sudden Death
- q. Utility Failure

The Emergency Operations Plan 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 plans will help:

- a. Protect life and safety
- b. Reduce property and environmental damage
- c. Minimize disruption and economic losses
- d. Shorten the recovery period

12. RESPONSIBILITIES FOR EXECUTING THE EMERGENCY OPERATIONS PLAN

To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents.

13. FOLLOW UP

Following an emergency, the Chancellor and/or President will reconvene the emergency team and review the process and situational response for continuous improvement.

Reference: Education Code Sections 32280 et seq. and 71095;
 Government Code Sections 3100 and 8607 subdivision (a);
 Homeland Security Act of 2002;
 National Fire Protection Association 1600;
 Homeland Security Presidential Directive-5;
 Executive Order S-2-05;
 California Code of Regulations Title 19, Sections 2400-2450;
 Cal/OSHA Regulations Title 24, Part 9
 34 Code of Federal Regulations Part 668.46 subdivisions (b)(13) and (g)

Approved: 2/25/13 (as AP 7415.2)
Revised: Renumber AP 3505 - 7/17/26

Supersedes: AP 7415.2