Kern Community College District
Administrative Procedures
Chapter 3 – General Institution

AP 3505   **Emergency Planning, Preparedness, and Response**

References:
  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;
  34 Code of Federal Regulations Section 668.46 *subdivisions* (b)(13) and (g)

~~**Note**: This procedure is **legally required.**~~

DEFINITIONS

Command Staff – in an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.

Disaster Service Worker – includes public employees and any unregistered person impressed into service during a State of War Emergency, a State of Emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his or her duties.

Emergency – a condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Operations Center (EOC) – a location from which centralized emergency management can be performed. It is the physical location at which the coordination of information and resources to support domestic incident management activities will normally take place. EOC facilities are found at the local government, operational area, region, and state levels in SEMS. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization with a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof.

General Staff – a group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief; Planning and Intelligence Section Chief; Logistics Section Chief; and Finance and Administration Section Chief

Incident – an occurrence or event, either human-caused or by natural phenomena, which requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources. Incidents may, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command System (ICS) – the nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC) – the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Inter-agency Coordination – as it applies to SEMS, means the participation of various agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Master Mutual Aid Agreement (MMAA) – Mutual Aid is provided between and among local jurisdictions and the state under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement. This agreement was developed in 1950 and has

been adopted by California's incorporated cities, all fifty-eight (58) counties, and the State. Under this agreement, cities, counties, and the State joined together to provide for a comprehensive program of voluntarily providing services, resources, and facilities to jurisdictions when local resources prove to be inadequate to cope with a given situation. The agreement states that each party agrees to furnish resources and facilities and to render services to each and every other party to combat any type of disaster. However, no party is required to unreasonably deplete its own resources, facilities, and services in the process of furnishing Mutual Aid. The mutual aid systems, current and planned, form the essential links within SEMS.

National Incident Management System (NIMS) – a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. NIMS provides for a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. (Homeland Security Presidential Directive-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System – NIMS).

Operational Area – one of the five organizational levels in SEMS. An Operational Area consists of a county, and all political subdivisions within the county area. Operational Areas facilitate the coordination of resources between its member jurisdictions. Operational Areas also serve as a communication and coordination link between the Region and State level EOCs and local government EOCs within the Operational Area.

Standardized Emergency Management System (SEMS) – provides for a five-level emergency response organization, activated as needed, to provide an effective response to emergencies involving multiple agencies or jurisdictions. SEMS provides an organizational framework and guidance for operations at each level of the State's emergency management system. It provides the umbrella under which all response agencies may function in an integrated fashion. SEMS is designed to be flexible and adaptable to the varied emergencies that can occur in California, and to meet the emergency management needs of all responders.

Incident Command System (ICS)

1) ICS Structure

   Within SEMS and NIMS, an emergency response organization consists of five Sections. Each one of the five functions has certain roles and responsibilities during a disaster or campus emergency. The Management Division oversees response activities in consultation with the section chiefs of the Operations; Logistics; Planning and Intelligence; and Finance and Administration. Each of these Sections, in turn, has a team or teams tasked with implementing very specific components of the District and College emergency response plan. These teams and their affiliate sections are outlined in the figure below.

Figure – Sample ICS Organizational Chart
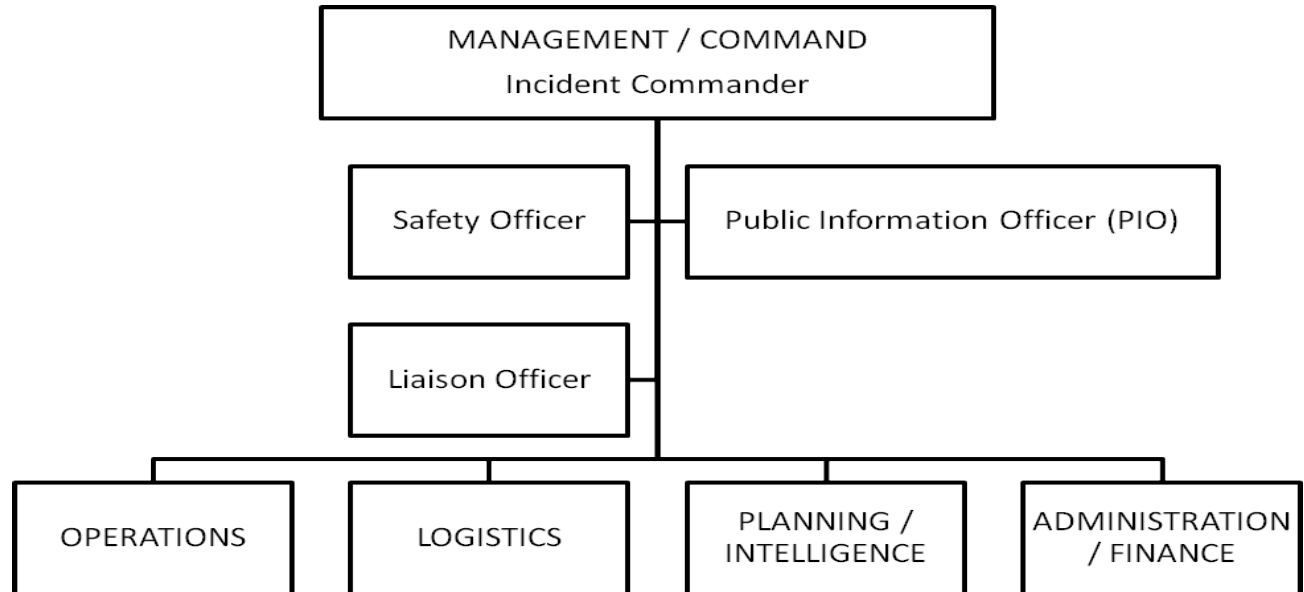
2)   BICS Command Staff Responsibilities

Management and Command — responsible for policymaking with respect to disaster planning and preparedness and for overall coordination of emergency response and recovery activities. This section has four team members, the Incident Commander, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer. During a campus emergency, the Management Team is responsible for coordinating all response activities.

Incident Commander (IC) — responsible for assessing the severity of the incident, establishing management objectives, tracking resource availability, developing and monitoring the response action plan, ensuring proper incident documentation, and assigning and releasing staff as needed.

Public Information Officer (PIO) — acts as the liaison between the school, the media, and the public. The PIO must be aware of all incident response activities and is the only person authorized to speak to the media.

Safety Officer (SO) — charged with the safety of students, staff, and others on campus during response activities. The SO has the authority to stop any response activity that would create an unsafe situation or put anyone at risk.

Liaison Officer (LO) — is the point of contact and coordination between the IC and public agencies and organizations (such as the American Red Cross, or the local utility company) working on campus in support of response activities.

3) CS General Staff (Section Chiefs)

Operations — responsible for response preparedness of Communications, Search and Rescue, First Aid, Student Release/Staff Accounting, Assembly/Shelter, and Maintenance/Fire Teams. During a disaster, this Section directs response activities of all of these teams and coordinates that response with Management and Command.

Logistics — prior to a disaster, this Section is in charge of creating a transportation plan, and ensuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the Section's two teams, the Supplies and Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed.

Planning and Intelligence — responsible for creating the action plans and checklists that will be used by all Sections during crisis response and recovery. This Section is comprised of two teams: the Situation Status Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the operation of the Management and Command section.

Finance and Administration — in charge of creating policy and procedure for documenting costs associated with emergency response. This Section has one team, called the Recordkeeping Team. During a disaster they activate contracts with vendors, keep pay records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state.

The Kern Community College District does not have a law enforcement department and is dependent on local, state, and federal responders. In most major emergencies, the District is subordinate to the designated incident commander who will be assigned by local, state, or federal responders. Only organizational Sections that are required will be activated. The size of the District and/or College Incident Command Team supporting the incident will be dictated by the size and complexity of the incident.

Crisis Management Response Structure
In the event of an emergency, the local Campus Safety Manager will contact the District Chancellor and other local Campus Safety Managers 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 the responsibilities as detailed in the plan (above). The District Chancellor will convene the District Incident Command System (ICS) and activate Emergency Operations Center (EOC) if necessary to participate in the execution of the plan.

Update and Drill
The ICS and designees will review adn update this plan each year or more frequently as needed. ICS members will practice emergency procedures on a regular basis and will

obtain training or re-training as needed.

1) ~~Emergencies and Incidents~~

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 the District website.

All members of the campus community are notified annually that they are required to report any 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. The District *has the responsibility of responding to,* ~~must respond to~~ and summon*ing* the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. *In addition, the local College Campus Safety Manger 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*~~If there is in fact a threat posed to the community, federal law requires that the institution immediately notify. The campus community. Or~~ 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: the local College Campus Safety Manager)*, 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 events 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 messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the District website), public address system, phone calling trees, District website and emergency messages that scroll across computer screens when logged into the District's computer system.]*== *The District will post updates during a critical incident on the District website. Individuals can call the District's recorded information telephone line at (XXX) XXX-XXXX.*

The District's Vice Chancellor, Human Resources or local College Campus Safety

Manager will be responsible for dissemination of emergency information to the larger community through the ALERT system.

Testing Emergency Response and Evacuation Procedures

An evacuation drill is coordinated by the *local College Campus Safety Manager* ~~responsible District or College officer~~ *one time per year* for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. *The local College Campus Safety Manager does not establish locations for evacuation in advance about the designated locations for evacuations because those decisions are affected by the time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the local College Campus Safety Manger and District staff on the scene will communicate information to students regarding the developing situations or any evacuation status changes.* ~~Students will receive information on the scene regarding the developing situation or any evacuation status changes.~~

Evacuation drills are monitored by the *local College Campus Safety Manager* ~~responsible District or College officer~~ and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

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

Overview
This Emergency Response Plan (ERP) provides direction in the event of 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:
- *Protect life and safety,*
- *Reduce property and environmental damage,*
- *Minimize disruption and economic losses, and*
- *Shorten the recovery period.*

T*o ensure effective implimentation of the plan, T*he District and/or College Incident Command Structure shall provide for the combination of facilities, equipment, personnel, procedures, and communications, operating within a common organizational structure,

which is responsible for the management of resources to effectively accomplish the District and/or College stated objectives in response to an incident. *All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this and other associated supporting documents.*

The District's response to a major crisis will be conducted within the framework of this plan except when directed otherwise by the District Chancellor or the District Chancellor's appointed representative. The District's and Colleges' emergency response plans shall provide information on preparedness, prevention, response, recovery, and mitigation policies and procedures. *The plan includes a chain of command that establishes decision-making authority during an emergency.* The District and College emergency response plans shall also provide information on coordinating with the appropriate local, state, and federal government authorities and nongovernmental entities on comprehensive emergency management and preparedness activities.

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 ~~The types of emergencies and incidents covered by the District and College emergency response plans include, but are not limited to the following~~:

- Adverse Weather
- Armed Gunman; Active Shooter; Hostage Situation
- Civil Disturbance
- Criminal; Violent Behavior
- Earthquakes
- Explosion; Bomb; Suspicious Package; Terrorist Threat
- Fire and Threat of Fire
- Flood
- Hazardous Material Incident
- Major Utility Failure or Power Outage (prolonged)

Action related to specific emergency or disaster incidents shall be in accordance with the District and/or College emergency response plan. Nothing in the emergency response plan shall limit the use of good judgment and common sense in dealing with matters not fully covered therein. The District and College emergency response plans shall be subordinate to local, state, or federal incident action plans during a disaster declared by those authorities.

~~Emergency Response Plan Evaluation~~**Update and Drill**

~~Yearly reviews of the~~ District and College emergency response plans shall *be reviewed and updated annually or more frequently, as needed* ~~be conducted~~ to ensure the plans are up-to-date and accurate. This review shall include legislative updates, updates of relevant operational procedures, a review of practical applications, and updates of informational materials to all Kern Community College District staff at all sites. Each year the District and College shall update telephone and fax directories, emails, personnel rosters, resource lists, and physical plant changes affecting the implementation of the

Emergency Response Plan. Changes to the plan shall be made and distributed immediately. *District and College personnel will practice emergency procedures on a regular basis and will obtain training or re-training as needed.*

Emergency Level Definitions and Responses
The following definitions of emergency levels determine the type of response:

Level 1 Emergency (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*
- *potential impact on health, safety, or property*
- *may interrupt classes and college operations for a limited time (up to a half day)*

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

Response Profile
- *Dispatcher notifies Director of Safety & Chief Technology Officer*
- *Director of Safety notifies Executive Team*
- *District Chancellor and Director of Community Safety decide whether or not to activate ICS 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 website 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 structure damage)*
- *bomb threat*
- *hazardous materials release/spill*
- *widespread/prolonged power outage*
- *violence or civil disturbance*

Response Profile
- *Dispatcher notifies Director of Safety & Technology Officer*
- *Director of Safety notifies the District Chancellor*
- *Director of Safety activates ICS 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 website*
- *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 Director of Safety and Chief Technology Officer*
- *Director of Safety notifies the Executive Team*
- *Director of Safety activates the ICS 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 website*
- *Activate emergency website 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 campus 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*

2) Emergency Response Priorities

During an incident, emergency response priorities shall be designated as Priority One, Priority Two, or Priority Three according to the following:

a) Priority One — Preservation of Life Safety (e.g., evacuation, medical care, shelter, etc.)
b) Priority Two — Protection and Maintenance of Property
c) Priority Three — Recovery and Return to Pre-emergency Operations

3) Emergency Response Levels

An emergency event or incident at the District and/or College shall be designated as a Level 1, Level 2, or Level 3 situation according to the following:

a) Level 1 — a localized, contained incident that is quickly resolved with internal resources or limited help.

1. Emergency Level 1: Minor Emergency
This is defined as any isolated incident, which will not seriously affect the overall functional operation of the District and/or College site. These may include minor electrical failures, individual medical incidents, or a minor hazardous material spill. The District and/or College Emergency Operations Center (EOC) may not be activated. The primary response coordination is by the first responding personnel, a building emergency team member, or public safety. During an Emergency Level 1 situation, single building

evacuations may occur and the involved personnel may call 9-1-1. In all cases, Public Safety shall be called for assistance and to document the incident.

b) Level 2 — a major emergency that impacts portions of the District and/or College campus, and that may affect mission-critical functions or life safety.

1. Emergency Level 2: Major Emergency
This is defined as any on- or off-District or College site incident that could disrupt the operation of the District and/or College site. Major emergencies are typified by campus impact, including disruption of instruction or key services. These may include an uncontrolled fire, an explosion, an uncontained hazardous materials accident, an earthquake, a major utility outage or disruption, a bomb threat, and certain criminal acts or civil unrest. The District and/or College Emergency Operation Center (EOC) may be activated during Level 2 emergencies.

c) Level 3 — an emergency that involves the entire District and/or College and surrounding community.

1. Emergency Level 3: Disaster
This is defined as any event or occurrence on- or off-District or College site that has seriously disrupted, or has the potential to seriously disrupt, District and/or College operations and functions. These may include a regional utility outage, a major earthquake, a major hazardous materials accident, community flooding, uncontrolled wildfire, or large-scale civil unrest. At this emergency level, it is anticipated the response and resource capabilities will be exceeded and overwhelmed.

Additional Resources/Information

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

Federal Emergency Management Agency
www.fema.gov

Red Cross
www.redcross.org

The Office of Homeland Security
www.whitehouse.gov/homeland/

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

Disaster Help

The Disaster Help website is an initiative of the federal government is aimed at greatly enhancing disaster management on an inter-agency and inter-governmental basis. www.disasterhelp.gov.