

**Section Three—Business Services
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies: [3A1](#) (re: Budget Development)

[3A1A6](#) (re: Budget Development)

Procedures: None

Appendices: None

BP 3D General Management

Proposed Addition to
Kern Community College District Board Policy Manual
Section – Three – Business Services

Governance Process:

Reason for Revision: To Establish District Policy

3D General Management

~~3D1 Emergency Procedures—Each College shall prepare general guidelines for emergency situations.~~

~~3D1A — The College President is responsible for the establishment of fire safety regulations to be used in the event of a fire. (Education Code Sections 32000-32004)~~

~~3D1B — The College President is responsible for the establishment of safety procedures in the event of an earthquake.~~

~~3D1C — The College President is responsible for the development of a plan of action dealing with bomb threats and/or possible explosions. This plan must be reported in writing to the Chancellor.~~

Each College and the District Office shall have emergency response and evacuation procedures for notifying the campus community 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 the campus.

The Chancellor and College Presidents 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 and College Presidents 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 Colleges and District Office must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

3D2 Publications ~~(Revised May 19, 1994)~~

3D2A Regulations established by the College President shall govern publication and distribution of official publications, signs, posters, handbills, books, magazines, newspapers, and recruitment materials.

3D2B Publications of a sectarian, partisan, or denominational character may be issued and distributed for sectarian, partisan, or denominational purposes provided that such activity is carried on in a manner which does not impede the orderly conduct of College classes and programs and shall be subject to rules and regulations of the Board of Trustees. No publication which advocates the commission of an unlawful act may be issued or distributed under this section. (Education Code Section 76120)

3D3 **Retention and Destruction of Records** *(Added May 19, 1994)*

- 3D3A** Records are all books, papers, data processing output and documents of the District.
- 3D3B** Records shall be retained and disposed of according to law and regulations.
- 3D3C** The Chancellor or designee *annually* shall periodically review and classify records of the District. See Procedure 3D3(a) of this Manual for Classification of Records.

Reviewed by Admin 03/31/14
Reviewed by Admin 04/21/14
Reviewed by Ch. C. 11/18/14