

***WEST KERN COMMUNITY  
COLLEGE DISTRICT***

**EMERGENCY  
OPERATIONS PLAN**



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*West Kern Community College District*

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## DISCLAIMER

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The material presented in this emergency operations plan, including all supplemental materials have been written in accordance with federal and state guidelines and makes every effort to be in compliance with local, state and federal mandates, guidelines, regulations, laws, and current standards. It is not the intent of this Plan to replace or void other mandated plans or operational directives. For example, this Plan is not a tactical manual for law enforcement or an operations manual for fire fighters or hazardous materials specialists responding to events on campus. This Plan cannot anticipate all possible emergency events or situations and emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals and where relevant, legal counsel. To remain current, this Plan should be reviewed annually and changed or updated as necessary. The members of the Incident Management Team and other elements identified by the district's Emergency Operations Plan should test this Plan and its various elements through training and exercises. Conditions may develop during operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

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## ASSUMPTIONS

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The district Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered on a campus during a significant incident or disaster. The following are general guidelines:

**A major incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning.**

Since events in an emergency are not predictable, published emergency operations plans *will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.*

Disasters may affect widespread areas, therefore city, county and federal emergency services may be delayed or unavailable. The district can expect a delay of 72 hours or considerably longer before off-campus emergency services resources become available.

A state of emergency may be declared if current conditions or information indicates that such a condition is developing or is probable. Only the CEO or other authorized official in their absence may declare a campus state of emergency when conditions warrant such a declaration. *Declaring a state of campus emergency gives the district the right to restrict access to the campus to authorized persons (per the penal code).* Violators who do not leave when requested or attempt unauthorized entry may be arrested.

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## **AUTHORITY—EXTENSION OF STATE EMERGENCY PLAN**

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The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” This district Emergency Operations Plan is, therefore, considered to be an extension of the State Emergency Plan.

The authority of the district to respond to emergencies and disasters is governed by:

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California;
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Incidents.
- [Presidential Policy Directive / PPD-8: National Preparedness](#)
- Authority granted from the State Chancellor of the California Community College System.
- Other relevant statutes including those cited in the appendix “Laws, Codes, and Legal References”.

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## **INTRODUCTION AND PURPOSE**

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This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for the West Kern Community College District. This Plan will be used in conjunction with additional site-specific maps and operational information for all covered entities within the district.

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For brevity and clarity the district Emergency Operations Plan is henceforth referred to in this document as ‘this Plan’ or ‘the Plan’ and will be interpreted to include all entities administered by the district and apply to all employees. Entities include but are not limited to offices, accredited and non-accredited sites where the district has primary responsibility for use and management. This Plan will use the term “district” and will apply to all affected entities and the term “campus” is meant to be any accredited or non-accredited facility. “CEO” is meant to be either the district chancellor or college Superintendent/President where relevant. The term “employees” is meant to include all faculty, staff, and board of trustee members directly associated with the district. “District Public Safety” (DPS) is intended to mean all sworn and non-sworn personnel whose primary task is protection of life safety, property and the environment.

This district is a single college district whose CEO is the Superintendent/President. The Superintendent/President has responsibility for day-to-day operations and emergency management including mitigation, preparedness, response and the recovery.

The emergency operations plans for satellite facilities where a non-district entity has managerial responsibility is located in the Attachments section of this plan, when available or practical.

This Plan addresses how the district will respond to extraordinary events, major incidents, or disasters, from mitigation and preparation through response and recovery and is intended to be in compliance with state and federal guidelines and policies including but not limited to SEMS and NIMS.

The response to significant incidents or disaster situations shall be conducted within the guidelines provided in this Plan. All employees of the district have access to this Plan and are expected to understand the policies, procedures, and methods contained in this Plan before a significant incident or disaster occurs. Training is to be provided to personnel as required, and periodic exercises are to be used to test the Plan, procedures, and readiness of district employees.

This Plan describes the Incident Management Team, complete with titles, job descriptions, and duty checklists. The organization is based on the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS), which provide clear line of authority, direction, and communication during emergencies. The organizational structure is capable of adapting to any significant incident or disaster to which employees, the district and/or emergency response agencies would be expected to respond. It provides for common terminology, simplifies multi-jurisdictional response and also provides flexibility to expand or contract in a rapid and logical manner as organizational needs of the situation increase or decrease.

The entire district or individual campus involved in the same significant incident or disaster will use the ICS system. In the event of a localized emergency, such as one limited to a single building or area, the ICS can be implemented by appropriate personnel present at or responding to the scene.

The Emergency Operations Plan is for significant incidents or disasters and is designed to protect lives and property through effective use of pre-planning and training, exercises and drills, and available personnel and resources during emergency operations. The Plan is placed into operation whenever a natural or human-caused significant incident or disaster affects the district that exceeds normal or routine operations. The Plan's purpose is to:

- Protect the health and safety of students, employees, and visitors;
- Protect personal and district property;
- Protect the environment;
- Preserve the orderly continuity of district functions;
- Establish lines of authority, responsibility, functions and operations of the district during emergencies;
- Provide contingency plans for disasters and major emergencies, which may affect the district;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies;
- Identify the district's role for mutual aid to the city/county during a major incident; and
- Coordinate emergency operations with other emergency response agencies.

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## **ORGANIZATION AND ADMINISTRATIVE AUTHORITY**

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All employees are vital to the success of the Emergency Operations Plan and are designated "Disaster Service Workers," subject to such disaster service activities as may be assigned to them by supervisors, incident management or by law (Government Code, Section 3100-3101).

### **Emergency Organizational Structure**

The structure of the emergency organization is based on the following:

- Clear lines of authority and effective channels of communication;
- Simplified functional structure;
- Incorporation of all available personnel and resources into the emergency organization; and
- Continuous effective leadership at the administrative level.

In most situations, the first qualified person on the scene will assume control as the Incident Commander (IC) until relieved by designated and trained IC. Responding emergency service personnel, such as fire or law enforcement, will assume the responsibility of containment and/or control in certain situations. The Incident Command System shall be used for any incident requiring an organized and systematic emergency response. As individuals report to the incident command post (ICP or the emergency operations center {EOC}), the ICS structure will grow to meet the needs of the incident.

Changes in the organizational structure may be required to satisfy specific situations. The Incident Commander or Emergency Operations Center Director will confirm such changes. As qualified employees become available they will fill necessary vacant positions of authority. Also, as necessary, the Incident Commander or EOC Director can delegate tasks to trained alternates. This delegation will reduce response time during a significant incident or disaster. While smaller incidents may necessitate the establishment of only an Incident Command Post (ICP), the district will designate a location on campus for an Emergency Operations Center (EOC), equip the EOC, and maintain it as part of planning and preparation prior to a major incident or disaster. This does not preclude the Incident Commander (IC) from changing the location at the time of the incident due to safety and/or logistical needs or requirements.

The district's primary responsibility is to aid the campus in time of a major incident or disaster. Their role is to obtain, deliver, and coordinate needed resources to the affected campus site. There is no prohibition for a joint college-district EOC so long as the district maintains the support role assisting the campus on an as-needed basis during and after a major incident or disaster.

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## LEVELS OF EMERGENCY

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The following terms define the general scope and status of emergency situations as determined by the Incident Commander (IC). Emergency level designations help provide the incident management team and the campus community with a quick, broad definition of the intensity of the current situation. An emergency level designation could, and probably will, change as the situation is clarified and response efforts progress.

**Stand By** The situation does not require immediate Incident Command Post (ICP) or Emergency Operations Center (EOC) activation; however, it could escalate to a higher emergency level, and/or it may require immediate "rumor control" response. IC contacts Incident Management Team (IMT) members, briefs on current situation and provides direction if necessary.

**Level One** The situation is determined to be a real or perceived threat to the health, safety and welfare of the campus community and/or the campus buildings and grounds, which requires a coordinated, but limited emergency response beyond the scope of routine operations. IC activates a limited ICP or EOC, notifies appropriate IMT members, and directs necessary actions based on the Emergency Operations Plan until emergency or threat no longer exists. This level often requires outside emergency service evaluation and/or action.

**Level Two** The situation has caused numerous personal injuries or fatality(ies) and/or significant facility damage, which require full involvement of the IMT members to successfully manage containment and recovery. IC activates an EOC, notifies all primary IMT members, and directs

necessary actions based on the Emergency Operations Plan until the emergency or threat no longer exists. This level always requires outside emergency service action and could require mutual aid support.

**Level Three** The situation has caused massive casualties and/or facility damage, which requires full involvement of the IMT and all available staff, in addition to student and community volunteers to successfully manage containment and recovery. IC activates a full EOC, notifies all IMT members, and directs necessary actions based on the Emergency Operations Plan until emergency or threat no longer exists and "all clear" signal has been given. This level always requires outside emergency service action and mutual aid support.

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## **PREPAREDNESS FACTORS**

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### **Mutual Aid and Agreements**

Mutual aid, including personnel, supplies and equipment, will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement (JPA) and other written agreements.

Designated campus Incident Command (IC) Section Chiefs and Emergency Operation Center (EOC) Section Chiefs are responsible for written agreements, protocols and/or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, non-profit organizations and commercial establishments (public and private), which may provide support to and/or recovery from an major incident or disaster. Copies of all such agreements will be filed at the district CEO's office and in Attachments section of this Plan.

### **Training**

All employees are to attend required training that complies with legal disaster preparedness and response requirements. Employees will also be given information on procedures for emergency evacuations, and reporting/handling emergencies (e.g., fire, earthquake, campus violence, hazardous materials spills, etc.), and their role as a Disaster Service Worker. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to an incident command post, emergency operations center or have a specific response function will be given additional training to aid them in their duties and responsibilities.

### **Types of Emergencies**

Potential significant incidents or disaster situations addressed in this Plan, together with supporting information and contingency plans, may include:



- Aircraft Crash
- Barricaded Suspects(s), Shooting, Gunman and Sniper
- Bomb Threat or Detonation
- Civil Disturbance or Demonstration
- Earthquake
- Evacuation
- Fire and Explosion
- Flooding
- Hazardous Materials Incident
- Severe Winds/Storms
- Utility Failure

Additional significant incidents or disaster situations may be added to this Emergency Operations Plan as necessary or required.

### **Priorities**

In the event of a major incident or disaster, the district has established the following priorities for response actions. The following are in priority order:

- **Protection of life:** Evacuation and/or rescue operations from hazardous areas, shelter-in-place, and containment of life-threatening hazards.
- **Care and treatment of casualties:** Providing first aid care to the sick and injured. This may include short-distance transport to Triage or Medical Aid Stations.
- **Preservation of property and resources:** Containing and eliminating risks to facilities and systems that could cause serious property loss or environmental damage beyond that already sustained.
- **Providing information:** Dissemination of warnings and emergency information to stakeholders and public.
- **Restoration of essential services:** Restoring essential functions, services, and facilities to allow continuity of basic operations.
- **Assisting community recovery:** Assisting employees, students, and the surrounding community in recovering from the significant incident or disaster.

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## **PROCLAMATION OF CAMPUS STATE OF EMERGENCY**

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Proclaiming an official state of emergency gives the CEO the right to control access to campus property or facilities, including removing or authorizing the arrest of persons who trespass or interfere with emergency response or engage in criminal activities such as looting.

The authority to proclaim a campus state of emergency rests with the campus CEO, but to avoid any unnecessary delay, in their absence the authority may be designated using the succession list below. The proclaiming official must complete and sign a *Proclamation of a Campus State of Emergency*.

1. College Superintendent/President
2. Executive Vice President, Administrative Services
3. Vice President, Student Services
4. Vice President, Instruction
5. On-Duty Evening or Weekend Campus Administrator/Supervisor, if one is assigned

In the President's absence, the first administrator from the above list who can be reached will be the acting Incident Commander until the Incident Management Team assembles to assume control.

During any major campus emergency, District Public Safety in collaboration with district employees present shall immediately begin appropriate procedures to meet the emergency and safeguard persons and property. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or which involve district property, District Public Safety will attempt to determine the extent of any damage to district property. District Public Safety shall also consult with the CEO, designated administrator or Incident Management Team regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this proclamation is made, only registered students, faculty, staff and affiliates (e.g., persons required by employment) are authorized to be present on campus. District Public Safety will ask those who cannot present proper identification (registration or employee/student identification card, or other identification) showing their legitimate business on campus to leave the campus.

The CEO or his/her designee is authorized to order evacuation of all or part of the campus and direct students, faculty, staff, and affiliates to evacuation zones or to leave campus.

*Unauthorized persons remaining on campus may be subject to arrest in accordance with the California Penal Code. Authorized personnel include (but are not limited to) College and District administrators and managers, faculty and staff members who have been assigned emergency response duties, and mutual aid personnel (e.g., American Red Cross, law enforcement, fire fighters, CERT members from adjoining jurisdictions, etc.). All others must be issued an emergency pass by District Public Safety before being allowed to enter the immediate disaster site.*

**PROCLAMATION  
OF A  
CAMPUS STATE OF EMERGENCY**

WHEREAS, THE WEST KERN COMMUNITY COLLEGE DISTRICT Emergency Operations Plan empowers the Superintendent/President or their designee to proclaim a Campus State of Emergency, when the campus has been affected by a significant incident, major emergency or disaster; and

WHEREAS, the Superintendent/President or their designee does hereby find:

That conditions of peril to the safety of persons and property have arisen within the \_\_\_\_\_ campus caused by \_\_\_\_\_, commencing at or about (location) \_\_\_\_\_, on the date of \_\_\_\_\_ at approximately (time) \_\_\_\_\_, warranting the necessity for, and proclamation of, a Campus State of Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the Superintendent/President of the West Kern Community College District or their designee.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of Kern, City of Taft, and the office of the Superintendent/President of affected College(s).

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Date

Superintendent/President, or designee

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## ACTIVATION OF EMERGENCY OPERATIONS PLAN, INCIDENT COMMAND SYSTEM & IMT NOTIFICATION

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### Activation of this Emergency Operations Plan

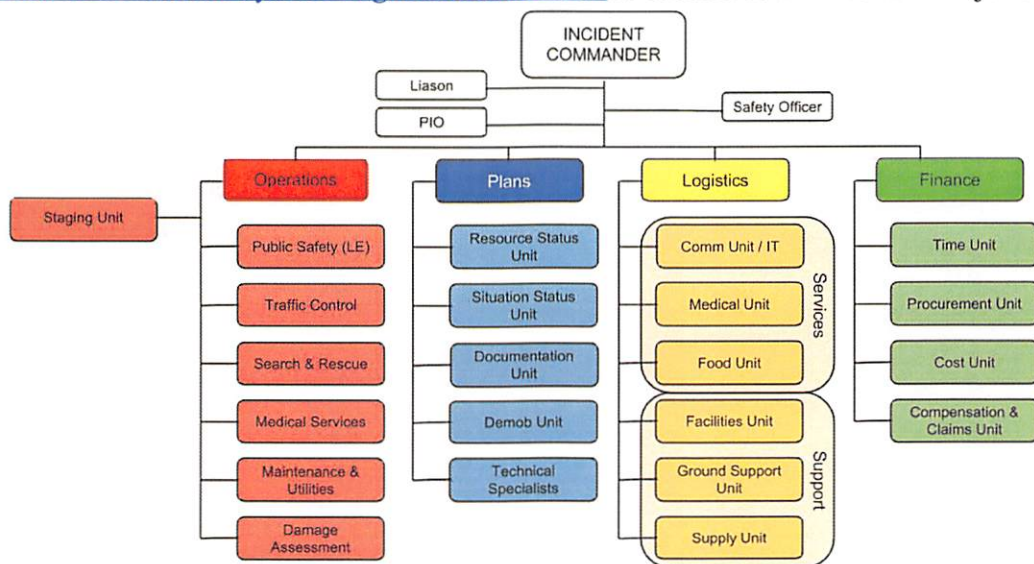
Upon receiving notification from District Public Safety, other law enforcement or fire agencies, the district, or any other verifiable and credible source that an emergency does or may exist, or in response to a local, regional, state, or federal declaration of emergency that affects or involves the district, the CEO or their designee, will quickly assess the magnitude of the emergency. If necessary, a response will be initiated, relevant elements of this Plan activated, and the appropriate Incident Management Team (IMT) members will be ordered to establish an Incident Command Post (ICP) or report to the Emergency Operations Center (EOC). The IC can activate other district-based emergency response personnel.

### Notification of Employees and Students

The IC, with consultation from IMT Section Chiefs, will determine appropriate campus safety response and notify all stakeholders or field contact personnel (Building Monitor Team Leader and Building Monitors) through the most direct, efficient, and available communications method (emergency notification system, classroom emergency phones, email, website, social media, phone tree, public address system, radios, bullhorns, runners, etc.). This information can include response instructions and/or situation reports.

### Incident Command Structure

The [Incident Command System Organizational Chart](#) is broken down into five major sections:



The ICS structure is vertical with all responsibility and duties initially placed with the Incident Commander. As the needs of the major incident or disaster are identified, the Incident Commander will activate any of the four sections. Next, each section chief will activate units within their section as needed. If one individual can simultaneously manage all positions within his or her responsibility, no other positions will be activated.

Employees who are assigned roles in the Incident Command System will need to receive training and practice to perform their tasks smoothly in an emergency.

### **Incident Command Post (ICP)**

If the emergency involves only one building or a small part of the campus or in the initial phase of a major incident or disaster, an alternate to full EOC activation is to stage an Incident Command Post (ICP). This can be achieved by strategically placing a command vehicle (e.g. District Public Safety patrol car) with communications capability as near to the emergency scene as is safe and appropriate. This ICP will be staffed and have the minimal necessary equipment and supplies to be functional and operational. This equipment can be obtained from the EOC and/or Disaster Cache and may include:

- Barricades, barrier tape, and signs for the scene.
- Portable campus radios, mutual aid capable radio and FRS radios.
- Cell and satellite phone.
- Portable public address system.
- Small Incident Command kit.
- Campus telephone directory, Emergency Operations Plan
- Pop-up shade shelters

### **Emergency Operations Center (EOC)**

The Incident Commander (IC) can request activation of the EOC based on a "standby level" emergency. If the IC declares a Level 1-3 incident, the campus EOC will be activated. The EOC is a facility for centralized direction and control of the emergency organization and the campus community.

**Primary EOC: Human Resources / Switchboard area**

**Secondary EOC: Maintenance and Operations**

If none of the above are available, the IC and/or the Operations Chief will select an alternate location. At least one member of the Incident Management Team or their cadre is to staff the EOC at all times until the emergency situation ends. To the extent possible, the EOC will be equipped with emergency power generators, lighting, mobile radios, satellite, cellular and conventional telephones, Internet, and the Incident Command kit.

## **Telephones**

Conventional telephone lines will be designated as “essential service lines”, which may provide for usage in the event of a system overload. Phones will only be of value as long as phone service is not disrupted. Cellular telephone service will also be employed. This too, assumes that the infrastructure still exists and that the systems are not overloaded.

## **Radio Equipment**

If available, the communications cache will be staged at the ICP or EOC and will be equipped with a minimum of one (1) campus radio. This radio will be capable of broadcasting on all campus and district frequencies and the Taft Police Department primary channel. Campus radios are deployed in strategic locations throughout campus and can be used for this purpose. Radio deployment locations are listed in the attachment titled Master Safety Document.

## **Basic ICS equipment and materials at Primary and Alternate sites**

Each ICS Section will have a box designated for that function. The box will contain the necessary position vests identifying the function, hard hats and other relevant safety equipment, a copy of the Emergency Operations Plan, a checklist of responsibilities for the position, required clerical and incident documentation materials, and any other necessary supplies and equipment needed or unique to that function.

## **Equipment and materials that will be made available to the ICP or EOC during the time of a major incident or disaster:**

- Any unassigned district/campus radios.
- District-owned equipment and materials stored on campus.
- Facilities and Maintenance equipment and supplies not already in use for emergency response.
- All District-owned equipment or supplies taken must be documented for later replacement or reimbursement.

## **Medical Aid Stations**

Triage sites are generally located near the site of major incident or disaster. After triage and limited treatment, patients are generally transported to medical facilities nearby. In cases of an major incident or disaster where this transport is not possible or will be delayed, patients will be transported to the on-campus medical aid stations. The location of the medical aid stations are:

**Primary: Gymnasium**  
**Secondary: Softball Field**

If none of the above are available, the IC and/or the Operations Chief will select an alternate location.

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## **FACULTY AND STAFF RESPONSIBILITIES**

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### **Superintendent/President**

The CEO or their designee is responsible for the safety of district property and its stakeholders and for policy direction during and after a significant incident or disaster. They are responsible to ensure that the IMT is appropriately trained, exercised, and prepared to assume control of the incident.

### **Administrators, Deans, and Division Chairs**

Every administrator, dean and division chair may appoint a specific person(s) as Building/Facility Monitor for every area under their control, and has the following general responsibilities prior to and during any emergency:

Before the Emergency:

- Develop and maintain a "telephone tree" for notifying all departmental or area employees in case of an emergency. This contact list will include home and cellular phone numbers and personal email addresses. These lists contain personal information and must be safeguarded. Develop and maintain a list of employees who would be on duty at any particular time. Have instructors maintain current class attendance rosters.
- Work with district Emergency Services Coordinator to develop and integrate site or building specific emergency response plans into the district Emergency Operations Plan and make available to all employees with follow-up discussions, on-the-job training or explanation as required. Plans should include basic procedures for alerting stakeholders, evacuation, establishing head count, locating emergency supplies, and other procedures specific or appropriate to each building.

Ensure that all employees know of the presence and location of any emergency equipment (e.g., bullhorns, first aid kits, emergency lighting, etc.) staged in the building. This equipment must be stored in a location that is both available for immediate emergency use and secure from tampering or unauthorized removal or use. Building Monitors are responsible for periodic inspection to ensure this equipment remains in working order at all times.

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Emergency Situations:

- Inform all employees under your direction of the emergency condition.
- Evaluate the impact the emergency has on your activity/operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to:
  - Injuries: first aid needs, employees or students trapped or missing;
  - Facility damage: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems or hazards; and
  - Hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency communications (telephone, radio, runner, etc.) with the ICP or EOC.
- Have all employees under your supervision keep a log ([ICS 214](#)) of activities and hours worked in order to receive FEMA reimbursement.

**Faculty and Supervisors**

Each faculty member and staff supervisor has the responsibility to:

Before the Emergency:

- Attend required basic major incident/disaster training and become familiar with the district's Emergency Operations Plan and the emergency response procedures that apply to their work area.
- Educate their students or coworkers concerning emergency response procedures as well as evacuation procedures for their building and/or area.
- Inspect and evaluate their assigned building facility or area in advance to determine the impact a fire, earthquake, active shooter, or other major event could have. Report all safety hazards to the district Facilities and Maintenance Department. Submit service requests to correct hazards to the Facilities and Maintenance Department.

Emergency Situations:

- Inform their students and/or staff of the emergency and initiate emergency procedures as outlined in the Emergency Operations Plan. Follow directions given by campus managers or administrators, District Public Safety, Emergency Services Coordinator, or other authorized emergency personnel (law enforcement, fire fighters, etc.).
- Keep a log ([ICS 214](#)) of hours worked and your activities for FEMA.



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## INDIVIDUAL RESPONSIBILITIES & INSTRUCTIONS FOR EVERY DISTRICT EMPLOYEE

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### Disaster Service Workers

*California Government Code* (Sections 3100 & 3101) declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or the law. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. This law applies to public school employees in the following cases: 1) when a local emergency has been proclaimed, 2) when a State emergency has been proclaimed, or 3) when a federal disaster declaration has been made.

These laws have two ramifications: 1) public school employees may be pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours; and 2) in those cases, their Worker's Compensation Coverage becomes the responsibility of the state government (CalEMA). The district, however, pays their overtime pay. These circumstances apply only when a local or State emergency has been proclaimed or declared.

#### Before the Emergency:

- Arrange to have an out-of-area telephone contact number for family members to call in case local phone system shuts down lines within the immediate area.
- Considering the potential of infrastructure failure subsequent to a major region-wide incident or disaster, the employee (DSW) should make necessary contingency plans and preparations for themselves and their family members should the employee (DSW) be unable to return home for three days (or considerably longer) after a disaster. This should include but not be limited to: child and elder care, pet care, personal needs, etc.
- The employee (DSW) must attend all mandated emergency preparedness and response training. Each employee is strongly urged to participate in additional training that includes but is not limited to: first aid and CPR, search and rescue, ICS, etc.
- Employee (DSW) is strongly urged to have a personal cache of emergency supplies and equipment stored in their vehicle or other disaster resistant location that includes but is not limited to: 5-7 days' worth of food, water and medications, extra eye glasses, a sleeping pad and blanket or sleeping bag, a change of clothes including work clothes and gloves, comfortable walking shoes, small personal first aid kit and sundries, battery operated light, and radio.

#### Emergency Situations:

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- If the employee is a member of the district IMT, assist in immediate emergency response in their area or where they are located at time of the major emergency or disaster (e.g., help with evacuation, rescue, medical assistance if properly trained) but respond to their pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in your area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).
- Stay on campus or return to campus if possible, to assist in emergency/disaster response. Much work will need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist Red Cross shelters if requested, and ultimately reopen the campus. The special skills possessed by campus and district employees will be required to accomplish these goals.
- Keep a log ([ICS 214](#)) of hours worked in disaster response and activities involved in or accomplished. The log will assist the district in cost recovery for emergency response expenses. The log will be added to the permanent record of the disaster response effort, which is necessary for future emergency planning and legal challenges, which may result from the district's method of handling the disaster.
- Realize that in a significant incident or major disaster, it may be safer to remain on campus than to attempt a dangerous trip home on impassable or damaged roads.

### **Post Disaster Shelters**

Schools are required by both federal statute and state regulation to be available as shelter sites following a disaster. The American Red Cross has access to schools in damaged areas to set up its mass care facilities, and local governments have a right to use schools for the same purposes.

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## **DURING A MAJOR INCIDENT OR DISASTER**

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### **Warning Phase**

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the district will initiate actions to increase its readiness. During this phase, action is taken to warn and/or evacuate endangered occupants and, if reasonable, to protect property. The district CEO or their designee is notified immediately. Events that may trigger increased readiness activities include, but are not limited to:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood or potential dam failure advisory;
- Receipt of special severe weather statement;
- Issuance of utility failure or shutdown advisory;

- Conditions conducive to local severe wildland fires, such as the combination of high heat, strong winds, and low humidity;
- Incident in adjacent area or municipality (with activated mutual aid) that has potential to affect the campus;
- An significant hazardous materials incident; and
- Information or circumstances indicating the potential for acts of violence, civil disobedience or terrorism.

The Emergency Operations Plan will be activated as needed, at the direction of the Incident Commander (IC). Increased readiness activities may include, but are not limited to, the following activities:

- Briefing of CEO and the Incident Management Team on the situation;
- Reviewing and updating elements of Emergency Operations Plan;
- Increasing public information efforts to employees, students, other stakeholders or community; methods may include updating and/or activating (loading) web pages to campus or district web site, use of mass notification system, classroom emergency phone, etc.;
- Accelerating training efforts;
- Inspecting critical facilities and equipment, including testing warning and communications systems;
- Hardening critical facilities and equipment to reduce loss or damage;
- Warning threatened members of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing special teams and/or recruiting additional staff and Disaster Service Workers and pre-positioning resources and equipment; and
- Establishing or activating Emergency Operations Center and/or staging areas.

### **Impact Phase**

If there is no prior warning, the first response is usually by those persons at the scene and/or by fire and/or law enforcement units with the emphasis placed on minimizing the effects of the major incident or disaster. Generally, emergency responders will be best equipped to establish a field-based incident command post with an Incident Commander (IC) in charge. The Incident Commander may decide to increase the level of response. The Standard Emergency Management System (SEMS) and National Incident Management System (NIMS) will be used.

When demands of the significant incident or disaster exceed the capacity of local resources and additional personnel and/or materials are required to respond, the IC may request mutual aid. "Mutual Aid System" means the system that allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, regions, and the state with the intent of providing adequate resources to requesting agencies. Mutual aid includes requesting aid from the district, other community college districts, the City/County Office of Emergency Services, or the City and/or County Emergency Operations Center (EOC). Fire and/or law enforcement will request and render aid through established channels. Additional aid is generally requested through the City and/or County Emergency Operations Center (EOC),

depending on the nature and extent of the significant incident or disaster. Within the framework of the California Disaster and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators may operate from the district EOC, such as fire, search and rescue, law enforcement, medical, and public works. If the situation warrants, a local state of emergency may be proclaimed by the campus or district, an ICP or EOC activated and staffed, and the City and County Emergency Operations Center advised.

Examples (not necessarily in specific order) of initial response activities include, but are not limited to:

- Making all necessary notifications;
- Disseminating warnings, emergency public information, and instructions to the district stakeholders;
- Conducting evacuations and/or search and rescue operations;
- Treating the injured and caring for displaced persons;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of vehicles or people and unnecessary access to affected areas;
- Establishing a unified command;
- Coordinating with local, state, and federal agencies working in the field;
- Developing and implementing incident action plan(s); and
- Transmit status updates to Operational Area as needed.

### **General Criteria to Activate an EOC**

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff will support field response personnel in mitigating the effects of the major incident or disaster.

Examples of when to activate and open the campus EOC include but are not limited to:

- Required resources are beyond local capabilities;
- The significant incident or disaster is of a long duration (more than a few hours);
- Major policy decisions may be needed;
- A local, regional, state or federal emergency affecting the district is declared;

EOC staff (Incident Management Team) will be organized around the five Standard Emergency Management System (SEMS) functions:

- Incident Commander
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

Examples of extended response activities may include but are not limited to:

- Preparing detailed damage assessments;
- Operating mass care facilities;
- Operating a mass vaccination or immunization facility;
- Conducting and/or assisting with coroner operations;
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring vital utility services;
- Tracking resource allocation;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing incident action plans for extended operations;
- Dissemination of emergency public information;
- Declaring a local emergency;
- Prioritizing resource allocation; and
- Coordinating between agencies.

### **Policy Group**

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the college Superintendent/President and vice presidents (and others at the discretion of the CEO). The incident commander or EOC Director will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus and district during an extended incident and through the recovery phase. Examples include monetary policy, when to reopen the campus for classes, how to proceed with rebuilding, dealing with the death of students or employees, etc.

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## **AFTER AN EMERGENCY**

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### **Recovery Phase**

As the immediate threat to life, property, and the environment subsides, the rebuilding of the district will begin through various recovery activities. This plan does not specifically identify the district's recovery operations.

Recovery activities involve the restoration of services and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent

future occurrences of a given threat facing the district. The district will be involved in recovery activities.

The County Office of Emergency Services will facilitate with local, state, and federal officials to coordinate local, state, and federal assistance programs and establishes support priorities.

If major damage has occurred to district infrastructure or property, a recovery committee will be formed at the direction of the CEO to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate representation from the affected district.

The Recovery Phase includes but are not limited to the following objectives:

- Reinstatement of district and program objectives and goals;
- Restoration of essential services and facilities;
- Restoring all utilities;
- Permanent restoration of damaged or destroyed property;
- Restoration of normal district services;
- Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs;
- Establishing and staffing Local Assistance Centers and Disaster Assistance Centers; and
- Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.

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## **AMERICANS WITH DISABILITIES ACT COMPLIANCE AND POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS**

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Populations with disability, access and functional needs include those members of the community that may have additional needs before, during, and after a major incident or disaster in functional areas, including but not limited to maintaining, independence, communication, transportation, supervision, and medical care. In this district individuals in need of additional response assistance may include but not limited to those who:

- Have disabilities;
- Are elderly;
- Are children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking; or
- Are transportation disadvantaged.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the community, the district adheres to the policy summarized below. In addition, considerations for special needs populations are addressed district-wide in all emergency planning efforts. A disability will not prevent accessibility to services or facilities provided by the district.

- The district will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- The district will not exclude or deny benefits of any sort to those with disabilities, access or functional needs.
- During emergency situations, the district will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Attempt to shelter populations with disabilities, access or functional needs or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.
- Populations with disabilities, access or functional needs will never be forced by the district to occupy a specific shelter or take a particular action designed for their benefit. Effort will be made to address access and functional needs for people with disabilities and older adults to allow for sheltering in general population shelters.
- During preparedness and mitigation activities, the district will provide preparedness instruction to our campus community with disability, access or functional needs to better prepare them in times of crisis.
- Emergency notification systems will be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- Attempt to make evacuation plans to accommodate individuals with mobility impairment, the elderly and those with transportation disadvantages.

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## **PRESERVATION OF VITAL RECORDS**

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A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day district-wide operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

**Vital Records** are defined as those records that are essential to:

- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.

- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operations Plan, utility system maps, and locations of emergency supplies and equipment.
- Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.
- Educational Records. Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished. Vital record storage methods that might be used include but are not necessarily limited to:
  - Duplication (either hard copy or removable computer disk)
  - Dispersal
  - Fireproof containers
  - Vault storage (both on and off campuses)

In addition, it is each employee's responsibility to maintain complete and timely backups of the data on assigned computers.



**WEST KERN COMMUNITY COLLEGE DISTRICT  
EMERGENCY OPERATIONS PLAN**

**APPROVAL**

*This Emergency Operations Plan will constitute an integral part of the West Kern Community College District's response to significant incidents or disasters as required by law and policy.*

*This Emergency Operations Plan as written and amended is hereby approved as the official and approved plan for West Kern Community College District. It shall be used when a major incident or disaster occur, as described in this document. All executive officers, vice presidents, deans, directors, managers, division chairs, coordinators, and department heads shall ensure that it is implemented to the best of their abilities.*

**As promulgated and dated below:**

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**Signature**

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**Date**

**Dena P. Maloney, Superintendent/President**

**WEST KERN COMMUNITY COLLEGE DISTRICT  
EMERGENCY OPERATIONS PLAN  
APPROVAL**

Prepared by: \_\_\_\_\_  
*Darcy Bogle*  
Emergency Services Coordinator

Approved by: \_\_\_\_\_  
*Dr. Dena P. Maloney*  
Superintendent/President

Concurred by: \_\_\_\_\_  
*Brock McMurray*  
Executive Vice President, Administrative Services

\_\_\_\_\_  
*Mark Williams*  
Vice President, Instruction

\_\_\_\_\_  
*Agnes Eguaras*  
Dean of Instruction—Grants

\_\_\_\_\_  
*Stacy Eastman*  
Director, Dental Hygiene

\_\_\_\_\_  
*Adrian Agundez*  
Director, Information Technology Services

## Emergency phone list for catastrophic events

Kern County Office of Emergency Services.....	661-873-2602
American Red Cross .....	661-324-6427
FBI .....	661-323-9665
Fire/Police/Medical Emergency.....	911
Westside Urgent Care .....	661-765-1935
District Legal Counsel; Mike Smith of Lozano-Smith .....	559-431-5600
Gas Company (PG&E).....	800-743-5000
Poison Control Center.....	800-222-1222
Electric Company (PG&E).....	800-743-5000
Police/Local Law Enforcement Emergency.....	911
Taft Police Non-Emergency .....	661-763-3101
Kern County Sheriff Non-Emergency .....	661-861-3110
Mercy Southwest Hospital (nearest) .....	661-663-6000
Kern Medical Center (trauma center).....	661-326-2000

## Additional Resources and Information

There are a number of additional resources that are available regarding crisis response, including the following:

### **Federal Emergency Management Agency**

[www.fema.gov](http://www.fema.gov)

### **Red Cross**

[www.redcross.org](http://www.redcross.org)

### **The Office of Homeland Security**

[www.whitehouse.gov/homeland/](http://www.whitehouse.gov/homeland/)

### **A Guide to Citizen Preparedness**

[www.fema.gov/areyouready/](http://www.fema.gov/areyouready/)

### **DisasterHelp**

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

[www.disasterhelp.gov](http://www.disasterhelp.gov)

## **EVACUATION**

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### **Purpose & Objective:**

For a variety of causes and reasons, it may be necessary to relocate part or all of the campus community (students, faculty, and staff) to an on or off-campus location. This plan is to reduce the possibility of death and injury to members of the campus community through an organized evacuation procedure. This evacuation plan provides a best-case process whereby the campus community can be alerted that a hazard exists; orderly and safe evacuations from danger areas can be done by safe routes; and, as necessary, outside agencies can be notified that an evacuation is occurring.

### **Immediate Action:**

#### Notification

1. Faculty and staff are responsible for all students in their immediate charge. When evacuation is determined to be necessary by the Incident Commander (IC), or a disaster or major incident makes evacuation an obvious action, the campus population may be notified through the following measures, appropriate to the specific circumstances at the time:
  - Direct request by staff or faculty, or other emergency responder
  - Email and/or text messaging
  - Campus emergency alert system
  - Campus telephone system
  - Public address system
  - Website and social media
  - Runners
  - Bullhorns
  - Building fire alarms
  - Flashing lights for hearing impaired/deaf persons
  - District website
  
2. Upon being notified to evacuate, occupants will leave their buildings/classrooms immediately and proceed to the nearest plan-designated Assembly Area or other area as advised. A map identifying the assembly areas and appropriate evacuation route from the building should be posted in each classroom and work area. Unless it will cause unnecessary or unsafe delays, students, faculty, and staff are encouraged to take any

possessions they can reasonably carry in a safe manner with them. Faculty should take their class rosters (if available) with them and take roll or otherwise count the total students once reassembled in the assembly area.

3. Faculty and staff or other employees specifically designated in the Emergency Operations Plan will assist district employees, students, and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. People will be evacuated to one of the designated assembly areas near the campus. District Public Safety officers, building monitors, authorized emergency workers, or other authorized personnel will sweep through every building to ensure no one remains behind.
4. Evacuation of disabled persons and children (Child Development Centers) will be given high priority in all emergencies; they will be evacuated in accordance with the specific building evacuation plan. Based on specific circumstances, faculty and staff or designated emergency workers are responsible for designating the safest evacuation routes for disabled persons.
5. If a total evacuation of the campus is necessary, specific instructions for a safe evacuation procedure will be given by the IC at that time. Building monitors and other support staff available on campus will be notified by the Emergency Operations Center (EOC) and will report to assigned areas and stand by.

**On-Campus Evacuation** (evacuating from one area of campus to another area of campus):

Notification

In the event that campus evacuation is necessary or required, emergency alerting may occur via the EOC using the methods designated in the Emergency Operations Plan.

If the emergency occurs during normal operating hours, the alert and warning procedures may be activated by the IC and EOC personnel will make the notifications. Faculty and staff have access to general instructions in the classroom and are required to aid in the evacuation of persons in their particular area of responsibility or general location.

Each District employee is responsible for knowing where the closest assembly area is to his/her work area(s) and two different routes to get there.

If only on-campus evacuation and relocation are necessary (e.g., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at assembly areas(s) until an "all clear" signal or other instructions are given by the building monitors (orders must come from the IC).

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### Assembly Areas

Areas on campus have been designated as Assembly Areas for on-campus evacuation as follows:

- Baseball diamond
- Softball diamond
- Maintenance & Operations

There is an assembly area map in the appendix and posted in every classroom and general work area.

### Pedestrians and Vehicular Traffic

District Public Safety or other designated emergency personnel will inform all persons on campus of evacuation instructions by utilizing available communication systems (bullhorns, building fire alarms, radios, runners, etc.) as appropriate or necessary for the specific situation.

### All Clear

The IC will coordinate an "all clear" sign or the issuance of other instructions via runners, radios, or voice command to building monitors or other designated officials.

**Campus Evacuation** (Evacuating to another location off-campus):

### Notification & Instructions

In the event that a campus evacuation is ordered, faculty, staff, and all evacuees shall follow official orders and directions. Based on the type and severity of the incident or emergency (Level 2 or 3 - e.g., significant earthquake, major industrial/hazardous materials incident, other significant event that has affected the local or regional infrastructure), the IC will attempt to provide local shelter information. The IC will designate a staff member to contact any and all student contacts, and arrange for relocation of students in the dorms.

### Evacuation Message to be Used During Normal Campus Hours

The following statement is provided as a sample of an evacuation order made by District Public Safety Personnel, Incident Commander, or other authorized personnel.

"This is (name), (title). We are evacuating the campus. Please leave the campus immediately. Persons without transportation should attempt to obtain rides, if possible. If you are unable to obtain a ride, go to one of the following assembly areas (name the areas). You will be transported to a safe, off-campus location." (this will need to be

determined at time of disaster. Possible locations include Franklin Field, Ford City Park, and/or Westside Cemetery).

### Students and Staff Without Transportation

Persons needing to evacuate who cannot obtain transportation will be instructed to proceed to the “assembly areas” as designated on the campus maps. At the earliest opportunity, the EOC staff will, through the Logistics Section (Ground Support Unit) either request assistance from regional transportation agencies or designate vehicles and drivers to be dispatched. Each driver will be given instructions, as well as the destination point(s) for evacuation. A list of the names and destination of those transported will be maintained by each driver and given to the EOC. This list will be used to respond to public inquiries regarding individuals thought to be on campus at the time of the disaster or major incident. If those EOC sections are too impacted by the event, the EOC will attempt to contact other faculty, staff, or community members.

### Evacuation procedures for people with disabilities

The following guidelines should be considered when assisting a person with disabilities or injuries in an evacuation:

1. Assess how immediate the emergency is and communicate the nature of the emergency to the person.
2. Ask the person how they would like to be assisted or the best (safest) way to move them.
3. Evacuate mobility devices with the person, if possible (e.g., crutches, wheel chairs).

**Visual Impairments:** Describe the nature of the emergency and offer to guide them to the nearest emergency exit and assembly area. Have the person take your elbow and escort them, advising of any obstacles such as stairs, narrow passageways or overhanging objects. When you have reached safety, orient the person to where they are and ask if further assistance is needed.

**Hearing Impairments:** Communicate with the person, by writing a note or through simple hand gestures, the nature of the emergency and what they need to do.

**Person using crutches, canes, or walkers:** Ask that person what method of assistance they prefer. Always evacuate mobility devices with the person, if possible.

**Persons using wheelchairs:** Ask the person what methods of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their wellbeing. Some persons using wheelchairs have respiratory complications. Remove them from smoke or fumes immediately. If the person needs to be moved in their chair, keep the following considerations in mind:

1. Always turn wheelchair so it is lowered down the stairs backwards (facing up the stairs), so the occupant cannot slip forward out of the chair and down the stairs.
2. Wheelchairs have many movable and weak parts.
3. Some persons have no upper trunk or neck strength. Push on the chair, not the person sitting in the chair.
4. Powered wheelchairs have very heavy batteries; an evacuation chair for stairs may be needed with the powered chair retrieved later.
5. If a seatbelt is available, use it.

If the person needs to be removed from their wheelchair for an evacuation ask the following:

1. How do you prefer to be moved from your wheelchair?
2. Is there any pain or harm that will result from moving you?
3. Do you need any equipment for your immediate safety or life-support?
4. Wheelchairs should be retrieved as soon as possible and given high priority.



# **AP 3505 Emergency Response Plan**

## **References:**

Education Code Sections 32280 et seq. and 71095;  
Government Code Sections 3100 and 8607(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(b)(13) and (g)

## **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's web site.

All members of the campus community are notified on an annual basis that they are required to notify the Vice President of Student Services or Public Safety Office of 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 Vice President of Student Services or Public Safety Office 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 Vice President of Student Services or Public Safety Office has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, 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: the Vice President of Student Services or Public Safety Office), 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 messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the District web site), public address system, phone calling trees, and/or District website messages. The District will post updates during a critical incident on the District web site at <http://www.taftcollege.edu>.

The District's Superintendent/President or designee will be responsible for the dissemination of emergency information to the larger community through various media, which may include cell phone alerts, press releases, and District web site updates.

### **TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

An evacuation drill is coordinated by the Vice President of Student Services or Public Safety Office at least once 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 Vice President of Student Services or Public Safety Office does not establish locations for evacuation in advance because those decisions are affected by 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 Vice President of Student Services or Public Safety Office and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the Vice President of Student Services or Public Safety Office 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 and offices for consideration.

The District conducts drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Vice President of Student Services or Public Safety Office and District administration coordinate 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 Vice President of Student Services or Public Safety Office 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.

### **PURPOSE**

The Emergency Response 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 District Superintendent/President or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of the District.

## **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 employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

## **EMERGENCY CHAIN OF COMMAND**

1. College Superintendent/President .....x7710
2. Executive Vice President, Administrative Services .....x7811
3. Vice President, Student Services .....x7889
4. Vice President, Instruction .....x7871
5. On-Duty Evening or Weekend Campus Administrator/Supervisor, if one is assigned

## **EMERGENCY ASSEMBLY AREAS**

Emergency Designated Assembly areas will be listed in the published plan. Assembly areas will be subject to change during periods of campus construction.

## **INSTRUCTORS AND EMPLOYEES: RESPONSIBILITIES**

1. Coordinate evacuation from immediate area as necessary.
2. Assist disabled individuals out of buildings without use of elevators.
3. Assess overall situation in classroom.
4. Initiate first aid if qualified individual is available.
5. Notify Incident Commander when students are safe to move to an emergency assembly point or command post.
6. Notify Incident Command via runner any casualties, structural damage, and hazardous material spills and status of volunteer student help.
7. Provide special assistance to any disabled individual in the area.
8. After above responsibilities are complete, report to the Incident Commander and assist as necessary.

Remember, in the event of a major disaster, every community college employee automatically becomes a civil defense worker under Government Code Sections 3100-3101.

**More detailed procedures are outlined in the District Emergency Operations Plan and its appendices.**