

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 Director of Campus Safety and Security 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 Campus Safety and Security 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 Campus Safety and Security 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 Campus

Safety and Security 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 Campus Safety and Security 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 Campus Safety and Security 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 Campus Safety and Security 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 Campus Safety and Security 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 Campus Safety and Security 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 Campus Safety and Security 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 x7810
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.