Section I
Executive Summary

A. GOAL

The College will respond to an emergency situation in a safe, effective and timely manner. College personnel and equipment will be utilized to accomplish the following priorities:

Priority I: Protection of Human Life
Priority II: Support of Health & Safety Services
Priority III: Protection of College Assets
Priority IV: Maintenance of College Services and Facilities
Priority V: Assessment of Damages
Priority VI: Restoration of General Campus Operations

B. PURPOSE

The College Emergency Operations Plan is intended to recommend policies, establish guidelines and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan describes the roles and responsibilities of all college personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of College and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

This Emergency Operations Plan addresses emergency situations on an individual basis, providing guidelines for the containment of the incident.

C. SCOPE

This plan is a College-wide plan that guides the emergency response of College personnel and resources during an emergency situation. It is the official emergency response plan of the College and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Operations Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies.

The College will cooperate with the Offices of Emergency Management and Homeland Security, State, County and City Police and other responders within all jurisdictions of the college district.
D. ASSUMPTIONS

This Emergency Operations Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

1) An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2) The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
3) An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
4) Disasters may be community-wide. Therefore it is necessary for the College to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

E. TYPES OF EMERGENCIES

There are three levels or types of emergencies:

LEVEL 1 - MINOR INCIDENT. A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the College. The Emergency Operations Plan would not be activated.

LEVEL 2 - EMERGENCY. An Emergency is defined as a serious event that completely disrupts one or more operations of the College and/or campus. Multiple College resources are involved; the Emergency Operations Plan is activated to the extent necessary.

LEVEL 3 - DISASTER. A Disaster is defined as a very serious event that seriously impairs or halts the operations of the College and/or campus. The Emergency Operations Plan is fully activated.

F. INCIDENT COMMAND SYSTEM

The Incident Command System is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. Use of the Incident Command System at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.
1. **Key Principles of the Incident Command System**

   - Modular organization based on activating only those organizational elements required to meet current objectives
   - Common terminology applied to organization elements, position titles, facility designations and resources
   - Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits
   - Comprehensive resource management for coordination and inventory of resources for field responses
   - Integrated communication so that information systems operate smoothly among all response agencies involved
   - Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists
   - Consolidated action plans that contain strategy to meet objectives at both the field response and Command Center levels.

2. **Designation of College Incident Commander**

   It is essential to all emergency response planning and action that a single College Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur and as such will be at a Vice Chancellor level or higher.

**G. DECLARATION OF EMERGENCY**

In case of any type of campus emergency, the College Police Dispatch and Police Supervisor on duty shall follow standard operating procedures. If the emergency warrants, he/she will communicate immediately with the Chief of Police, who will notify the Safety Director. After reviewing the emergency situation and consulting with the College Incident Commander, a decision will be made on a plan of action and whether or not to activate the Emergency Operations Plan.

The Chancellor shall be responsible for declaring a major institutional emergency.