General Institution

AP 3505  EMERGENCY RESPONSE PLAN

References:
Education Code, Sections 32280 et seq., 35296, 42140, and 71095;
Government Code, Sections 3100 et seq., 8558, 8559, 8600, 8605, and 8607(a);
19 California Code of Regulations (CCR), Sections 2400-2450 (SEMS);
National Fire Protection Association 1600;
Homeland Security Act of 2002;
Homeland Security Presidential Directive-5 (NIMS);
Governor’s Executive Order S-2-05 California SEMS–Federal NIMS Coordination
34 CFR 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 at www.cerritoscollege.us.

All members of the campus community are notified on an annual basis that they are
required to notify the Campus Police Department 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
Campus Police Department 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, Campus Police 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 Campus Police),
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 website), public address system, phone calling trees, District website and emergency messages that scroll across display screens in campus buildings. The District will post updates during a critical incident on the District website at www.cerritos.edu. Individuals can call the District’s recorded information telephone line at (562) 860-2451 for updates. Cerritos College students, staff, faculty and others can sign up for emergency text message alerts at www.cerritoscollege.us or text keyword “cerritos” to 25378 from their mobile phones.

The District’s Director of Public & Governmental Relations will be responsible for the dissemination of emergency information to the larger community through media alerts.

**Testing Emergency Response and Evacuation Procedures**

An evacuation drill is coordinated by the Campus Police Department 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.

Evacuation drills are monitored by the Campus Police Department 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 numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Campus Police and District administration 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, Campus Police 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.

In the event of an emergency, natural disaster or the occurrence of a hazardous condition the District will activate its plan and procedures to protect and govern employees, students, visitors, and children in childcare programs on campus and/or in district-owned or operated facilities. The District shall maintain an emergency management team to aid in the creation, maintenance, updating, and implementation of its emergency plan and procedures.
**SEMS and NIMS**

The District’s Emergency Response Plan shall provide for the implementation of California’s Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). There are five designated levels in the SEMS organization: Field Response, Local Government, Operational Areas, Regions, and State. Each level is activated as needed. There are six components of NIMS: Command and Management including the Incident Command System (ICS), Preparedness, Resource Management, Communications and Information Management, Supporting Technologies, and Management and Maintenance. The District’s Plan shall include these five essential SEMS functions: Management, Operations, Planning/intelligence, Logistics, and Finance/Administration. The District shall work with the Disaster Resistant California Community Colleges (DRCCC) program to ensure it is in compliance with state and federal requirements.

SEMS shall be used to provide a standardized response to emergencies involving multiple jurisdictions or multiple agencies. The requirements shall include the use of the basic principles and components of emergency management which include the ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. The District’s ICS shall provide for the combination of facilities, equipment, personnel, procedures, and communications, operating within a common organizational structure, that is responsible for the management of resources to effectively accomplish the District’s stated objectives in response to an incident.

For major incidents NIMS shall be implemented to provide for a consistent nationwide template to ensure that local, state, and federal agencies can work together to prepare for, prevent, respond to and recover from incidents.

The District’s emergency response plan shall provide information on preparedness, prevention, response, recovery, and mitigation policies and procedures.

The District’s emergency response plan 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.

**Crisis Management Response Structure**

In the event of an emergency, the Chief of Campus Police or police department designee, or in the absence of these, the lead manager on duty at the time, will contact the President/Superintendent or designee and contact or arrange the contact, as conditions warrant, of the other Emergency Operations Center personnel including the Vice Presidents, Director of Physical Plant and Construction Services, Associate Dean of Student Health, Wellness and Veterans Services, and Public Information Officer 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 responsibilities as detailed in the District’s Emergency Operations Plan. The President/Superintendent or designee will
activate the Emergency Operations Center (EOC) as necessary to participate in the execution of the plan.

The District shall maintain an Emergency Notification Chain with contact telephone numbers of all management personnel.

**Responsibility**

Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee’s emergency response responsibilities.

Responsibilities of faculty, staff and managers, as well as building marshals, area team leaders, facilities staff and Campus Police personnel are provided in the District's adopted Emergency Operations Plan. Employees are responsible for knowing their duties, functions, and responsibilities.

**Training and Preparedness**

The District shall determine the appropriate level(s) of SEMS and NIMS training for each of its employees. The determination shall be dependent upon an employee’s potential assignment during an emergency response situation.

In addition to the training requirements, the District shall also comply with state and federal preparedness laws for public institutions.

**Required Reporting**

In the event that a local emergency occurs and the Governor declares a state of emergency, if the District responds to said emergency, the District shall complete and transmit an after-action report to the California Office of Emergency Services (OES) within 90 days of the close of the incident period. The after-action report shall at a minimum include a review of the response actions taken, the application of SEMS, the identified training needs, suggested modifications to SEMS, necessary modifications to the SEMS plans and procedures and an up to date recall of the recovery actions.

Note: Local government must use SEMS in order to be eligible for state funding for response-related personnel costs which occur in response to an incident.

**Definitions**

The following definitions may be relevant to the implementation of the Emergency Response Plan:

- **Emergency** – Any incident, whether natural or manmade, that requires responsive action to protect life or property.

- **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.

Public Notice – Incident Planning and Types
Public notice of emergency planning and advice in the event of actual emergencies shall be provided by way of posters in every occupied room or interior area of the campus. Titled sections shall include: Before the Emergency, Power Outage, Bomb Threat, In Case of Fire, Shelter in Place, Emergency Evacuation, Earthquake, and Medical Emergency.

Public Education – Preparedness Drills and Other Training
The District shall carry out preparedness drills annually. Types and frequency of drills may also be on the advice of, or at the direction of, designated local, state, and federal emergency management agencies and personnel. Other training may be offered and/or required by local, state or federal mandates.

Office of Primary Responsibility: Vice President, Student Services

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