



## **AP 3505 Emergency Operations Plan**

In order to ensure the well-being, safety, and security of all employees, students, visitors, and children in child care programs before, during, and after an emergency and to protect District property and data, the District has developed an Emergency Operations Plan (EOP).

The EOP is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the Superintendent/President or his/her designee. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operations Center (EOC) staff.

Government Code Sections 3100-3101 state that all employees of the District are declared emergency service workers during emergencies, subject to such emergency 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.

The EOP is available on the District's website and in the offices of the Superintendent/President, Campus Police, and Risk Management. The Plan shall be followed in times of declared emergencies.

### **Preparedness**

The District's emergency preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with government and private agencies. All employees of the District will receive training in responding to and managing emergency situations, depending upon an employee's emergency response responsibilities, in accordance with federal and state laws/regulations.

The Emergency Operations Plan provides information on the following:

- Emergency chain of command
- Emergency assembly areas
- Responsibilities of employees
- Reporting of emergencies
- Resources and support



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In addition, an Emergency Information Guide is posted in every classroom and work location at District facilities.

### **Emergency Response and Evacuation Procedures**

General information about the emergency response and evacuation procedures for the District is publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District's website.

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, employees, and visitors at District-owned or operated facilities. 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, the Campus Police Department 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.

### **Emergency Notifications**

An Emergency Notification is a mass notification that is utilized for significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring at all Chaffey Community College District campuses. These are triggered by an event that is *currently occurring on a campus or imminently threatening the Chaffey College community*. Chaffey College will initiate Emergency Notification procedures upon the confirmation of any significant emergency or dangerous situation occurring on campus that represents an immediate threat to the health or safety of students or employees. Possible examples of incidents which could trigger an Emergency Notification include, but are not limited to:

- building fire or an approaching wildfire
- earthquake
- approaching tornado or other extreme weather
- armed intruder



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- bomb threat
- outbreak of meningitis, norovirus, or other serious illness
- gas leak
- terrorist incident
- explosion
- civil unrest or rioting
- nearby chemical or hazardous waste spill

The Superintendent/President or designee will, without delay and taking into account the safety of the community, determine the content of the notification and broadcast the notification to the entire campus community, *unless* issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency. Emergency Notifications will include a description of the emergency and instructions to the campus community for taking protective action. When the threat no longer exists, an “all clear” alert will be broadcast. If an Emergency Notification is issued, there is no need to issue a Timely Warning.

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. Any or all of the following may be used to issue notifications about serious emergencies on campus: broadcast via the emergency mass notification system, prominent postings on the District website ([www.chaffey.edu](http://www.chaffey.edu)), broadcast email and voicemail, and broadcast via the public address systems. The District will post updates during a critical incident on the District website.

The District’s Public Information Officer will be responsible for the dissemination of emergency information to the larger community. In absence of this person, the Emergency Operations Center administrator will designate an individual responsible for this function.

Members of the Campus Police Department and Maintenance and Operations Department are tasked with emergency response and management responsibilities for events occurring at any Chaffey Community College District location. Response and management responsibilities include determining the scope and nature of a crisis response, overseeing evacuations, coordinating with local emergency response



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agencies, and communicating information about the crisis including, but not limited to, the content of an Emergency Notification.

Local emergency response agencies may be consulted to determine the extent of the danger to the campus community. Examples include but are not limited to consulting with:

- local fire officials regarding building or wildfires
- local hazardous materials teams regarding chemical or hazardous waste spills
- the San Bernardino County Department of Public Health regarding serious illnesses or outbreaks

In the event Chaffey College decides to issue an Emergency Notification, the decision will be documented and placed on file with the Public Information Officer and Campus Police.

Anyone with information warranting an Emergency Notification should contact Campus Police at (909) 652-6911.

### **Testing Emergency Response and Evacuation Procedures**

An evacuation drill is coordinated by the Campus Police Department and the Office of Risk Management at least once per year for facilities on all campuses of the District. 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 Campus Police Department has established standard evacuation locations. However, the standard evacuation locations may need to be adjusted due to extenuating circumstances including 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. The Campus Police Department and District employees on the scene will communicate information to students and visitors regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the Campus Police Department and the Office of Risk Management to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be



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made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The District conducts scheduled periodic drills and exercises each year and conducts follow-through activities. The purpose of the evacuation drills, exercises, and follow-through activities is to test the emergency response and evacuation procedures and to assess and evaluate the emergency evacuation plans and capabilities. For each drill or exercise conducted, the Campus Police Department and/or the Office of Risk Management 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.

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

The Emergency Operations Center (EOC) will be activated during emergency situations. The Superintendent/President will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the District's response to the emergency situation, coordination with outside agencies and requests for outside support. The EOC staff will be aided in their duties by Campus-Community Emergency Response Team (C-CERT) members.

The EOC is composed of trained, pre-determined District employees as defined in the plan. As part of their designated responsibilities, the EOC member(s) may:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Implement the Emergency Operations Plan by organizing, staffing, supporting, and operating the emergency operations center
- Collect, evaluate, analyze, and disseminate damage assessment and other essential information
- Initiate the emergency notification chain (including call back of employees)
- Mobilize employees and resources to heavily damaged areas for triage, treatment, etc.
- Monitor the emergency situation and evaluate the effectiveness of operations
- Communicate information, warnings, and guidance to the campus community



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- Maintain information on the status of resources, services, and operations
- Provide status and other reports to the local jurisdictions' emergency management organization

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);  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime  
Statistics Act of 1998

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