ADMINISTRATIVE REGULATION   3505

SOUTH ORANGE COUNTY   GENERAL INSTITUTION
COMMUNITY COLLEGE DISTRICT

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, each college has developed an Emergency Operations Plan (EOP). The EOP shall be followed in times of college emergencies, as proclaimed by the college president or designee. The college president shall be the Director of Emergency Services and shall have authority over a declared emergency.

The written EOP is available in the office of the presidents and the college Police Department, and is posted on the colleges' websites at

- IVC/ATEP – http://campuspolice.ivc.edu/Pages/preparedness.aspx
- SC – https://www.saddleback.edu/police.

The EOP shall comply with current Federal and state standards for emergency management protocols including the following:

I. STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) AND NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The EOP is written in accordance with California SEMS and NIMS to manage incidents involving all threats and hazards. EOPs written in compliance with SEMS allows colleges to manage responses to multi-agency and multi-jurisdiction emergencies. By incorporating NIMS into the EOP, the colleges will have a system to manage incidents involving all threats and hazards and will be able to reduce the loss of life, property and harm to the environment.

II. COMMUNICATION PROTOCOLS

In the event of a serious incident that poses an immediate threat to members of the campus community, the colleges have 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 to cellular phones (to current students and employees), and a public address system (at IVC). Updates will be posted during a critical incident on the District/college websites.

Each respective communications office will be responsible for notifying the Chancellor and for disseminating emergency information to the larger community on the college's website, radio, local TV stations or other media alerts, as deemed appropriate.

III. COLLEGE EMERGENCY OPERATIONS PLAN

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The college EOP will have the following details as part of their overall guidelines for staff, students and the community as required by the State of California.

A. Establish a Campus Emergency Management Team

    1. The EOP shall include protocols on working with community partners, who may include, but are not limited to:

        a. First responders (e.g., law enforcement officers, fire officials, EMS personnel)

        b. Emergency managers

        c. Public health officials

        d. Mental health officials

        e. Other local governmental officials

        f. Community organizations

    2. Agency Coordination

    The colleges will coordinate with other agencies to pool and allocate resources and emergency response activities. Coordination between agencies is to establish priorities for response; developing strategies for handling multi-agency response problems; sharing information; and facilitating communications. Inter-agency coordination can include, but not be limited to, the following:

        a. Local

        b. State

        c. Federal government authorities

        d. Non-governmental entities

B. Employee Training

    1. Employee training is an integral part of the EOP in order to ensure safety of staff, students, and visitors on campus. The following groups include, but are not limited to, those who will need training:

a. All Employees

b. Emergency Response Team

c. Business Continuity Team

d. Crisis Communications Team

2. Emergency Management Team - Specialized Employee Training

The Emergency Management Team and other key members will obtain specialized training and will be afforded ongoing professional development opportunities related to their roles. The specialized training will be in the form of workshops and/or summits in the area of emergency preparedness, models for developing and updating emergency plans for community colleges, conducting staff training, role development, and effective practices related to other types of emergencies that happen frequently on college campuses.

3. Training and Exercises

Training and exercises will be held on a regular basis following a developed plan that allows for all scenarios that will help staff react to emergency situations in an effective manner.

C. Emergency Preparedness Components

The EOP should encompass steps and procedures to ensure the college is able to manage the event before it begins to after the event has concluded. Every step is vital in being able to save lives and deal with the emergency. The following five key components should be addressed in the plan:

1. Preparedness

Being prepared is a key part of the planning process. Colleges should be able to identify personnel, training and equipment needed for a wide range of potential incidents. As part of this process, specific steps should be listed in order that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities.

2. Prevention

Prevention is a vital step in emergency preparedness. Prevention is a part of the plan that includes steps to protect lives and property. The EOP should include those steps to avoid an incident or to intervene to stop an incident from occurring on campuses.

3. Response

As part of the EOP, the processes and procedures to respond to an emergency once it has already occurred or is certain to happen in an unpreventable way shall be listed.

The response plan should also include a way to establish a safe and secure environment, save lives and property, and facilitate the transition to recovery.

4. Recovery

The EOP should include steps to take immediately to save and sustain lives, protect property and the environment, and meet basic human needs. This plan shall include actions needed to support short-term recovery.

5. Mitigation

The EOP mitigation procedures seek to fix the cycle of disaster damage, reconstruction, and repeated damage.

D. Active Shooter Response Plan

Active shooter cases are unpredictable and can happen at any time and place. The guidelines should include the following procedures:

1. Incident Command

An incident command structure is required for an Active Shooter Response Plan, and is especially required when responding to emergencies that involve multiple agencies.

2. Preparedness

As part of the plan, colleges will have measures that can be taken to mitigate the impacts of and to reduce the risk of violent behavior.

3. Communication

Colleges will coordinate with local law enforcement agencies, fire response teams, medical response teams, and emergency communications (e.g. dispatchers and 911 call centers) and have them integrated into the Active Shooter Response Plan to have a faster reaction time to ensure the safety of students and staff. The communication plan includes steps on how to inform students, staff and the community.

E. Incident Plan (i.e. actions to take during an incident)

Colleges will have a plan to mitigate each type of scenario that may arise on campus. Examples of the types of incidents that may occur are as follows (the list below is not exhaustive):

1. Active violence (firearm, sharp object, etc.)

2. Explosives

3. Fire as a weapon

4. Civil disturbance

F. District Services

District services employees fall under the respective EOP of the college where they reside.

References:
  Education Code Sections 32280 et seq. and 71095;
  Government Code Sections 3100 et seq., 8607(a);
  Homeland Security Act of 2002;
  National Fire Protection Association 1600;
  Homeland Security Presidential Directive-5;
  Executive Order S-2-05;
  19 California Code of Regulations (CCR) Sections 2400-2450
  34 Code of Federal Regulations, Part 668.46 (b)(13)&(g)