



**Palomar Community College District Emergency Operations Center
Executive Summary
May 17, 2020**

The Palomar Community College District (PCCD) Emergency Operation Center (EOC) functions as the District's centralized point of emergency management that conforms to the State-mandated Standardized Emergency Management System (SEMS) and Federal-mandated National Incident Management System (NIMS). Palomar's EOC began meeting on March 5 to begin to prepare for the impact of COVID-19 on the District. Since the Governor's Stay at Home Order on March 19, the EOC meets daily. In the month of March, the EOC focused on the planning, logistics, financial and operational impact of protecting the health and safety of students, staff and faculty; online course delivery; and district-wide telecommuting, in alignment with county and state policies.

The EOC is comprised of an EOC Director (Derrick Johnson, Manager of Health and Safety) who ensures that the EOC is managed according to District policies and procedures. On a daily basis, the EOC Director reports updated information and recommendations from the EOC to the EOC Policy group for approval and advisement. The Public Information Officer (Julie Lanthier Bandy) is responsible for district wide communications, media relations and managing the digital properties used to inform the general public, students, faculty and staff. The Chief of the campus Police Department (Chris Moore) is responsible for the security of the main campus and education centers, and public safety. There are four Section Chiefs, each with a Co-Section Chief due to the magnitude of work undertaken and required time commitment. The sections are: Operations (Chris Miller, Director of Facilities), responsible for carrying out the EOC action plan (including health services, sanitation efforts, building and grounds maintenance, etc.); Planning & Intelligence (Pearl Ly, Dean of Social and Behavioral Sciences), facilitates the development of the COVID-19 action plan, recovery plan and return-to-work planning process; Logistics (Christine Winterle, Director of Human Resources), ensures that the resources needed during the pandemic are met (facilities, material supplies, personnel and other services); Finance & Administration (Carmen Coniglio, Director of Fiscal Services) oversees fiscal issues (FEMA/CARES Act funding, etc.) and prepares a post-incident (COVID) fiscal report.

The constituents serving on the Policy Group are: Acting Superintendent/President, Dr. Jack Kahn; Acting Assistant Superintendent/Vice President of Administrative Services, Yulian Ligioso; Acting Assistant Superintendent/Vice President of Human Resources Services, Linda Beam; Acting Assistant Superintendent/Vice President of Instructional Services, Shayla Sivert; Acting

Assistant Superintendent/Vice President of Student Services, Aiden Ely and two designees from the EOC. The two designees are the EOC Director and the Public Information Officer.

On a daily basis, the EOC continues to meet and monitor state and county COVID-19 policies and guidelines. To date, the EOC has reviewed plans and submitted recommendations to the EOC Policy Group for, the return of our first responder training academies; the re-opening of the Early Childhood Education Center and Lab School; an Essential Campus Visit program to aid staff and faculty to return to workspaces to retrieve work related files and equipment; the implementation of in-person and remote Information Services; student locker access implementation plan; retiree office visits; athletic uniform and gear return process and schedule; safe telecommute workstation; a program for the safe the return of family and children's belongings at the Escondido Early Childhood Education and Lab School; and a return to work risk assessment tool. Most recently, as stages to re-open the state and our region are announced and implemented, the primary purpose of the EOC has focused on providing a framework for the District's recovery efforts. This includes but is not limited to; procedural steps necessary to protect the safety and welfare of the staff and students; analysis of guidelines from the Chancellor's Office, the Governor and regional government agencies; clear guidance to employees who continue to conduct their daily work to support the success of students; and a safe plan for returning to work, should we be able to do so in the near or distant future. This plan is scheduled for review by our Administrators and CAST personnel during the week of May 18.