PALOMAR COMMUNITY COLLEGE DISTRICT

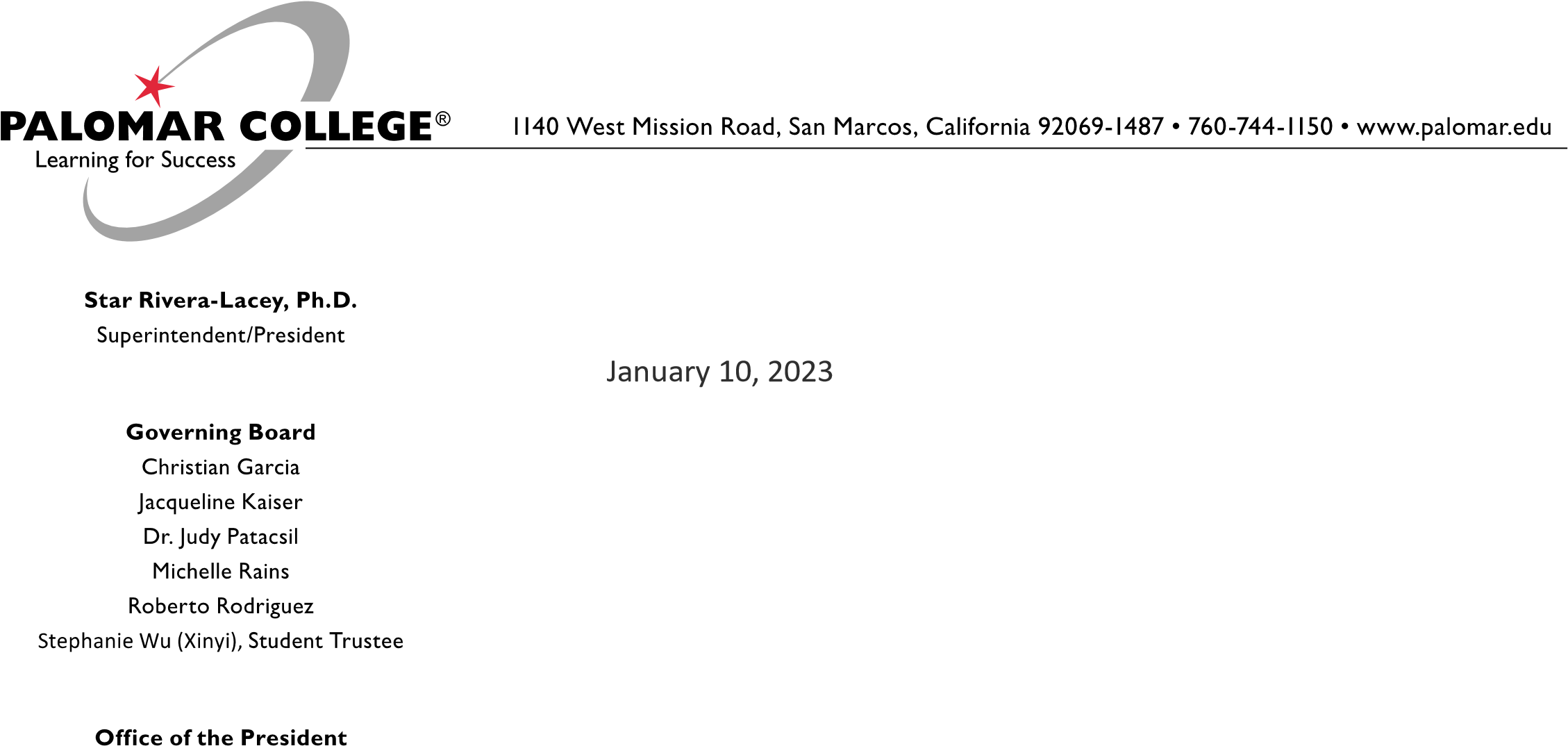
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DISTRICT EMERGENCY OPERATIONS PLAN

April 5, 2023

Palomar Community College Emergency Operations Center Staff Assignments

|  |  |  |
| --- | --- | --- |
| **POLICY GROUP** | | |
| President/Superintendent | | |
| Assistant Superintendent/Vice President - Finance & Administrative Services | | |
| Assistant Superintendent/Vice President - Instruction Services | | |
| Assistant Superintendent/Vice President - Student Services | | |
| Assistant Superintendent/Vice President - Human Resources | | |
| Director of Communications, Marketing & Public Affairs | | |
|  | | |
| **POSITION** | **PRIMARY** | **ALTERNATE** |
| **EOC DIRECTOR** | Assistant Superintendent/Vice President, Finance & Administrative Services | Assistant Superintendent/Vice President, Human Resources |
| **EOC COORDINATOR** | Administrative Coordinator, Facilities | Dispatch Coordinator, Campus Police |
| **SAFETY OFFICER** | Environmental Health & Safety | VACANT |
| **SECURITY OFFICER** | Campus Police | Campus Police |
| **LIAISON OFFICER** | Executive Assistant, President’s Office | Administrative Assistant, President’s Office |
| **PUBLIC INFORMATION OFFICER** | Director, Communications, Marketing & Public Affairs | VACANT |
| **OPERATIONS SECTION CHIEF** | Director, Facilities | Dean, Career, Technical & Extended Education |
| **LAW ENFORCEMENT UNIT** | Sergeant, Campus Police | VACANT |
| **CONSTRUCTION & ENGINEERING UNIT** | Manager, Facilities | VACANT |
| **HEALTH & WELFARE UNIT** | Director, Health Services | Dean, Counseling Services |
| **FIRE & RESCUE UNIT** | San Marcos Fire Department | San Marcos Fire Department |
| **PLANNING & INTELLIGENCE SECTION CHIEF** | Police Academy Director, Public Safety Programs | Dean, Social & Behavioral Sciences |
| **SITUATION ANALYSIS UNIT** | Senior Director, Research & Planning | Director, Student Affairs |
| **DOCUMENTATION UNIT** | Dean, Languages & Literature | Dean, Arts, Media, Business & Computing Systems |
| **TECHNICAL SPECIALIST** | TBD depending on situation | TBD depending on situation |
| **LOGISTICS SECTION CHIEF** | Director, Information Services | VACANT |
| **TRANSPORTATION UNIT** | Specialist, Facilities | Events Scheduling Specialist, Facilities |
| **FACILITIES UNIT** | Supervisor, Building Services | Supervisor, Custodial Services |
| **PERSONNEL UNIT** | Manager, Human Resources | Supervisor, Human Resources |
| **SUPPLY, PROCUREMENT, & PURCHASING UNIT** | Senior Buyer, Purchasing | VACANT |
| **COMMUNICATION & INFORMATION SYSTEMS UNIT** | Manager, Information Services | Manager, Information Services |
| **FINANCE & ADMINISTRATION SECTION CHIEF** | Director, Fiscal Services | Manager, Fiscal Services |
| **COMPENSATION & CLAIMS UNIT** | Benefits Specialist, Human Resources | Benefits Specialist, Human Resources |
| **COST ACCOUNTING UNIT** | Manager, Budget & Payroll, Fiscal Services | Accountant, Fiscal Services |
| **COST RECOVERY UNIT** | Internal Auditor, Finance & Administrative Services | Administrative Assistant, Finance & Administrative Services |



Palomar Community College District is committed to protecting the well-being of the campus community as well as its property and facilities. To help ensure that we are as prepared as we can be to protect the campus in the event of a serious threat, hazard or emergency situation, the Palomar Emergency Preparedness Plan Working Group has developed the following Emergency Management Plan. No plan can completely prevent the consequences of an incident, whether to property or to life. However, good plans executed by knowledgeable and well-trained personnel can and will minimize loss. This plan establishes the organization, chain of command, specific policies and general procedures that should be followed by all Palomar students, faculty and staff in the event of an emergency. It is designed to help district employees respond appropriately when emergency conditions arise. Although these situations are unpredictable, this plan allows for an immediate response by district employees, thereby minimizing danger to our campus. I urge every member of the Palomar College community to read this plan and understand their role in emergency situations. Please review this manual so you can support your colleagues and protect our students, faculty, staff and visitors should an emergency or threat arise.

Sincerely,



Star Rivera-Lacey, Ph.D.

Superintendent/President

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SECTION ONE

Introduction

# Promulgation

The District Emergency Operations Plan addresses the responsibilities of Palomar Community College District in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all locations during a period of emergency by assigning responsibilities to specific personnel or positions.

The District Emergency Operations Plan:

* Conforms to the State-mandated Standardized Emergency Management System (SEMS) and Federal-mandated National Incident Management System (NIMS) and effectively coordinates emergency response at all levels in compliance with the Incident Command System (ICS) and Comprehensive Preparedness Guide (CPG) 101.
* Establishes response policies and procedures, providing Palomar Community College District with clear guidance for planning purposes.
* Describes and details procedural steps necessary to protect lives and property.
* Outlines coordination requirements.
* Provides a basis for ongoing unified training and response exercises to ensure compliance.

# Requirements

The Plan meets the requirements of the City of San Marcos, City of Escondido, and the County of San Diego policies on emergency response and planning, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). **Appendices** to the Plan identify primary and support roles of the District and campuses in incident response and after-incident damage assessment and reporting requirements.

# Disaster Service Workers

California Government Code, Chapter 8, Section 3100 states: “…all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law.” In accordance with these provisions, all staff members are considered “disaster service workers” during emergencies and must remain on site to carry out assigned responsibilities. Staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures.

SECTION TWO

Purpose & Scope

## 

# Purpose

The purpose of the District Emergency Operations Plan is to protect the safety and welfare of the staff, students, and visitors in the District's campuses and facilities, and to ensure the preservation of public property under the jurisdiction of Palomar Community College District.

# Scope

The Scope encompasses all District campuses and administrative facilities, as well as coordination with satellite locations. It addresses a broad range of major emergencies that may significantly impact one or more District locations. Such events include earthquake, hazardous materials emergencies, floods, terrorism, landslides, transportation accidents, wildfires, acts of violence, communicable diseases, bomb threats, and pests.

Campus administrators have the responsibility to make every effort to ensure the safety of their students and staff in an emergency, whether it is an earthquake, a flood, or an act of terrorism. State and federal laws require the development of emergency plans and training staff in emergency response procedures.

The principles of California’s SEMS and federally-mandated NIMS are incorporated into this plan and District personnel must be trained in how the system works. The District Emergency Operations Center (EOC), administrative facilities, and campuses must also conduct SEMS/NIMS mandated trainings and exercises. Periodic training will also be available to help orient new employees and provide refresher training to current employees.

*The District is under no obligation to allow ARC or any other outside organization to use facilities during or following a major emergency or disaster.* However, *t*he American Red Cross (ARC) may request access to District locations for use as shelters following a disaster. ARC prefers to use locations near the impacted areas to set up their sheltering facilities, and local governments may request the use of District campuses and facilities for the same purposes. This requires close cooperation between District and campus officials and the ARC or local government representatives, and should be planned and arranged for in advance within the Logistics Section of the District EOC emergency organizations.

Additionally, a District facility may be approached to serve as a “staging area” following a major emergency. Staging areas are used as a gathering point for heavy and other equipment to gather before being deployed to an impacted area.

SECTION THREE

Objectives

# The objectives of the plan are to:

* Protect the safety and welfare of students, staff, and facilities.
* Provide for a safe and coordinated response to emergencies.
* Protect the District's facilities and properties.
* Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
* Provide for interface and coordination between the main campus, educational centers and sites, and the District Emergency Operations Center.
* Provide for interface and coordination among District locations and the City or County EOC in which they are located.
* Provide for the orderly conversion of District locations for use as American Red Cross shelters, when necessary and agreed upon.
* Provide for meeting the ongoing requirements for updating the Plan and fulfilling training and exercise mandates.

SECTION FOUR

Definitions

# Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions.

# Disaster

A *disaster* is defined as a sudden calamitous event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning. An example would be an earthquake or a flash flood. A disaster may develop from one or more incidents, such as a small brush fire into a major wildfire or a hazardous materials release growing into a large scale response.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government(s) will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOC.

SECTION FIVE

Regulations

National Incident Management System (NIMS)

A comprehensive incident response system developed by Homeland Security at the request of the President of the United States, March 1, 2004. NIMS requires that all local governments (including special districts) conform with standardized organizational systems, and maintain identified training competencies.

## Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the group of principles developed for coordinating State and local emergency response in California. SEMS provides for a multiple level emergency organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels; the field response, local government, operational areas, regions and the State management level. The organizational responses of these various agencies adhere to the same set of standards – those of the Incident Command System.

# Comprehensive Preparedness Guide 101 (CPG 101)

CPG 101 provides guidance for developing emergency operations plans. It promotes a common understanding of the fundamental of risk-informed planning and decision making to help planners examine a hazard or threat and produce integrated, coordinated, and synchronized response plans. The goal of CPG 101 is to assist in making the planning process routine across all phases of emergency management and for all homeland security mission areas. The recent update to CPG 101 places a greater emphasis on engaging the “whole community” – to include those with access and functional needs, children, and those with household pets and service animals.

# Incident Command System (ICS)

The Incident Command System (ICS) was developed by the fire services to provide a common language when requesting personnel and equipment from others, and utilizes common tactics when responding to emergencies in the field or an EOC. The system is designed to minimize the problems common to many emergency response efforts -- duplication of efforts -- by giving each person a structured role in the organization, and each organization it’s piece of the larger response. For a District, ICS begins at the field level with the campus or facility using the system to organize a staff response to the event.

ICS is a standard, on-scene, all-hazard incident management concept. ICS is a proven system that is in use throughout the country for incident management by firefighters, rescuers, emergency medical teams, and hazardous materials teams. ICS represents organizational “best practices” and has become the standard for incident response.

Another critical benefit to ICS is its flexibility. The modular organization of the ICS allows responders to scale their efforts and apply the parts of the ICS structure that best meet the demands of the incident. In other words, there are no hard and fast rules for when or how to expand the ICS organization. Many incidents will never require the activation of Planning & Intelligence, Logistics, or Finance & Administration Sections, while others will require some or all of them to be established. A major advantage of the ICS organization is the ability to fill only those parts of the organization that need full-time attention. For some incidents, and in some applications, only a few of the organization’s functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need.

ICS is organized around five components that are described below:

### Management Section

The Management Section is responsible for overall policy, direction, and coordination of the emergency response effort in the Emergency Operations Center (EOC). The Management Section is also responsible for interacting with each other and others within the EOC to ensure the effective function of the EOC organization.

Policy Group

The Policy Group will be led by the President/Superintendent with other members including Assistant Superintendent/Vice President - Finance & Administrative Services, Assistant Superintendent/Vice President - Instruction Services, Assistant Superintendent/Vice President - Student Services, Assistant Superintendent/Vice President - Human Resources, and Director of Communications, Marketing & Public Affairs.

Serving initially as a crisis management team at the onset of an incident, the Policy Group is responsible for making policy decisions, approving communication strategies, providing policy guidance and leadership both during and after the crisis. They are also responsible for identifying, forecasting, and managing key issues and consequences. When the EOC is activated, the Policy Group will convene as necessary in an advisory capacity to the EOC Director when considering high level policy issues confronting the District.

Examples of Policy Group high-level policy issues could include: administrative policy decisions relating to campus closures and reopening schedules; fiscal authorizations; disaster declarations; strategic prioritization; high-level conflict resolution; and strategic policy and direction for recovery and resumption of normal operations.

### Operations Section

The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

### Planning & Intelligence Section

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future. This section also coordinates the development of Action Plans for implementation by the Operations Section.

### Logistics Section

The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, and materials.

### Finance & Administration Section

The Finance and Administration Section is responsible for accounting and financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

# SEMS/ICS Organization Chart

# Emergency Operations Documents

## District Emergency Operations Plan

Update and maintenance of the District Emergency Operations Plan is the responsibility of Environmental Health & Safety and should consist of the following:

* A thorough review of the plan should be conducted annually.
* Updates shall be distributed every year as needed or when there are significant changes.
* This Plan is a management tool. It supports, and is integrated with, campus-level Emergency Response Plans, and the Emergency Operations Center (EOC) Manual.

**District Emergency Operations Center Manual**

Update and maintenance of the EOC Manual is the responsibility of Environmental Health & Safety and should consist of the following:

* A thorough review of the manual should be conducted annually.
* After-Action Reports should be prepared following every training, exercise, or real event involving the Emergency Operations Center.
* There should be a dedication to continuous improvement.

## Campus-Specific Emergency Response Plans

Each District-owned location is required to comply with SEMS regulations. To reduce the burden of developing and updating individual disaster plans, and to provide standardization, the District provides Site Incident Commanders with an Emergency Response Plan template. This, in no way, is meant to limit what is contained in individual campus-level Emergency Response Plan, but rather serves as a guide for outlining minimum requirements for compliance and compatibility with other emergency documents impacting District locations.

# Training & Exercises

## Training

This Plan is consistent with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. Training is a key component to ensure successful emergency operations. The Human Resources Department is responsible for maintaining SEMS/NIMS Training Compliance Records.

The Environmental Health and Safety Department and Campus Police will coordinate annual training for all staff with assignments identified in the site’s Emergency Response Plan. All new staff members will receive a basic orientation. The orientation may simply involve major concepts of SEMS and ICS, key evacuation locations, review of position checklists, and the location of important resources.

**All staff that may be assigned to participate in emergencies in the District’s Emergency Operations Center (EOC), Emergency Response Teams, or Field Response Department must maintain minimum training competencies pursuant to SEMS/NIMS regulations.** **In addition, SEMS identifies the need for an Executive Course for those individuals working in executive management or elected positions but does not regularly fill command or management roles at incidents or in the District’s EOC.**

The following table identifies which courses are required for EOC staff, Emergency Response Team members, and Field Response Department personnel (College Police, Facilities). Also, it’s important to note that as SEMS/NIMS training requirements change, it’s important that the District update its training and exercise standards. Course descriptions are located below the table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses** | **District Executives** | **EOC** | **All First Responders and Disaster Service Workers** |
| SEMS Introduction  online course (2) hours | X | X | X |
| SEMS EOC Course  8 hour course |  | X |  |
| NIMS ICS 700.B  online course (3) hours | X | X | X |
| NIMS ICS 100.C  online course (3) hours | X | X | X |
| NIMS ICS 200.C  online course (3) hours |  | X | X  1st Line Supervisors/Unit Leaders |
| NIMS ICS 300 |  | X  Section Chiefs/ Campus Police |  |
| NIMS ICS 400 |  | X  Campus Police |  |
| NIMS ICS 402 Executive Course | X |  |  |
| NIMS ICS 800  online course (3) hours |  | X  Section Chiefs/ Campus Police |  |
| Specialized Training |  |  | X\* |

**SEMS Introductory Course (online 1-2 hour course):**

This course is required for District Executive, EOC staff, First Responders and Disaster Service Workers. The course provides a basic understanding of the Standardized Emergency Management System (SEMS).

SEMS EOC (Emergency Operations Center) Orientation Course (online 8 hour course):

This course is required for staff with a response assignment in the EOC. The course provides an overview of the District Emergency Operations Plan and an introduction to the various roles in the EOC

**NIMS 700 National Incident Management System – An Introduction (online 3 hour course):**

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. *(Note: As NIMS training requirements change, the Plan should be updated.)*

**ICS 100 Incident Command System Introduction (online 3 hour course):**

This course is required for staff with an identified role in a major emergency. The course introduces the concepts of an ICS organization, basic terminology, and roles and responsibilities related to managing an incident in the field. District Executives, EOC staff, First Responders and Disaster Service Workers are required to take this course.

**ICS 200 Incident Command System Basic (online 3 hour course):**

This course is required for Section Chiefs within the EOC, First Line Supervisors and Unit Leaders. ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System.

**ICS 300 Incident Command System Intermediate and ICS 400 Incident Command System Advanced (facilitated 2-3 day course):**

ICS 300 is intended for individuals who may assume a supervisory role during incidents. ICS 400 is intended for the Campus Police Department (e.g. Chief, Lieutenants) who are expected to perform in a management capacity in an area command or multiagency coordination entity.

**ICS 402 Elected Officials and Senior Executive Course (facilitated 2 hour course):**

The course focuses on the role of executive leadership during a major emergency. The training will be offered as a facilitated 2-hour course.

**Specialized Training:**

In addition to the SEMS/NIMS requirements identified above, all First Responders and Disaster Service Workers should take training specific to the tasks they may perform (e.g. Search & Rescue, Triage). These types of trainings are offered through local cities and outside organizations. These types of trainings include C.E.R.T., fire extinguisher and evacuation chair training. The specialized training will ensure that the personnel will be familiar with the equipment and protocols associated with their positions.

**Additional Field Response Training Standards**

At the field response level, the use of SEMS/NIMS is intended to standardize the response to emergencies involving multiple jurisdictions or multiple agencies. SEMS/NIMS require emergency response agencies to use the Incident Command System as the basic emergency management system. In California, this requirement specifies that when more than two response agencies are involved, the Incident Command System will be used (e.g. College Police, Facilities, City of San Marcos Police and Fire Departments, City of Escondido Police and Fire Departments, County Sheriff’s Department). Compliance with this requirement can be accomplished by incorporating ICS into the daily functions of the emergency response departments, or to maintain expertise in the system through training.

### Exercises

### Drills

*It is the responsibility of the District’s Finance and Administrative Services Department – Environmental Health and Safety Department to ensure that the campus complies with California Education Code, OSHA, local fire code, and any other regulations pertaining to the conduct of routine safety drills. It’s important to note that campuses occupied by K-12 students are required to conduct monthly fire drills. Campuses occupied by K-12 students are also required to conduct annual earthquake “duck/cover/hold on” drills.*

**Tabletop Exercises**

District EOC

The primary and alternate staff with assigned positions in the EOC should participate in annual Tabletop Exercises in order to become familiar with the applied theory of the Incident Command System, practice roles and responsibilities, and practice coordinating with outside entities. The Exercises should include tests of all functions and sections within the EOC and be based on credible hazard scenarios.

Campuses & Administrative Facilities

All District employees with emergency management response assignments should participate in one facilitated Tabletop Exercise annually. This is a discussion-based, guided review of policies and procedures. Scenario topics should vary to address a variety of incidents and conditions.

**Functional Exercise**

The District EOC, campuses, and field response departments should conduct at least one functional exercise annually, simulating an actual incident or disaster. This serves to interpret and set policies, test specific procedures, and improve decision-making skills. The exercise can involve one location, or coordinated with additional locations or outside agencies. At the conclusion of the functional exercise, an after-action report should be prepared and distributed during a lessons-learned workshop involving all locations participating in the exercise.

**Full-Scale Exercise**

A Full-Scale Exercise is a field based multi-agency, multi-jurisdictional, multi-organizational activity that tests many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In Full-Scale Exercises the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. During Full-Scale Exercises, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. These exercises are conducted in a real-time, stressful environment that closely mirrors real events.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 |
| **District EOC Exercises** | | | | |
| District EOC Tabletop Exercise | X | X | X | X |
| District EOC Functional Exercise |  | X | X | X |
| District EOC Full-Scale Exercise with the Field Response Departments and/or Campus |  |  |  | X |
| **Emergency Response Team Exercises (Campuses)** | | | | |
| Tabletop Exercise | X | X | X | X |
| Functional Exercise |  | X | X | X |
| Full-Scale Exercise |  |  |  | X |
| **Field Response Department Exercises (College Police, Facilities)** | | | | |
| Tabletop Exercise | X | X | X | X |
| Functional Exercise | X | X | X | X |
| Full-Scale Exercise |  |  |  | X |

# Communication Tests

Palomar Community College District should test all communication systems and protocols at least once a year, and after significant changes in the system. Directories and procedures in the checklists should be updated after each test.

SECTION SIX

Response Levels

# Response Levels

Response Levels are used to describe the type of event in terms of the area affected, the extent of coordination or assistance needed, and the degree of participation expected from the District. Response Levels are closely tied to Emergency Proclamations issued by local governments.

## 

## Level 1 – A Minor or Moderate Incident

A minor to moderate incident, where local resources are adequate and available. A Local Emergency may be proclaimed depending on the situation. This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs at a single location. A Level 1 requires Campus Incident Commanders to implement guidelines in the Campus Emergency Plan.

## Level 2 – A Moderate to Severe Emergency

A moderate to severe emergency, where resources are not adequate and mutual aid may be required on a regional or even State-wide basis. The City of San Marcos, City of Escondido, or County of San Diego may proclaim a Local Emergency and a State of Emergency may be declared. This level of response occurs when multiple sites and/or multiple events occur and local emergency responders are working in concert with Palomar Community College District.

## Level 3 - Major Disaster

A major disaster, where resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A Local Emergency will be proclaimed, a State of Emergency will be declared and a Presidential Declaration of an Emergency or Major Disaster will be requested.

The District Emergency Operations Plan is based on a “Level 3” event and a full emergency response by the District. However, only those sections of the response organization that are required to address the situation at the time will be activated. For example, a “Level 1” emergency occurring at one location may require minimal activation of the Plan, where more serious situations may require additional activation.

|  |
| --- |
| **RESPONSE LEVELS** |
| **Level 1: Minor to Moderate Incident**  Campus Incident Commander activates their Emergency Response Plan. Communicate with College Police and Local Emergency Responders (9-1-1).  College Police Dispatch informs Chief of Police who informs Superintendent/President (Policy Group/EOC Director).  Policy Group partial to full activation. |
| **Level 2: Moderate to Severe Emergency**  Campus Incident Commander is in charge of on-scene response and directing the Emergency Response Team. Communicate with College Police, Local Emergency Responders, and Policy Group/EOC.  District EOC partial to full activation. Coordinates with City and County EOCs |
| **Level 3: Major Disaster**  Campus Incident Commander is in charge of on-scene response and directing the Emergency Response Team. Communicate with College Police, Local Emergency Responders, and Policy Group/EOC.  District EOC full activation. Coordinates with City of San Marcos, City of Escondido, or San Diego County Operational Area EOC. |

SECTION SEVEN

Emergency Management Phases

# General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

## Mitigation Phase

Mitigation is perhaps the most important phase. Although the District has no control over some of the hazards that may impact it, such as earthquakes, they can take actions to minimize or mitigate the impact of such incidents. As an example, locations in earthquake-prone areas can mitigate the impact of a possible earthquake by securing bookcases and training students and staff in what to do during an actual event. Here are some other examples of mitigation activities:

* Connect with community emergency responders to identify local hazards.
* Review the last safety audit to examine buildings and grounds.
* Encourage staff to provide input and feedback into the crisis planning process.
* Review incident data.
* Identify trends at the District locations relating to crime and violence to determine how these problems may impact District vulnerability to certain crises.

## Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. The District Emergency Operations Plan includes personnel assignments, policies, notification procedures, and resource lists. District personnel with emergency operational responsibilities are acquainted with their duties through trainings and exercises. Other examples of preparedness efforts could include:

* Determine what crisis plans exist in the community.
* Identify all stakeholders involved in crisis planning.
* Develop procedures for communicating with staff, students, families, and the media.
* Establish procedures to account for students during a crisis.
* Gather information that exists about each location, such as maps and the location of utility shutoffs.
* Identify the necessary equipment that needs to be assembled to assist staff in a crisis.

## Response Phase

**Pre-Impact**: Learn to recognize an approaching disaster where actions can be taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOC may be activated and evacuation may begin.

**Immediate Impact**: Emphasis is placed on saving lives, stabilizing the incident and minimizing the damage to property and the environment. Incident Command posts and the EOC may be activated, and emergency instructions may be issued.

**Sustained**: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Other response activities may include:

* Determine if a crisis is occurring.
* Identify the type of crisis that is occurring and determine the appropriate response.
* Activate the Incident Command System.
* Ascertain whether an evacuation; reverse evacuation; lockdown; or shelter-in-place needs to be implemented.
* Maintain communication among all relevant staff.
* Establish what information needs to be communicated to staff, students, families, and the community.
* Monitor how emergency first aid is being administered to the injured.
* Decide if more equipment and supplies are needed.

## Recovery Phase

The goal of recovery is to return to learning and restore the infrastructure of the District’s facilities as quickly as possible. Often, recovery begins while the emergency response is still underway. Staff must be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff, and responders. Additional examples of recovery activities include:

* Strive to return to learning as quickly as possible.
* Restore the physical buildings and facilities, as well as the greater neighborhood surrounding the district locations.
* Monitor how staff is assessing students for the emotional impact of the crisis.
* Conduct debriefings with staff and first responders.
* Capture “lessons learned” and incorporate them into plan revisions and trainings.

SECTION EIGHT

Emergency Organization Overview

# Palomar Community College District

## Policies Governing Emergency Preparedness and Response

The safety of students is paramount. All actions taken shall bear this in mind as well as the safety and well-being of employees.

If an incident occurs during operating hours, college students will be encouraged to follow the direction of faculty or staff. Young students (under the age of 18) will remain under the supervision of campus authorities until released to their guardian. In the event closure is considered prudent, the following notifications shall be made as soon as a closure decision is made:

* Governing Board
* District personnel
* Local area media
* Police, fire, and other emergency response agencies
* State and Federal legislators and other officials
* City of San Marcos (Police and Fire Departments), City of Escondido (Police and Fire Departments), and County of San Diego (Sheriff’s Office, Fire Authority, Office of Emergency Services)
* County of San Diego Office of Education
* Local hospitals and County of San Diego Emergency Medical Services

Per the Oath of Allegiance that employees sign upon hire, District employees are all considered Disaster Service Workers in the event of an emergency.

Educational Code, Section 3101:  For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

Educational Code, Section 3102.  (a) All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.

Each campus will have a designated Site Incident Commander who shall supervise the planning and implementation of their Emergency Response Plan.

The Site Incident Commander shall prepare a list of staff to be assigned specific emergency response roles as outlined in this plan. Each Site Incident Commander shall conduct a survey of certificated and classified personnel to determine each employee's status in terms of first aid training, disaster preparedness training, and other emergency experience and training. Records will be kept current as changes of personnel occur. Copies of records will be kept on file in the Site Incident Commander's office, and a copy will be forwarded to the Supervisor of Environmental Health and Safety.

Students may be included in planning and implementation of the Emergency Response Plan. Sports teams, clubs, and other student organizations should be encouraged to become sources of leadership among their peers in first aid and disaster preparedness and response.

## 

## District Disaster Response Assumptions

**All District emergencies are reported to the College Police (directly or via local jurisdiction’s dispatch) who informs the Superintendent/President's Office and other administrators as required.**

District campuses may implement their respective Emergency Response Plan independent of the District Emergency Operations Plan.

Depending on the severity and scope of the emergency, and its effect on individual campuses, the Emergency Response Plan and its Emergency Response Team may or may not be activated.

The Emergency Response Team will be partially or fully activated, as deemed necessary, by the Site Incident Commander. The Incident Command System is designed to be adaptable and flexible, allowing for anything from one-position to each position being fully staffed.

When a local emergency is proclaimed by the Superintendent/President (and later ratified by the Governing Board), the District's policies and procedures outlined in this plan become effective.

# Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. Palomar Community College District emergency response organization is based on these functions. There is a chain of command system in place that helps to organize response efforts during emergency situations.

# EOC Structure

## District EOC Structure Chart

An emergency requires constant management. The Emergency Operations Center shall have management represented AT ALL TIMES. This task is the responsibility of the District Superintendent/President or designee.

## Role of the Superintendent/President

The Superintendent/President (or designee) has responsibility for overall management of the District at all times.

* May delegate responsibility for overall management to an Assistant Superintendent/ Vice President.
* Delegates responsibility for uniform planning and execution of details of the disaster preparedness program for the District.
* Establishes a chain of command for emergencies.
* Establishes communication between the campuses and the District EOC.
* Requires that prescribed training and disaster plans are implemented.
* Requires that locations maintain first aid equipment and other emergency supplies. Plans for safe storage of District records.
* Requires a list of emergency contacts (law enforcement, fire, medical, etc.), with telephone numbers and addresses to be maintained at the District office, each campus and administrative facility within the District.
* Informs the public about the District's emergency program, and their responsibilities and participation in the plan for community's care, if required.
* Delegates in-service training of faculty and staff in emergency techniques.
* Requires safety inspections of all buildings.
* Ensure funding for campus and administrative facility training and exercises.

# 

# Emergency Operations Center (EOC) Manual

The District Emergency Operations Center Manual describes the EOC structure and provides the position checklists.

See Attachment 2 for the District Emergency Operations Center Manual (under separate cover).

# Explanation of the EOC

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of an EOC is a standard practice in emergency management.

The EOC Director and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all Palomar Community College District emergency operations, and coordination with other agencies and the City of San Marcos, City of Escondido, and the San Diego County Operational Area EOC. The District EOC is partially or fully activated by the EOC Director, according to the requirements of the situation.

The EOC is organized according to SEMS/NIMS, based on ICS, as noted earlier in this plan. The EOC Director and Section Chiefs serve as the EOC management team, along with the Public Information Officer, Safety Officer, and Liaison Officer.

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted at the individual administrative facilities and campuses.

# EOC Activation

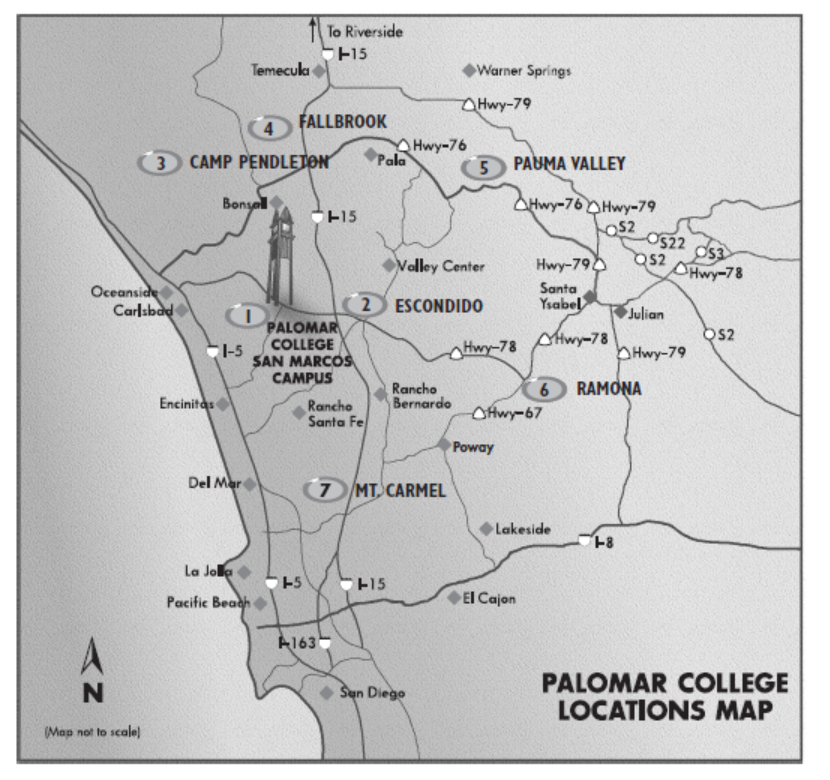
Activation of the District EOC means that at least one District official implements SEMS as appropriate to the scope of the emergency and the District’s role in response to the emergency. The District EOC is activated when routine use of resources needs support and/or augmentation. The District official implementing SEMS may function from the EOC or from other locations depending on the situation.

An activated EOC may be partially or fully staffed to meet the demands of the situation. The District maintains three EOC staffing levels that can be applied to various situations. Activation criteria are listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EOC Activation Levels | | | | |
| **Level** | **Conditions** | **EOC Duties** | **Activation** | **Staffing** |
| **NONE** | 1. None | 1. Maintenance | 1. None | 1. No actions. |
| **Level 0** | 1. No potential severe weather 2. Some international tension 3. Some national or local tension 4. Slightly increasing probability of hazard | 1. Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts. | 1. None | 1. No actions. |
| **Level 1** | 1. Serious increase in international tension 2. Possibility of local unrest 3. Severe weather watch is issued 4. Situational conditions warrant 5. Small incidents involving one facility 6. Earthquake advisory 7. Flood watch | 1. Continuous monitoring of event 2. Check & update all resource lists 3. Distribute status and analysis to EOC personnel 4. Receive briefing from field personnel as necessary | 1. Only basic support staff or as determined by EOC Director | 1. EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources. |
| **Level 2** | 1. Small scale civil unrest 2. Situational conditions warrant 3. Severe weather warning issued 4. Moderate earthquake 5. Wildfire affecting specific areas 6. Incidents involving 2 or more facilities 7. Hazardous materials evacuation 8. Imminent earthquake alert 9. Major scheduled event | 1. Continuous monitoring of event 2. Initiate EOC start-up checklist 3. Facilitate field personnel 4. Provide status updates to EOC personnel | 1. Staffed as situation warrants and liaison to other agencies 2. Primary EOC personnel will be available and check-in regularly | 1. Briefings to Superintendent/President and Board 2. EOC begins full operation |
| **Level 3** | 1. International crisis deteriorated to the point that widespread disorder is probable 2. Acts of terrorism (biological, technical, other) are imminent 3. Civil disorder with relatively large scale localized violence 4. Hazardous conditions that affect a significant portion of the District 5. Severe weather is occurring 6. Verified and present threat to critical facilities 7. Situational conditions warrant 8. Major emergency in the District 9. Major earthquake | 1. Brief arriving staff on current situation 2. Facilitate EOC staff | 1. As determined by the Emergency Manager 2. EOC essential and necessary staff 3. Key department heads 4. Required support staff | 1. As situation warrants |

**SECTION NINE**

Palomar Community College District Map

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**SECTION TEN**

Hazard Identification

# Disaster Risks

## Major Earthquake

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are expectable, if not predictable, events. Every occupant in San Diego County assumes a certain level of seismic risk because the County is within an area of moderate seismicity. Several major active faults exist in San Diego County, including the Rose Canyon, La Nacion, Elsinore, San Jacinto, Coronado Banks and San Clemente Fault Zones. The Rose Canyon Fault Zone is considered by many geologists as to be part of the Newport-Inglewood Fault Zone, which originates to the north in Los Angeles, and the Vallecitos and San Miguel Fault Systems to the south in Baja California. The Rose Canyon Fault Zone extends inland from La Jolla Cove, south through Rose Canyon, along the east side of Mission Bay, and out into San Diego Bay. The Rose Canyon Fault Zone is considered to be the greatest potential threat to San Diego as a region, due to its proximity to areas of high population.

Historic documents record that a very strong earthquake struck San Diego in 1862, damaging buildings in Old Town and opening up cracks in the earth near the mouth of the San Diego River. That quake was estimated at a Magnitude 6.0 on the Richter Scale. The strongest recently recorded earthquake in the County was a Magnitude 5.3 that occurred on July 13, 1986 on the Coronado Banks Fault, 25 miles west of Solana Beach. The most recent earthquake felt in the County was the Easter Sunday (April 4, 2010) Mexicali Magnitude 7.2 event. Ongoing field and laboratory studies suggest the following maximum likely magnitudes for local faults: Rose Canyon (6.2-7.0) Coronado Banks (6.0-7.7), Elsinore (6.5-7.3), and San Clemente (6.6-7.7).

The major effects of earthquakes are ground shaking and ground failure. Flooding may be triggered by dam failures resulting from an earthquake, or by seismically induced settlement or subsidence. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

Liquefaction is another secondary impact associated with earthquakes. Liquefaction is the phenomenon that occurs when ground shaking causes loose soils to lose strength and act like viscous fluid. Liquefaction is not known to have occurred historically in the County, although liquefaction has occurred in nearby Imperial Valley in response to large earthquakes (Magnitude 6.0 or greater).

|  |  |  |
| --- | --- | --- |
| **Earthquakes** | | |
| **Descriptive Title** | **Richter Magnitude** | **Intensity Effects** |
| **Minor Earthquake** | **1 to 3.9** | **Only observed instrumentally or felt only near the epicenter.** |
| **Small Earthquake** | **4 to 5.9** | **Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause structural damage.** |
| **Moderate Earthquake** | **6 to 6.9** | **Moderate to severe earthquake range; fault rupture probable.** |
| **Major Earthquake** | **7 to 7.9** | **Landslides, liquefaction and ground failure triggered by shock waves.** |
| **Great Earthquake** | **8 to 8+** | **Damage extends over a broad area, depending on magnitude and other factors.** |

### 

## Landslide

Landslides occur when masses of rock, earth, or debris move down a slope. Landslides are influenced by human activity (mining, construction) and natural factors (geology, precipitation, and topography). Frequently they accompany other natural hazards such as floods and earthquakes.

Landslides are present throughout the coastal plain of the County and can also occur in the granitic mountains of East San Diego County.

Population centers near fault rupture zones, in hilly areas subject to landslides or in liquefaction zones should have special measures for coping when the effects of these hazards are added to shaking damage.

## Flooding

A flood occurs when excess water from snowmelt, rainfall, or storm surge accumulates and overflows onto a river’s bank or to adjacent floodplains. Floodplains are lowlands adjacent to rivers, lakes, and oceans that are subject to recurring floods. Most injury and death from flood occurs when people are swept away by flood currents, and property damage typically occurs as a result of inundation by sediment-filled water. Average annual precipitation in San Diego County ranges from 10 inches on the coast to approximately 45 inches on the highest point of the County’s mountain region, and 3 inches in the desert east of the mountains.

Several factors determine the severity of floods, including rainfall intensity and duration. A large amount of rainfall over a short time span can result in flash flood conditions. A sudden thunderstorm or heavy rain, dam failure, or sudden spills can cause flash flooding. Flash floods in the County range from the stereotypical wall of water to a gradually rising stream. The central and eastern portions of the County are most susceptible to flash floods where mountain canyons, dry creek beds, and high deserts are the prevailing terrain.

Between 1950 and 1997, flooding prompted 10 Proclaimed States of Emergency in the County. Historically, flooding in the County has occurred during the season of highest precipitation or during heavy rainfalls after long dry spells. The areas surrounding the river valleys in all of San Diego County are susceptible to flooding because of the wise, flat floodplains surrounding the riverbeds, and the numerous structures that are built in the floodplains. Seven principle streams originate or traverse through the region.

FEMA defines flood risk primarily by a 100-year flood zone, which is applied to those areas with a 1% chance, on average, of flooding in any given year. These high hazard areas are generally concentrated within the coastal areas, including bays, coastal inlets and estuaries. Major watershed areas connecting the local mountain range to the coastal region also contain 100-year flood hazard areas.

Structures located near rivers and in floodplains should have pre-planned evacuation routes and safe areas.

## Hazardous Materials

Hazardous materials releases can occur at facilities or along transportation routes. Such releases, depending on the substance involved and type of release, can directly cause injuries and death and contaminate air, water, and soils. While the probability of a major release at any particular facility or at any point along a known transportation corridor is relatively low, the consequences of releases of these materials can be very serious.

Hazardous materials can include toxic chemicals, radioactive materials, infectious substances, and hazardous wastes. Numerous facilities in the County generate hazardous wastes in addition to storing and using large numbers of hazardous materials. There are a total of 13,034 sites with permits to store and maintain chemical, biological and radiological agents, and explosives in the County.

In situations where large refineries, petroleum or toxic waste storage facilities, large manufacturers or numerous gas stations are near a facility or campus, evacuation routes and shelter-in-place drills should be conducted regularly.

## Fire

A structural fire hazard is one where there is a risk of a fire starting in an urban setting and spreading uncontrollably from one building to another across several city blocks, or within hi-rise buildings.

A wildfire is an uncontrolled fire spreading through vegetative fuels and exposing or possibly consuming structures. They often begin unnoticed and spread quickly. Naturally occurring and non-native species of grasses, brush, and trees fuel wildfires. A wildland fire is a wildfire in an area in which development is essentially nonexistent, except for roads, railroads, power lines and similar facilities. A Wildland/Urban Interface Fire is a wildfire in a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels. Significant development in San Diego County is located along canyon ridges at the wildland/urban interface. Areas that have experienced prolonged droughts or are excessively dry are at risk of wildfires.

Wildland fires have prompted 7 Proclaimed States of Emergency in the County between 1950 and 2003. San Diego County’s largest and most damaging wildfire (Cedar Fire) in history occurred in October 2003. Several fires burned at the same time throughout the County, burning over 392,000 acres in the urban areas and the backcountry. The fires destroyed 2,668 residential and commercial structures, with costs exceeding $450 million.

Not that many years later, the Witch Fire started on October 21, 2007. Several fires burned at the same time throughout the County, burning over 347,312 acres in the urban areas and backcountry. The Witch Fire was the second largest fire in history of San Diego County with 1,650 residential and commercial structures destroyed.

Structures located anywhere near the Wildland/Urban Interface must incorporate evacuation planning into their Emergency Response Plans. Fire drills and fire evacuation routes should be pre-planned and practiced with transportation vehicles and shelter locations pre-planned.

## Terrorism

Terrorism is defined as “the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”

Recently, the federal government’s Department of Homeland Security has placed a great deal of attention on “weapons of mass destruction” (WMD). Following is a list of the categories of WMD weapons: chemical, biological, radiological, nuclear, and explosive.

Given San Diego’s proximity to an international border and the prevalence of military establishments and entertainment facilities, the region is considered to be a high risk in terms of terrorism.

In the aftermath of the September 11, 2001, terrorist attacks, educational facilities need to evaluate the potential impact of acts of terrorism directly on their campuses and administrative facilities. In some cases, their proximity to local primary targets may increase their vulnerability to terrorists.

## Bomb Threats

San Diego County experienced numerous bomb threats to educational facilities, government buildings, religious sites, and commercial facilities over the years.

## Major Transportation Accident

On September 25, 1978, San Diego was the scene of one of the worst air disasters in the United States. A mid-air collision between a Cessna and a Pacific Southwest Airlines Boeing 727 caused both planes to crash into the neighborhood of North Park. A total of 144 lives were lost including 7 people on the ground.

The region is home to a wide range of public, private, and military airports. Several of the District’s campuses are located in close proximity to both public and military air transportation facilities.

The proximity of District facilities to transit, rail, and air transportation stations and routes creates a special vulnerability. The Palomar College Campus is across the street from a Sprinter/Coaster rail station and hosts a busy bus transfer station. Also, the various campuses are vulnerability to air-related incidents in light of proximity to a variety of general and military aviation facilities.

**Mass Violence**

In 1984, a gunman opened fire in a San Ysidro McDonald’s restaurant, killing 21 people.

Santana High School in 2001 was the scene of a student shooter who caused the deaths of 2 students and injured 13.

Granite Hills High School was the scene of yet another student shooter in 2001 resulting in injuries to 2 teachers and 3 students.

SECTION ELEVEN

Glossary

# Terms

All Clear Alarm: Continuous audio alarm that signals the end of evacuation when conditions are acceptable for re-entry of buildings.

Assembly Areas: Designated meeting areas for students, employees, and visitors during emergency evacuation of all Palomar Community College District buildings and auxiliary sites.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Command Post: For major incidents requiring extended, complex, multi-agency response, emergency response officials will typically establish a command and control location in a building or vehicle near the event.

Disaster Service Workers: All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

Drop, Cover, Hold On: Seek protection of at least head and neck under tables, desks, or other protected places away from overhead fixtures, windows, high cabinets, and bookcases, for immediate individual protection during an emergency.

Emergency Evacuation: Official procedures for evacuation of all effected students, employees and visitors to Palomar Community College District buildings and auxiliary sites upon building alarm system activation, in the event of an emergency.

Emergency Operations Plan: Plan to protect the safety and welfare of student, employees and visitors in the offices, schools, and programs operated by Palomar Community College District and to assure the continued operation of the essential services of the District during a period of emergency.

Emergency Operations Center: A centralized location where the District can provide emergency management of the response to an emergency, including, but not limited to, logistical support, coordinating media relations, track fiscal issues, and coordinate recovery operations.

Emergency Organization: Organization to direct and control operations of the District’s locations during a period of emergency with assigned responsibilities and tasks for planning, response, and recovery in emergency situations.

Emergency Response Team: Group of employees assigned to perform a specific emergency function, such as Public Information Officer, First Aid & Medical Team, or Search & Rescue Team.

Fire Alarm: Intermittent audio alarm that signals evacuation of buildings.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

Level I EOC Activation: Minor to moderate emergency, such as major power outage, bomb threat, air pollution alert, isolated fire, or minor earthquake (no injuries or significant damage).

Level II EOC Activation: Moderate to severe emergency, such as major fire, moderate earthquake, bomb explosion (with injuries and/or structural damage).

Level III EOC Activation: Major disaster such as a catastrophic earthquake.

Local Emergency Responders: Public safety services provided by outside agencies, such as City of San Marcos Police and Fire Departments, City of Escondido Police and Fire Departments, County of San Diego Sheriff, Fire Authority, and private EMS providers.

National Incident Management System: A comprehensive incident response system developed by Homeland Security at the request of the President of the United States, March 1, 2004.

Standardized Emergency Management System (SEMS): An emergency management system required by California law based on the Incident Command System.

Site Incident Commander: The individual responsible for executing the Emergency Response Plan during an emergency. Typically this individual is the campus President or Site Administrator.

Unified Command: An organization established to oversee the management of multiple incidents being handled by ICS organizations in one location to ensure coordination in multi-jurisdictional situation.

# Acronyms

ARC: American Red Cross

DSR: Damage Survey Report

DSW: Disaster Service Worker (All public employees)

EOC: Emergency Operations Center

ERP: Emergency Response Plan (site-specific)

ERT: Emergency Response Team (site-specific)

FEMA: Federal Emergency Management Agency

ICS: Incident Command System

MACS: Multi-Agency Coordination System

NIMS: National Incident Management System

OES: Office of Emergency Services (City, County or State)

PIO: Public Information Officer

SEMS: Standardized Emergency Management System

SIC: Site Incident Commander

SECTION TWELVE

Authorities and References

# Federal

**National Incident Management System (NIMS)**

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across all functional disciplines. California’s special districts comply with NIMS by adopting the Standardized Emergency Management System, which includes the Incident Command System. ICS is being adopted nation-wide as the standard, all–hazard management concept to be practiced from the field level all the way up to the State and Federal levels.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (the Stafford Act) was enacted to support State and local governments and their citizens when disasters overwhelm them. This law establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available under the Stafford Act, and sets the conditions for obtaining that assistance.

**Federal Civil Defense Act of 1950**

The Federal Defense Act of 1950 created the Federal Civil Defense Administration that was attached to the Office of the President to provide a mechanism to monitor emergencies. It led to the Federal Disaster Relief Act which allowed the Federal Government to provide limited assistance to states during disasters. Civil Defense Planning was part of this program.

# State of California

**California Emergency Services Act**

This Act (Chapter 7, Division 1, Title 2, California Government Code) provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

**California Government Code, Section 3100, Title 1, Division 4, Chapter 4**

The Code (Section 3100, Title 1, Division 4, Chapter 4) states that public employees are Disaster Service Workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public District, excluding aliens legally employed. The law applies to public school employees in the following cases:

When a local emergency is proclaimed.

When a state of emergency is proclaimed.

When a federal disaster declaration is made.

The law has two specific ramifications for District employees:

*It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.*

*When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government, but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.*

California’s Office of Emergency Services (Cal OES) has stated that inadequately trained staffs render school officials potentially liable for acts committed or omitted by school staff during or after a disaster (Sub Sections 835-840.6). It requires that Special Districts be prepared to respond to emergencies using SEMS.

**California Civil Code – Good Samaritan Liability**

This section of the Code (Chapter 9, Section 1799.102) provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

**California Emergency Plan**

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

# Local

**City of San Marcos, City of Escondido, County of San Diego Ordinances, Plans, and Resolutions**

As the Palomar Community College District buildings are located within the boundaries of the City of San Marcos, the City of Escondido, and the County of San Diego (unincorporated area), the District could be subject to the City and County Ordinances, Emergency Operations Plans, and City and County Resolutions pertaining to emergency preparedness, response, recovery, and mitigation. If the City declares a disaster, all District buildings within the City boundaries would be included in the declaration and may be eligible for possible reimbursement of emergency response-related funds. The same concept holds true to a District facility within the County’s unincorporated area being eligible for reimbursement in the event of a County declaration.

# Emergency Response Plans and EOC Manual

**Emergency Response Plans**

Each campus and administrative facility in the District maintains an Emergency Response Plan. Each of the plans are based on a District-wide standardized format and are in compliance with the Standardized Emergency Management System and the National Incident Management System.

**Emergency Operations Center Manual**

In the event of a major emergency that impacts one of more of the District’s campuses or administrative facilities, the Superintendent/President (or designee) has the authority to activate the District’s Emergency Operations Center. The EOC Manual contains the protocols and position checklists that would guide the actions of staff members filling positions in the EOC.