

**GENERAL INSTITUTION**

**AP 3505 EMERGENCY RESPONSE PLAN**

**References:**

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

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

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

The Palomar College 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.

The District will use some or all of the systems described below to communicate information about significant incidents, including specific locations.

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 a serious incident or an immediate threat to the campus community. These methods of communication include, but are not limited to:

- Palomar College website: [www.palomar.edu](http://www.palomar.edu)
- District Wide Emergency Notification System
- Opt-in Text Messaging
- Emergency Notification Towers and Wall Mounted Phones
- Electronic Signs on Campus and Campus Entrance Marquees
- Media communications, depending on circumstance

The District will post updates during a critical incident on the District web site at [www.palomar.edu](http://www.palomar.edu). Individuals can also call the District's recorded information telephone line at (760) 891-7115.

The District's Director of Communications, Marketing, and Public Affairs will be responsible for the dissemination of emergency information to the larger community through some or all of the above listed methods of communications. In the event of a catastrophic emergency, information may come directly from the Palomar College Police Department.

### **TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

An evacuation drill is coordinated by the Environmental Health and Safety Department at least once a year.

Located throughout the buildings, classrooms, and common areas of the District are:

- Emergency procedures posters
- Emergency Procedures flip-chart guides
- Evacuation plan posters

These guides and posters identify Palomar's protocols for different types of disasters. In order to ensure the safety of the campus community, emergency evacuation areas and routes may change due to the location or nature of the emergency.

Evacuation drills are monitored by the Environmental Health and Safety Department to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The District's Environmental Health and Safety Department coordinates announced and unannounced evacuation drills annually (at a minimum) as described above. Following drills Environmental Health and Safety and Campus Police assess emergency response procedures capabilities and disseminates information as needed.

In the event of an emergency, natural disaster, or the occurrence of a hazardous condition, the District must ensure the activation of a plan or procedures to protect and govern employees, students, visitors, and children in childcare programs at District facilities.

The Superintendent/President shall ensure that an emergency management team is created to aid in the development, implementation, and communication of its emergency response plan.

The District's Emergency Response Plan shall adopt California's Standardized Management System (SEMS) and the National Incident Management System (NIMS). The purpose of SEMS is to provide a standardized response to emergencies involving multiple jurisdictions or multiple agencies. Compliance with requirements includes the use of the basic principles and components of emergency management which include the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational area concept and established mutual aid systems. SEMS and NIMS both utilize ICS. ICS is the combination of

facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, that is responsible for the management of resources to effectively accomplish the District's stated objectives in response to an incident.

For compliance with NIMS and SEMS mandates, the following information shall be included in the District's Emergency Response Plan:

- Plan activation procedures
- Chain of command procedures
- Emergency management procedures, including mitigation and prevention, preparedness, response, and recovery
- Procedures to coordinate comprehensive emergency management and preparedness activities with appropriate local, state, and federal government authorities

The Superintendent/President must ensure that District personnel with assigned roles within the emergency response plan complete appropriate specialized training, in compliance with NIMS and SEMS mandates. The District must comply with NIMS and SEMS to receive state or federal funding.

The Superintendent/President must ensure that the District's emergency response plan is updated and communicated regularly.

Office of Primary Responsibility: Finance and Administrative Services