



---

**Administrative Procedure**  
Chapter 3 – General Institution

---

**AP 3505 Emergency Response Plan**

**References:**

Education Code, Sections 32280 et seq.  
Government Code, Sections 3100 and 8607 subdivision (a);  
19 California Code of Regulations 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 subdivision (b)(13) and (g)  
District Emergency Operations Plan (EOP)

**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.

All members of the campus community are notified on an annual basis that they are required to notify the Environmental Health and Safety/Risk Management and College Police Department or Responsible Security Official 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 and employees on campus.

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.

In addition, Environmental Health and Safety/Risk Management and College Police Department or Responsible Security Official 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.

Upon confirmation or verification by the District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or

employees occurring on campus, the District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: College Police Department or Responsible Security Official, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

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

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 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 during an emergency.

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 for all facilities on campus.

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. Environmental Health and Safety/Risk Management does not establish locations for evacuation in advance because those decisions are affected by 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. In both cases, the Environmental Health and Safety/Risk Management and College Police Department or Responsible Security

Official and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

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 and District administration 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 conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Environmental Health and Safety/Risk Management and District administration coordinate announced and unannounced evacuation drills at least once per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, Environmental Health and Safety/Risk Management will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will record a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

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 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.

## **PURPOSE**

The Emergency Response Plan 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/their delegated representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operations Center (EOC) staff.

## **RESPONSIBILITY**

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

## **EMERGENCY OPERATIONS CENTER (EOC)**

The Emergency Operations Center (EOC) will be activated during emergency situations. The Superintendent/President or his/her/their designated representative 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 Building Evacuation Leaders (BELs) that are trained response personnel from the District employees.

The EOC is composed of key administrators, record keepers and the individual who is responsible for Administration of Justice. The EOC shall:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call back of employees)
- Mobilize any additional staff to heavily damaged areas
- Determine the “All-Clear” when the disaster is over

All press releases will be prepared by the Information Officer or appropriate staff of the EOC. In absence of this person, the key administrator will designate an individual responsible for this function.

## **PREPAREDNESS**

The District’s preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

## **EMERGENCY RESPONSE PROTOCOL**

The District’s Emergency Operations Plan (EOP) provides comprehensive guidance on emergency response protocols, including the emergency chain of command, designated assembly areas, and specific procedures for various incidents such as fires, earthquakes, explosions, chemical spills, and bomb threats. The EOP also outlines roles and responsibilities for faculty, staff, and emergency personnel during evacuations and other critical situations. Emergency assembly areas are identified within the EOP and clearly marked on campus maps, with updates made as necessary during construction or other changes.

All employees should familiarize themselves with the EOP to understand their responsibilities in emergency situations. In accordance with Government Code Sections 3100, every community college employee is designated as a ~~civil defense~~ disaster worker (disaster service worker) during major disasters. In an emergency, employees should follow the instructions outlined in the EOP, assist students and colleagues as needed, and report to designated assembly areas or command posts for further direction. The EOP is available through the District’s website or Emergency Operations Center for reference and training.

Also see BP 3505 Emergency Response Plan, BP/AP 3720 Computer and Network Use, BP/AP 3725 Information and Communications Technology Accessibility & Acceptable Use, and BP/AP 6520 Security for District Property.

**Office of Primary Responsibility:** Finance and Administrative Services

---

**Approved:** 2/15/11

**Revised:** 4/19/2015, 4/19/2016, 11/5/2025

**Reviewed:** 4/6/21

*(Replaces all previous versions of AP 3505)*