

General Institution

1 **AP 3505 EMERGENCY RESPONSE PLAN**

2 **References:**

- 3 Education Code, Sections 32280 et seq., 35296, 42140, and 71095;
- 4 Government Code, Sections 3100 et seq., 8558, 8559, 8600, 8605, and 8607(a);
- 5 19 California Code of Regulations (CCR), Sections 2400-2450 (SEMS);
- 6 National Fire Protection Association 1600;
- 7 Homeland Security Act of 2002;
- 8 Homeland Security Presidential Directive-5 (NIMS);
- 9 Governor’s Executive Order S-2-05 California SEMS–Federal NIMS Coordination
- 10 34 CFR 668.46(b)(13) and (g)

11 **Emergency Response and Evacuation Procedures**

12 General information about the emergency response and evacuation procedures for the  
13 District are publicized each year as part of the District’s Clery Act compliance efforts and  
14 that information is available at <https://www.cerritos.edu/police/default.htm>.

15 All members of the campus community are notified on an annual basis that they are  
16 required to notify the Campus Police Department of any incident on campus that involves  
17 a significant emergency or dangerous situation that may involve an immediate or ongoing  
18 threat to the health and safety of students and employees on campus. The Campus  
19 Police Department has the responsibility of responding to, and summoning the necessary  
20 resources, to mitigate, investigate, and document any situation that may cause a  
21 significant emergency or dangerous situation. In addition, Campus Police has a  
22 responsibility to respond to such incidents to determine if the situation does in fact, pose  
23 a threat to the community. If so, federal law requires that the institution immediately notify  
24 the campus community or the appropriate segments of the community that may be  
25 affected by the situation.

26 Upon confirmation or verification by the District that a legitimate emergency or dangerous  
27 situation involving an immediate threat to the health or safety of students or employees  
28 occurring on campus, the District will determine the content of the message and will use  
29 some or all of the systems described below to communicate the threat to the campus  
30 community or to the appropriate segment of the community, if the threat is limited to a  
31 particular building or segment of the population. The District will, without delay, take into  
32 account the safety of the community, determine the content of the notification and initiate  
33 the notification system, unless issuing a notification will, in the judgment of the first  
34 responders (including, but not limited to Campus Police), compromise the efforts to assist  
35 a victim or to contain, respond to, or otherwise mitigate the emergency.

36 In the event of a serious incident that poses an immediate threat to members of the  
37 campus community, the District has various systems in place for communicating  
38 information quickly. Some or all of these methods of communication may be activated in

39 the event of an immediate threat to the campus community. These methods of  
40 communication include network emails, emergency text messages that can be sent to a  
41 cell phone or e-mail (individuals can sign up for this service on the District website), public  
42 address system, phone calling trees, District website and emergency messages that  
43 scroll across display screens in campus buildings. The District will post updates during a  
44 critical incident on the District website at [www.cerritos.edu](http://www.cerritos.edu). Individuals can call the  
45 District's recorded information telephone line at (562) 860-2451 for updates. Cerritos  
46 College students, staff, faculty and others can sign up for emergency text message alerts  
47 at <https://www.cerritos.edu/police/default.htm> or text keyword "CCALERTS" to 888777  
48 from their mobile phones.

49 The District's Director of Public & Governmental Relations will be responsible for the  
50 dissemination of emergency information to the larger community through media alerts.

### 51 **Testing Emergency Response and Evacuation Procedures**

52 An evacuation drill is coordinated by the Campus Police Department at least once per  
53 year for all facilities on campus. Students learn the locations of the emergency exits in  
54 the buildings and are provided guidance about the direction they should travel when  
55 exiting each facility for a short-term building evacuation.

56 Evacuation drills are monitored by the Campus Police Department and District  
57 administration to evaluate egress and behavioral patterns. Reports are prepared by  
58 participating departments which identify deficient equipment so that repairs can be made  
59 immediately. Recommendations for improvements are also submitted to the appropriate  
60 departments and offices for consideration.

61 The District conducts announced drills and exercises each year and conducts follow-  
62 through activities designed for assessment and evaluation of emergency plans and  
63 capabilities. Campus Police and District administration coordinate announced evacuation  
64 drills at least once per year, as described above, to test the emergency response and  
65 evacuation procedures, and to assess and evaluate the emergency evacuation plans and  
66 capabilities. For each test conducted, Campus Police will document a description of the  
67 exercise, the date, and time. The District will publish a summary of its emergency  
68 response and evacuation procedures in conjunction with at least one drill or exercise each  
69 calendar year.

70 In the event of an emergency, natural disaster or the occurrence of a hazardous condition  
71 the District will activate its plan and procedures to protect and govern employees,  
72 students, visitors, and children in childcare programs on campus and/or in district-owned  
73 or operated facilities. The District shall maintain an emergency management team to aid  
74 in the creation, maintenance, updating, and implementation of its emergency plan and  
75 procedures.

### 76 **SEMS and NIMS**

77 The District's Emergency Response Plan shall provide for the implementation of  
78 California's Standardized Emergency Management System (SEMS) and the National

79 Incident Management System (NIMS). There are five designated levels in the SEMS  
80 organization: Field Response, Local Government, Operational Areas, Regions, and  
81 State. Each level is activated as needed. There are six components of NIMS: Command  
82 and Management including the Incident Command System (ICS), Preparedness,  
83 Resource Management, Communications and Information Management, Supporting  
84 Technologies, and Management and Maintenance. The District's Plan shall include these  
85 five essential SEMS functions: Management, Operations, Planning/intelligence, Logistics,  
86 and Finance/Administration. The District shall work with the Disaster Resistant California  
87 Community Colleges (DRCCC) program to ensure it is in compliance with state and  
88 federal requirements.

89 SEMS shall be used to provide a standardized response to emergencies involving  
90 multiple jurisdictions or multiple agencies. The requirements shall include the use of the  
91 basic principles and components of emergency management which include the ICS,  
92 multi-agency or inter-agency coordination, the operational area concept, and established  
93 mutual aid systems. The District's ICS shall provide for the combination of facilities,  
94 equipment, personnel, procedures, and communications, operating within a common  
95 organizational structure, that is responsible for the management of resources to  
96 effectively accomplish the District's stated objectives in response to an incident.

97 For major incidents NIMS shall be implemented to provide for a consistent nationwide  
98 template to ensure that local, state, and federal agencies can work together to prepare  
99 for, prevent, respond to and recover from incidents.

100 The District's emergency response plan shall provide information on preparedness,  
101 prevention, response, recovery, and mitigation policies and procedures.

102 The District's emergency response plan shall also provide information on coordinating  
103 with the appropriate local, state, and federal government authorities and  
104 nongovernmental entities on comprehensive emergency management and preparedness  
105 activities.

#### 106 **Crisis Management Response Structure**

107 In the event of an emergency, the Chief of Campus Police or police department designee,  
108 or in the absence of these, the lead manager on duty at the time, will contact the  
109 President/Superintendent or designee and contact or arrange the contact, as conditions  
110 warrant, of the other Emergency Operations Center personnel including the Vice  
111 Presidents, Director of Physical Plant and Construction Services, Associate Dean of  
112 Student Health, Wellness and Veterans Services, and Public Information Officer to report  
113 the emergency.

114 The above managers will convene (via conference call if necessary) and decide whether  
115 to declare a state of emergency, start the process of notifying the community and media  
116 if necessary, and review and discharge responsibilities as detailed in the District's  
117 Emergency Operations Plan. The President/Superintendent or designee will activate the

118 Emergency Operations Center (EOC) as necessary to participate in the execution of the  
119 plan.

120 The District shall maintain an Emergency Notification Chain with contact telephone  
121 numbers of all management personnel.

## 122 **Responsibility**

123 Government Code Sections 3100-3101 state that all employees of the District are  
124 declared civil defense workers during emergencies, subject to such defense activities as  
125 may be assigned to them. Federal and state regulations further state that all employees  
126 of the District must be trained and qualified in specified Federal Emergency Management  
127 Agency (FEMA) courses depending on an employee's emergency response  
128 responsibilities.

129 Responsibilities of faculty, staff and managers, as well as building marshals, area team  
130 leaders, facilities staff and Campus Police personnel are provided in the District's adopted  
131 Emergency Operations Plan. Employees are responsible for knowing their duties,  
132 functions, and responsibilities.

## 133 **Training and Preparedness**

134 The District shall determine the appropriate level(s) of SEMS and NIMS training for each  
135 of its employees. The determination shall be dependent upon an employee's potential  
136 assignment during an emergency response situation.

137 In addition to the training requirements, the District shall also comply with state and  
138 federal preparedness laws for public institutions.

## 139 **Required Reporting**

140 In the event that a local emergency occurs, and the Governor declares a state of  
141 emergency, if the District responds to said emergency, the District shall complete and  
142 transmit an after-action report to the California Office of Emergency Services (OES) within  
143 90 days of the close of the incident period. The after-action report shall at a minimum  
144 include a review of the response actions taken, the application of SEMS, the identified  
145 training needs, suggested modifications to SEMS, necessary modifications to the SEMS  
146 plans and procedures and an up-to-date recall of the recovery actions.

147 Note: Local government must use SEMS in order to be eligible for state funding for  
148 response-related personnel costs which occur in response to an incident.

## 149 **Definitions**

150 The following definitions may be relevant to the implementation of the Emergency  
151 Response Plan:

- 152 • **Emergency** – Any incident, whether natural or manmade, that requires responsive  
153 action to protect life or property.
- 154 • **Incident Command System (ICS)**: the nationally used standardized on-scene  
155 emergency management concept specifically designed to allow its user(s) to adopt  
156 an integrated organizational structure equal to the complexity and demands of

157 single or multiple incidents without being hindered by jurisdictional boundaries.  
158 ICS is the combination of facilities, equipment, personnel, procedures, and  
159 communications operating within a common organizational structure, with  
160 responsibility for the management of resources to effectively accomplish stated  
161 objectives pertinent to an incident.

162 **Public Notice – Incident Planning and Types**

163 Public notice of emergency planning and advice in the event of actual emergencies shall  
164 be provided by way of posters in every occupied room or interior area of the campus.  
165 Titled sections shall include: Before the Emergency, Power Outage, Bomb Threat, In  
166 Case of Active Shooter, Fire, Shelter in Place, Emergency Evacuation, Earthquake, and  
167 Medical Emergency.

168 **Public Education – Preparedness Drills and Other Training**

169 The District shall carry out preparedness drills annually. Types and frequency of drills  
170 may also be on the advice of, or at the direction of, designated local, state, and federal  
171 emergency management agencies and personnel. Other training may be offered and/or  
172 required by local, state, or federal mandates.

173 Office of Primary Responsibility: Vice President, Business Services

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